

EQUAL EDUCATIONAL OPPORTUNITIES

The School District is committed and dedicated to the task of providing the best education possible for every child in the School District for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The School District does not discriminate against pupils in the school-sponsored programs under 42 USC ss. 1751 et. seq. on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

It is the policy of the School District of Whitefish Bay that a student's sincerely held religious beliefs shall be reasonably accommodated with respect to all examinations and other academic and activity requirements.

It is the policy of the Whitefish Bay School District that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by the Whitefish Bay School District.

Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator or the Director of Human Resources and Special Services.

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

Adoption Date	-	8/3/87, 11/11/87, 3/9/88, 6/2/93, 6/12/96, 11/9/05
Legal Reference	-	Chapter 115, Subchapter V; 118.13; PI Code; Title IX, Education Amendments of 1972; Title VI, Civil Rights Act of 1964; Section 504, Rehabilitation Act of 1973; 20 USC s. 1415; 20 USC s. 1231e-3; 34 CFR ss. 76.780-76.782; Americans with Disabilities Act of 1990
Cross Reference	-	411-Rule, Student Discrimination Complaint Procedures 411.1, Human Dignity 411.2, Harassment 310, Instructional Goals (Equity in Excellence)

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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

1. Any student, parent/guardian, or resident of the School District complaining of discrimination on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, of learning disability or handicap in school programs or activities shall report the complaint, in writing, to the Director of Human Resources & Special Services.
 - A. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a child with an exceptional educational needs shall be processed in accordance with established special education appeal procedures. (Chapter 115, Subchapter V, Wis. Stats.).
 - B. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent.
2. The Director of Human Resources & Special Services will provide a written acknowledgment within twenty (20) days of the receipt of the written complaint. The Director of Human Resources & Special Services will investigate with the building principal, or other appropriate persons, the facts comprising the alleged discrimination and prepare a written report of the facts. Within fifty (50) days after receiving the complaint, the Director of Human Resources & Special Services shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
3. If the grievant is dissatisfied with the decision of the Director of Human Resources & Special Services, he/she may, within five (5) business days of such decision, appeal the decision in writing to the School Board. The School Board shall hear the appeal at its next regular business meeting, or a special meeting may be called for the purpose of hearing the appeal. The school board shall make its decision in writing within ninety (90) days after the School District's receipt of the complaint, unless the parties agree to an extension of time. Copies of the written decision shall be mailed or delivered to the grievant and the Director of Human Resources & Special Services.
4. If the grievant is dissatisfied with the School Board's decision, he/she may within thirty (30) days appeal the decision in writing to the State Superintendent.
5. Complainants are reminded that appeals may also be made to the Regional Director of the Office of Civil Rights for federal discrimination law violations.

Adoption Date - 6/2/93, 6/12/96; 1/24/06

HUMAN DIGNITY

Through the philosophy of education, the School Board has established its intent to provide quality education in a positive learning environment and to communicate its commitment to the core values of a democratic society to all students.

An integral part of this intent is the recognition that we are a multi-racial and multi-ethnic School District, that we value and respect the diverse makeup of the school community and that we seek equity and excellence in education for all students.

To this end, the School District will not tolerate actions by students or staff which insult, degrade, or stereotype any race, gender, handicap, physical condition, ethnic group, sexual orientation or religion.

Appropriate consequences for students violating this policy will be specified in the student code of conduct of each building. Staff members who violate this policy will be disciplined in accordance with provisions of the applicable School Board policies and collective bargaining agreements.

Adoption Date	-	6/13/90, 6/12/96
Cross Reference	-	411, Equal Educational Opportunities

HARASSMENT POLICY

The School District of Whitefish Bay is committed to an education environment that is free of harassment of any form. It is therefore the policy of the District to:

1. Prohibit and discourage any individual (employee, applicant for employment, parent, student or other individual doing business or having a relationship with the District) from harassing any other individual associated with the District;
2. Provide a harassment-free educational environment;
3. Address any instances of harassment in a timely manner;
4. Provide on-going educational awareness of the problem of harassment in all forms; and
5. Provide procedures for filing and pursuing claims of harassment.

The District will not tolerate any form of prohibited harassment and will take all necessary and appropriate action to eliminate it, including discipline or discharge of employees and suspension or expulsion of students.

DEFINITION OF PROHIBITED HARASSMENT

Harassment is prohibited if it is based upon a protected group status. In that regard, no person shall be subject to harassment on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, age, marital or parental status, sexual orientation, arrest or conviction record, or physical, mental or emotional disability or any other basis protected by state or federal law.

Prohibited harassment may include, but is not limited to, the following:

1. Verbal harassment, including epithets, kidding, derogatory comments, slurs or ethnic jokes;
2. Physical harassment, including patting, pinching, or intentional brushing against another's body;
3. Physical interference with movement, activities or work;
4. Visual harassment, including derogatory cartoons, drawings or posters; and
5. Demands for sexual favors, whether or not accompanied by implied or overt promises of preferential treatment or threats.

This policy applies to all District employees, applicants for employment, parents, students, and other individuals doing business or having any dealings with the District.

HARASSMENT COMPLAINT AND DISTRICT RESPONSE

A report of harassment and the subsequent investigation will be handled confidentially, to the extent possible. No information regarding the initial report, the complaint, or the investigation will be released by the District unless required by law or, if necessary, for the purpose of taking corrective action.

Violations of the District's harassment policy will result in discipline of the individual involved. In the case of an employee harassing a student, the discipline to the employee may range from a warning to

termination, depending on the facts. In the case of a student harassing another student, the discipline to the student may range from a warning to expulsion from school, depending on the facts. In the case of other violations of the policy, appropriate action will be determined following the investigation process.

The District recognizes that false or fraudulent claims of harassment may be filed. The District will treat all harassment claims as valid claims unless and until the District's investigation reveals that the complaint was filed falsely, fraudulently, or for an improper purpose. The District reserves the right to discipline any person filing a false or fraudulent claim of harassment. The discipline shall be determined based upon the facts and circumstances of the individual case.

The District forbids retaliation against anyone who reports an incident of harassment or files a complaint of harassment.

This policy applies to all District employees, applicants for employment, parents, students and other individuals doing business or having any dealings with the District.

Adoption Date	-	6/29/94, 6/12/96
Legal Reference	-	Sections 111.31-111.395, 118.13, 118.195-118.20 Wis. Stats., PI 9, Wis. Admin. Code Title VII, Title IX
Cross Reference	-	411-2-Rule, Student Harassment Complaint Procedures 411.2-Exhibit 511-Rule, Employee Discrimination Complaint Procedures

HARASSMENT COMPLAINT PROCEDURE

Any individual who believes he/she has been subjected to harassment by another individual or an employee, applicant for employment, parent/guardian, or other individual doing business or having any dealings with the District, or any parent/guardian who believes his/her child has been subjected to harassment should report the harassment. The report should be presented in writing to the Principal/Associate Principal or Guidance Counselor in the building where the alleged harassment occurred, or to the administrator or supervisor who is primarily responsible for the program where the alleged harassment occurred. If the student or parent/guardian is not comfortable making the complaint to one of the aforementioned individuals, the complaint should be submitted to the Director of Human Resources & Special Services.

In the event a complaint is made to a staff member, the staff member shall immediately report the complaint to the Principal or Director of Human Resources & Special Services, as appropriate. All complaints of harassment should receive immediate attention and investigation, and should be reported to the Director of Human Resources & Special Services.

The District forbids retaliation against anyone who reports an incident of harassment or files a complaint of harassment.

Any person who files a written complaint alleging harassment will receive a written acknowledgment within five (5) working days that the complaint has been received. Each complaint will be thoroughly investigated within fifteen (15) working days after receipt, unless additional time is needed to conduct the investigation.

The investigation shall be conducted by the Director of Human Resources & Special Services or other individual designated by the District Administrator. The investigation shall include conferring with the person(s) involved in the alleged harassment and shall include a written summary of the investigation.

If the investigation reveals that the complaint is valid, prompt action designed to curtail the harassment and to prevent its recurrence will be taken. If appropriate, the matter shall also be reported to the appropriate social service or law enforcement agency.

If the complaining party is dissatisfied with the decision of the investigating party, the matter may be appealed to the District Administrator, in writing. The District Administrator shall review the appeal and may, if appropriate, conduct a further investigation into the matter. The District Administrator shall render a decision with respect to the appeal within ten (10) working days following receipt of the appeal.

If the complainant is dissatisfied with the District Administrator's decision, the complainant may appeal the decision, in writing, within thirty (30) days following the District's decision to the State Superintendent of Public Instruction. Appeals may also be made to the Office of Civil Rights.

Appeals under 20 U.S.C. §1415 and Wis. Stats. Ch. 115, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need, shall be resolved through the procedure authorized by Wis. Stats. Ch. 115, Subch. V, and shall not be subject to these procedures. Complaints under 20 U.S.C. §1231(e)-3 and 34 C.F.R. §76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program, shall be referred directly to the State Superintendent of Public Instruction.

SCHOOL DISTRICT OF WHITEFISH BAY

HARASSMENT REPORTING FORM

Name of reporting person _____

Date of incident _____ Time of incident _____

Names of person(s) alleged to have done the harassing _____

Name(s) of any witnesses _____

Describe the alleged harassment as accurately as possible. Include descriptions of all physical and verbal behavior that you feel are of a harassing nature. (Use back of this form or additional paper if necessary.)

I authorize the School District of Whitefish Bay Administration to review this complaint with the accused individual.

Parent/Guardian

Date

Student

Administrator

Employee

PROHIBITION OF BULLYING POLICY

The School District of Whitefish Bay strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

DEFINITION

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

PROHIBITION

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision. Events that occur outside of the school day and are not on district property are not within the scope of this policy unless the bullying event causes a material and substantial disruption to the learning environment as determined by the appropriate administrator.

PROCEDURE FOR REPORTING/RETALIATION

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the appropriate building administrator.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the appropriate building administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the building administrator.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

PROCEDURE FOR INVESTIGATING REPORTS OF BULLYING

The building administrator or his/her designee shall conduct an investigation of the bullying report and collect whatever other information is necessary to determine the facts and the seriousness of the report.

The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law. The parent or guardian of each pupil involved in a bullying incident will be notified.

SANCTIONS AND SUPPORTS

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

DISCLOSURE AND PUBLIC REPORTING

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

Adoption Date	October 6, 2010
Legal Reference	2009 Wisconsin Act 309, Section 118.46
Cross Reference	411, Equal Educational Opportunities 411.1, Human Dignity 411.2, Harassment Policy

SCHOOL CENSUS

The Director of Business Services shall conduct a yearly census as required by state law.

A census of School District children between the ages of three (3) through twenty-one (21) shall be taken annually. The data collected will be used as follows:

1. To provide required information to the Department of Public Instruction.
2. To calculate projection enrollments for long range planning.
3. To identify children with exceptional education needs.

A public awareness campaign shall precede the school census each year. This campaign will inform the community of the special education programs provided for handicapped children.

Adoption Date	-	4/8/87; 11/11/87; 6/12/96
Legal Reference	-	Sections 43.70(1), 115.85(3), 120.18(1) Wis. Stats.

FULL-TIME AND PART-TIME STUDENTS

A full-time student in grades K-8 is one who attends the full schedule of hours as established in the respective levels of the normal school day.

A part-time student in grades K-8 is one who attends less than the full schedule of hours as established in the respective levels of the normal school day,

A full-time secondary school student in grades 9-12 is one whose schedule consists of five (5) or more semester credits.

A part-time secondary school student in grades 9-12 is one whose schedule consists of less than five (5) semester credits.

Students who do not meet the time requirement for full-time status will be considered full-time as follows:

1. When the schedule of diagnosed EEN students has been determined by the School District's multi-disciplinary team as appropriate and has parental approval;
2. When this schedule has been modified based upon the recommendation of an attending physician; and
3. When the requirement has been waived by the school administration.

Adoption Date	-	1/12/83, 11/11/87, 6/12/96
Legal Reference	-	Section 121.004(5)(7) Wis. Stats.

SCHOOL ADMISSIONS

All students residing in the School District who meet the age requirements of the state shall be admitted to the public schools in the School District or placed in an appropriate educational program outside the School District. School District staff shall provide parents/guardians and students with the necessary information, services, and consultation to ensure each student's appropriate placement.

Students transferring to the School District from another district shall be requested to present evidence of previous grade placement through a transcript or record submitted by an official of the previously attended school(s). This transcript shall become a part of the student's file.

Any student entering the School District of Whitefish Bay after attendance in a home-based private educational program for a period of ninety (90) days or more shall be evaluated for grade placement. Based on an evaluation the principal will make the decision for the initial grade placement.

All students residing in the School District who have completed the course of study in the elementary and middle grades shall be entitled to admission to high school. If the administrator of a private school files with the Department of Public Instruction the course of study for elementary grades prescribed by such school and if such course is substantially equivalent to the course of study prepared for elementary grades by the Department of Public Instruction, a certificate of diploma or other written evidence issued by the administrator of the private school showing that the student has completed such course of study shall entitle the student residing in the school district admission to high school.

The School District of Whitefish Bay does not discriminate against pupils in the school-sponsored programs under 42 USC ss. 1751 et. seq. on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

Adoption Date	-	11/11/87, 3/9/88, 6/2/93, 6/12/96, 11/9/05
Legal Reference	-	Sections 118.13, 118.14, 118.145, 118.15(4), 118.165, 140.05(16) Wis. Stats., PI 9.03(1) Wis. Admin. Code
Cross Reference	-	411-Rule, Student Discrimination Complaint Procedure 420-Rule, Procedures for Placing Transfer Students from Home-Based Private Educational Programs 344, Adult Education 422, Admission of Non-Resident Students 422.1, Admission of Foreign Exchange Students 432, Elementary School Attendance Areas 453.2, Immunizations 891.2, Relations with Private and Parochial Schools and Home-Based Private Educational Programs

ENTRY/RE-ENTRY INTO SCHOOL FROM HOME-BASED PRIVATE EDUCATIONAL PROGRAM

Evaluation

The evaluation used by a building principal in determining the grade placement for a student enrolling from a home-based private educational program will include the following data:

1. Individualized achievement tests administered by the school psychologist.
2. The chronological age of the student.
3. The educational history of the student as determined through a school counselor interview and available records.
4. The social maturity of the student as determined by a school psychologist and a school counselor.

The principal will reevaluate the placement after a forty-five (45) day probationary period. The principal will consider both academic achievement and the student's ability to demonstrate appropriate social interaction with his/her peers.

Senior High Credit

In addition to grade placement, the high school principal will also determine which course requirements have been satisfied. If placement is made at the tenth grade level or higher, ten (10) credits shall be allowed toward high school graduation for each of the years below the grade level of placement. No academic grade will be assigned for the credits given.

Appeal

The principal's decision for grade placement may be appealed to the District Administrator following the forty-five (45) day probationary period.

Adoption Date - 6/12/96

ENTRANCE AGE

Children who meet Wisconsin age requirements shall be enrolled in kindergarten and/or first grade at the beginning of the school year. Families who move into the School District after registration are encouraged to contact the school office as soon as possible.

The junior kindergarten shall enroll only those children who have become four years of age on or before September 1 in the year they propose to enter school. Senior kindergarten shall enroll only those children who have become five years of age on or before September 1 in the year they propose to enter school. A child is eligible to enter first grade if he/she is six years old on or before September 1 in the year he/she proposes to enter school. A birth certificate shall be required to verify date of birth.

The School District, in exceptional cases, may allow for admission under prescribed procedures, conditions and standards to kindergarten and first grade at ages earlier than those specified by the state.

Given written permission from the legal guardian, multidisciplinary screening shall be provided to children who have reached the age of three to determine if a child has exceptional educational needs (EEN). If so, and if the parents/guardians consent in writing, resident students with EEN shall be placed in an appropriate special education program.

Adoption Date	-	11/11/87, 6/12/96
Legal Reference	-	Sections 115.28(8), 115.80, 115.85, 118.13, 118.14 Wis. Stats.; Section 504 Americans with Disability Act
Cross Reference	-	421-Rule, Early Admission to Kindergarten/First Grade Guidelines NSEEC Handbook

EARLY ADMISSION TO KINDERGARTEN/FIRST GRADE GUIDELINES

Standards

1. The student's date of birth must be between September 1 and January 1 in order to be considered for early admission.
2. The student must have satisfactory general health, vision and hearing, as indicated by parent/guardian report.
3. The student must have superior/very superior maturity in:
 - A. Cognitive Development -- to include such aptitudes as oral vocabulary, verbal fluency, listening, visual - motor integration, non-verbal problem solving with manipulative materials, and mathematical concepts.
 - B. School-Related Knowledge -- to include letters, colors, shapes, numbers, etc.
 - C. General Adaptive Behavior -- to include communication, social maturity, daily living skills, and motor skills. General levels of adaptive behavior can be estimated by parent interview.

These broad areas of early childhood development can be assessed with nationally standardized, psychometrically appropriate screening instruments. The superior/very superior range represents the 95th percentile, or top 5%, of general maturity in all three areas. In addition, the diagnosing school psychologist, through clinical observation during the assessment process, must note high levels of frustration tolerance and intellectual curiosity, effective work habits, concentration, and notable cooperation on the part of the student.

No student shall be denied early admission on the basis of sex, race, color, national origin, ancestry, creed, religious, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap.

Adoption Date - 6/12/96, 11/9/05

ADMISSION OF NON-RESIDENT STUDENTS

Non-resident students may be admitted to the Whitefish Bay Public Schools by the School Board through a cooperative agreement with other school districts (NSEEC); by means of the Milwaukee Voluntary Transfer Agreement (Chapter 220 Program); through a foreign student exchange program (policy 422.1); or a part-time or full time open enrollment student (policy 425); or through some other move defined by policy or state statute including payment of tuition.

The School Board shall permit a student who is enrolled in a school under its jurisdiction and is a resident of the School District at the beginning of the school year to complete the school year at the school without payment of tuition, even though the student is no longer a resident of the School District.

The School Board, upon request of a student's parent/guardian, shall permit a student who has gained 12th grade status in a high school under its jurisdiction and is a resident of the School District at the time of gaining such status to complete 12th grade at the high school without payment of tuition, even though the student is no longer a resident of the School District.

Chapter 220, 1975 Laws of Wisconsin, created a voluntary state-funded school integration aids program that provides funds for the transfer of minority and non-minority students between school districts. The District may continue to accept students under the provisions of the Chapter 220 Program. Recommendations for available seats will be made each year by the local Chapter 220 Planning Council.

Adoption Date	-	2/13/85; 11/11/87; 11/8/89; 6/12/96, 1/28/98
Legal Reference	-	Sections 121.77, 121.81, 121.84 Wis. Stats.; Chapter 220, Laws of Wisconsin
Cross Reference	-	422-Rule, Non-Resident Student Admission Guidelines 411, Equal Educational Opportunities 422.1, Admission of Foreign Exchange Program Students

ADMISSION OF NON-RESIDENT TUITION STUDENTS

Procedure to be followed on receipt of application from non-resident student:

1. Upon receipt of an application for non-resident student status, the District Administrator shall authorize a guidance counselor to:
 - A. Gather background information relating to the application.
 - B. If necessary, request a transcript of credits, student's records, and letter of recommendation.
 - C. Conduct an interview with the student and the student's parents /guardians.
 - D. If necessary, administer appropriate tests to the student.
 - E. Determine whether granting the request would conflict with Open Enrollment or Chapter 220 Transfer provisions.
 - F. Make a recommendation on educational placement to the administration.
2. Recommended elementary tuition students shall be tentatively assigned to a building by the District Administrator. All building principals shall:
 - A. Review the recommendations of counselors and psychologists.
 - B. Meet, if they so choose, with the student and his/her parents/guardians.
 - C. Make a recommendation on educational placement to the District Administrator.
3. The District Administrator, based upon the review as described in 1. above, shall recommend either acceptance or denial of the application.
4. The District Administrator will summarize the student's application and background information and forward his/her recommendation to the School Board.
5. If, within five days after receipt of the information, no School Board member requests a review of the recommendation of the District Administrator, this recommendation would be upheld.
6. If, within five days after receipt of the materials, a School Board member requests a review of the proposed recommendation, a special School Board meeting, held in closed session, shall be called for such purpose.
7. The District Administrator is directed to make an annual review of the status of all students attending Whitefish Bay Schools on a non-resident tuition basis.

Adoption Date - 2/13/85, 11/11/87, 11/8/89, 6/12/96, 1/28/98

ADMISSION OF FOREIGN EXCHANGE STUDENTS

The School Board recognizes the importance of intercultural and international education is an important part of a school program. Therefore, foreign exchange students may be enrolled in the high school without payment of tuition.

The number of foreign exchange students that may be enrolled is based on the recommendation of the high school principal. Special classroom fees, textbooks, and special event fees or needs shall be the responsibility of the foreign exchange student, his/her parents/guardians or sponsors.

Adoption Date	-	11/11/87, 6/12/96
Legal Reference	-	Section 121.84(1)(c) Wis. Stats.

OPEN ENROLLMENT

The Whitefish Bay School District ("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. More specifically, the District in administering its participation, (a) will harmonize to the extent possible sections 118.145(4) (Resident Home School and Private School Option), 118.51 (Full Time Open Enrollment), 118.52 (Part-Time Open Enrollment) and subchapter VI of Chapter 121 (Milwaukee Transfer Program), (b) will give priority to its resident students regarding intra-district open enrollment opportunities, (c) will take account, as appropriate, of individual rights under the Wisconsin and United States Constitutions, and (d) will continue its efforts, as an autonomous local school district, to enhance racial balance in Milwaukee area schools through voluntary action.

Full-time Open Enrollment

- I. Application Procedures for Nonresident Students - Applications from nonresidents for full-time open enrollment into a district school must (a) be submitted on the form provided by the Department of Public Instruction ("DPI") and (b) be received between the first Monday in February and the third Friday in February. Untimely applications will not be processed nor will the review process be delayed by failure to submit supporting documentation. Copies of all nonresident student applications will be sent to the resident school district of each nonresident student and the DPI no later than the fourth Monday in February.

- II. Timetable for Decisions on Applications - District decisions on full-time open enrollment applications will be made after the third Friday in February and no later than the Friday following the first Monday in April.

(Note: For a student to participate in open enrollment, both the resident school board and the nonresident school board must approve the application.)

- III. Procedure for Processing of Open Enrollment Applications -

Prior to accepting any open enrollment applicant, the District (a) will accept or reject all timely applications made under subch. VI of Ch. 121 (the Chapter 220 program) and (b) will reject all applications that would increase racial imbalance as defined in section XI of the Full-time Open Enrollment portion of this policy. If, after making all Chapter 220 decisions and rejecting applications under the racial imbalance standard and the criteria stated in IV, below, there are more applications than spaces available, the Board will fill the available spaces by random selection, provided that first priority will be given to nonresident students already attending District schools and their siblings.

- IV. Decisional Criteria for Nonresident Applications - Decisions on nonresident open enrollment applications will be based only on the following criteria:

- A. Whether there is space available for nonresident transfer students. No later than November 1 of each school year the District Administrator will report to the School Board the space available for the next school year in the schools, programs, classes and grades of the District for Chapter 220 and Open Enrollment students. In determining such space available, the District Administrator shall consider any or all of the following:
 1. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.*
 2. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings. *

3. Enrollment projections for the schools of the district which include, but are not limited to, the following factors: the likely short and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of nonresident Open Enrollment students, the required length of K-12 attendance opportunities for Chapter 220 and Open Enrollment students and current and future space needs for special programs, laboratories (e.g. in technology or foreign language) or similar district educational initiatives.*
4. The number of nonresident students currently attending the schools of the district for whom tuition is paid by another District under §121.78(1)(a), Wis. Stats.
5. The number of resident home schooled or private school students likely to attend the schools of the district in accordance with §118.415, Wis. Stats.
6. The number of resident students likely to change schools on a full-time or part-time basis.

* In determining the availability of space, the School Board may consider criteria such as class size limits, pupil-teacher ratios, or enrollment projections established by the School Board and may include in its count of occupied spaces pupils attending the school district for whom tuition is paid under § 121.78(1)(a), pupils and siblings of pupils who have applied under sub. (3)(a) and are already attending public school in the district, and current Chapter 220 students affected by the Transportation Rezoning Plan who wish to remain in Whitefish Bay rather than change school districts.

- B. If the District receives more applications for a particular grade or program than there are spaces available in the grade or program, the School Board shall determine which pupils to accept on a random basis, after giving preference to pupils and to siblings of pupils who are already attending public school in the District. If the School Board determines that space is not otherwise available for open enrollment pupils in the grade or program to which an individual has applied, the School Board may nevertheless accept an applicant who is already attending school in the district or a sibling of the applicant.
- C. Whether an applicant for a pre-kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
- D. Whether the nonresident student has been expelled from any school district within the current school year or the two (2) preceding school years.
- E. Whether any disciplinary proceeding involving the nonresident student, based on any of the following activity, is pending:
 1. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt to destroy school property by means of explosives;
 2. Engaging in conduct while at school or under school supervision which endangers the health, safety or property of others;
 3. Engaging in conduct while not at school or under school supervision which endangers the health, safety or property of others at school or under school supervision or any school employee or board member; or

4. Possessing a dangerous weapon (as defined in §939.22(10), Wis. Stats.) while on school property or under school supervision.

(Note 1: Notwithstanding the Board's acceptance of a nonresident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the nonresident student will attend a school in the District, he/she is determined to fall under paragraphs IV(C) or IV(D)).

(Note 2: The Board may request a copy of a nonresident student's disciplinary records from the resident school board.)

- F. Whether the special education program or related services described in the nonresident student's individualized education program ("IEP"), if any, are available in the District.
- G. Whether there is space available in the District for the special education program identified in the nonresident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections. (See paragraph IV(a))
- H. Whether the nonresident student has been screened by the resident school district to determine if there is reasonable cause to believe that he/she is a child with exceptional educational needs ("EEN").
- I. Whether the resident School Board has been informed that the nonresident student may have exceptional education needs, but has not yet been evaluated by a multi disciplinary team.
- J. Whether the Milwaukee Public Schools (MPS) has approved the attendance of a non-minority MPS resident student.

(Note: If a nonresident student's IEP is developed or changed after starting in the District, and it is then discovered that the district does not have necessary programs available or does not have space in the special education program, the nonresident may be returned to the resident school district.)

- V. Procedure for Evaluating Applications by District Residents to Transfer to Another District - The Board will follow the following procedure in evaluating applications by residents for transfer to another district.

The Board will consider only the following criteria for resident applications:

- A. Whether the application would increase racial imbalance as defined in Section XI below in either the District or the district to which the student has applied.
- B. Whether the resident student is an EEN student and the implementation of his/her IEP in the other district would impose an undue financial burden on the District.

(Note: Notwithstanding the Board's approval of a resident student's application, the Board may withdraw approval if, after the District student has begun in the other school district, the IEP as implemented by the nonresident school district would impose an undue financial burden on the District.)

- C. If the total of remaining District applicants after decisions in accordance with the criteria stated in V (A), above, exceeds three percent (3%) of the District's projected 1998-99 enrollment or an additional one percent (1%) in each of the seven succeeding school years, they shall be considered on a random selection basis, provided that first priority in

all cases shall be given to applicants who already attend the other district and the siblings of such students.

- VI. Notice of Decisions - Written notice of acceptance or denial of both nonresident and resident applications must be sent to all applicants on or before the first Friday following the first Monday in April. Notice of denial will include a reason for the determination.
- A. Additional Notices When a Nonresident Student is Accepted - If the Board approves an open enrollment application of a nonresident student, it will also send the following notices: 1) written notice to the applicant no later than the 2nd Friday following the first Monday in May of the specific school or program that the applicant may attend during the following school year; and 2) notice to the resident school board no later than June 30 stating the name of the student.
- The parents/guardians of an accepted nonresident student must, notify the Board no later than the first Friday following the first Monday in June of the student's intent to attend school in the District during the following school year.
- B. Additional Notice if a Resident Student's Application to Another District is Denied - If the Board denies a resident's application to attend another district, it shall send a copy of the notice of denial to the other district on or before the first Friday following the first Monday in April.
- VII. Reapplication Procedures - The Board may require accepted nonresident students to reapply under the open enrollment policy when the nonresident student enters middle school, junior high school or high school. A nonresident student may be required to reapply only once.
- VIII. Transportation - The parents/guardians of a student attending a nonresident school district will be solely responsible for providing transportation to and from the school site, unless the nonresident student is an exceptional education student and transportation is required by his/her IEP.
- IX. Tuition Payment - The Board shall pay to the nonresident school board tuition calculated under §121.83, Wis. Stats., for District EEN students attending school in the nonresident school district.
- X. Rights and Privileges of Nonresident Students - Nonresident students attending school in the District on a full-time basis will have all of the rights and privileges of resident students and will be subject to the same rules and regulations as resident students.
- XI. Racial Imbalance - For the purposes of this policy, racial imbalance in the District occurs (a) when the ratio of minority to non-minority students enrolled in the District (excluding student transfers under Chapter 220) is substantially disproportionate to the ratio of minority to non-minority students of school age who reside in the District or (b) when students enrolled in the District, including transfers under Chapter 220 and the Open Enrollment Program, constitute thirty percent (30%) or more of the number of students enrolled in the District.

Part-Time Open Enrollment

- I. Application Procedures - The Board will accept open enrollment applications from nonresidents enrolled in a public school in the high school grades for individual courses. Applications must be submitted on the form provided by the DPI. Nonresidents may not attend more than two (2) courses at any time in the District. The applications must be made no later than six (6) weeks prior to the start of the course. Copies of all nonresident student applications will be sent to the resident school board of each nonresident student. The Board must receive copies of all applications by District students seeking part-time open enrollment in other school districts.

- II. Acceptance Criteria - Acceptance or denial of nonresident and resident part-time open enrollment applications will be made according to criteria specified and shall be made no later than one (1) week prior to the start of the course.

(Note: In order for a student to participate in open enrollment, both the resident school board and the nonresident school board must approve the application.)

- A. Nonresident Acceptance Criteria - The Board will initially determine approval of applications by nonresidents based upon the criteria stated in this paragraph. The applications of nonresidents denied under such criteria will be removed from the pool of eligible applications. If, after removing the denied applications, the number of nonresident students, District students, and students enrolling pursuant to section 118.145(4), Wis. Stats., applying for a course exceeds the number of spaces available in the course, the Board shall give first priority to District students and then to students enrolling pursuant to section 118.145(4), Wis. Stats. The remaining nonresident student seats shall be selected on a random basis.

The Board shall consider only the following criteria for nonresident open enrollment applications:

1. The same criteria applied to District students selecting courses, including statutory options such as 120.13(1)(f) Wis. Stats. Most criteria are included in student handbooks.
2. Whether the nonresident student is already enrolled in two (2) courses in the District.

- B. Resident Acceptance Criteria - The Board will consider approval or denial of applications of residents enrolled in the high school grades to attend courses in other school districts based upon only the following criteria:

1. Whether the cost of the course would impose an undue financial burden on the District in light of its total economic circumstances.
2. Whether the course would conflict with the IEP of an exceptional education student.

- III. Notice of Decisions - Written notice of acceptance or denial will be sent to all applicants no later than one (1) week prior to the start of the course. Notice of denial will include a reason for the determination and will also be sent to the nonresident school board which initially reviewed the application. Notice of acceptance shall include the name of the school the student will attend and the names of the course(s) in which he/she will enroll. If the Board approves an open enrollment application of a nonresident student it will also send a copy of the notice of acceptance to the resident school board no later than one (1) week prior to the start of the course.

- IV. Resident Student Attending Other Schools - The Board will notify a resident student no later than one (1) week prior to the start of a course in a nonresident district whether the course will satisfy the District's high school graduation requirements.

- V. Reapplication Procedures - Approval of part-time open enrollment for a course in another district applies only to the semester, year or other session for which the course is offered. The Board will require nonresident students to reapply under the part-time open enrollment policy for each additional semester, year or other session for which a course is offered.

- VI. Transportation - The parents/guardians of a student attending a course in a nonresident school district will be solely responsible for providing transportation to and from the school site.
- VII. Tuition Payment - The Board will pay to the nonresident school board tuition in an amount equal to the cost of providing the course for District students attending courses in the nonresident district.
- VIII. Rights and Privileges of Nonresident Students - Nonresident students attending courses in the District on a part-time basis will have all of the rights and privileges of resident students and will be subject to the same rules and regulations as resident students.

Adoption Date	--	1/28/98; 3/13/02; 12/8/04; 9/19/07
Legal Reference	--	Sections 118.145(4), 118.51, 118.52, subch. VI of Chapter 121, 120.13(1)(f), Wis. Stats., 2003 WI Act 55

STUDENT ATTENDANCE

In accordance with state law, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school.

Any student who has reached the age of sixteen (16) may be excused from school attendance by the School Board provided:

1. The student has requested permission to be excused;
2. The school has received the written approval of the student's parent/guardian;
3. The student and his/her parent/guardian agree, in writing, that the student will pursue further education in accordance with state law requirements;
4. The written agreement is approved by the administration and the School Board; and
5. The student complies with the written agreement. If the agreement is suspended due to noncompliance, the student will be expected to resume attendance at school on a regular basis in accordance with state law and School Board policy or be subject to forfeiture for truancy in accordance with established municipal or county ordinances.

Procedures shall be developed to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy and a problem-solving approach to the matter. These procedures shall be continued in a Truancy Plan, which shall be reviewed at least every two (2) years, and which shall be in accordance with Milwaukee County ordinances and state law and be approved by the School Board.

All teachers shall submit to the school attendance officer daily reports of the attendance of the students under their charge.

Enforcement of student attendance policies and truancy procedures shall be a shared responsibility among the school, students, parent/guardian, social service agencies, law enforcement officials, and the community at large.

Adoption Date	-	7/1/87, 1/10/90, 6/12/96, 9/9/98
Legal Reference	-	Sections 118.15, 118.153, 118.16, 118.162, 118.165, 118.18 Wis. Stats.
Cross Reference	-	431-Rule (1), Student Attendance Procedures 431-Rule (2), Truancy Plan 351, Summer School Children At Risk Plan

STUDENT ATTENDANCE PROCEDURES**A. Student Attendance Officer**

1. The principal, or designee, will serve as the school attendance officer for each school in the District and deal with all matters relating to school attendance and truancy.
2. Each school shall determine daily which students enrolled in the school are absent from school and whether that absence is excused in accordance with School Board policy and established procedures.
3. Annually, on or before June 15, the school attendance officer shall determine how many students enrolled in each school in the District were absent in the previous year and whether the absences were excused. This information will be submitted to the District Administrator who shall notify the State Superintendent of Public Instruction of the determination.
4. The school attendance officer, or designee, shall notify the parent/guardian of a student who has been truant of the child's truancy and direct the parent/guardian to return the student to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second day after receiving a report of an unexcused absence and may be made by personal service, mail, or telephone call. Parents may make arrangements with the school for attendance notification through other available telecommunicative channels (e.g., E-mail, facsimile, etc.) Written record is kept on file for all absences.

"Truancy" means any absence of part or all of one or more school days during which the school attendance officer or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

5. The school attendance officer, or designee, shall notify the parent/guardian of a student who is a habitual truant in accordance with the district's truancy plan.

"Habitual Truant" means a student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

6. Each pupil enrolled in the District shall be provided a copy of the District Student Attendance policy at the beginning of each school term.

B. Student Absences

1. The responsibility for regular school attendance of a student rests upon the student's parent/guardian.
2. All excused absences require a parent/guardian or legal custodian to give written verification which is to be submitted to the school attendance officer, or designee, in advance of the absence or prior to re-admittance to school. The District may request the parent/guardian or legal custodian to obtain a written statement from a licensed medical practitioner as proof of a period of illness or as proof of a medical appointment.

The school attendance officer, or designee, may permit a student to be absent under the following circumstances:

- a. Personal illness
- b. Funeral
- c. Required legal appearances
- d. Designated religious holidays
- e. Medical or dental appointments
- f. Family emergencies
- g. Driver's examination
- h. Approved District sponsored activities
- i. Prior approved absences which have been deemed educationally beneficial for the student.*
- j. Up to ten (10) days per school year for absences excused in writing by the parent/guardian before the date(s) of the absence.

All other absences except those listed above will be regarded as truancy.

* Family trips should be taken outside the normal school term. The intent of "i" above is to provide opportunity for students to accompany their parent/guardian on a vacation which can only be scheduled when school is in session. A parent/guardian shall be required to notify the school attendance officer, or designee, prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record.

C. Make-up Work

A student will be permitted to take all examinations missed during an absence. The opportunity and expectations to make up other missed assignments may vary depending on the type of assignment, the course content, the length of absence, and the reason for the absence. Under no condition may a student be denied credit in a course solely because of the student's absence.

A student who has been truant may be assigned to detention held outside of the regular school day to make up his/her absence from school.

1. Excused Absences

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

- a. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.
- b. Students who miss classes for reasons that are determined to be excused will be given the opportunity, whenever possible, to make up work missed when they return to school. Absences under section B(2)(j) above will require that any coursework missed be completed.
- c. Teachers will be asked to grant the number of days absent plus one for make-up time. This provision applies to all work assigned during absence(s). Consideration for extensions will be given in the event of extenuating circumstances (e.g., serious illness, family crisis). Extensions will be granted at the teacher's discretion.
- d. If a regular assignment is due on the same day an absence occurs, the student will be expected to turn in the assignment upon returning to school. This refers to work known about before the absence.

- e. Deadlines may be set for long term, major assignments. In most cases, these assignments do not require the student's physical presence in class in order to be completed.

When the above conditions exist and a student is absent on the deadline date, the absence itself does not absolve the student from meeting the deadline. However, consideration for extensions will be given in the event of extenuating circumstances (e.g., serious illness, family crisis). Extensions will be granted at the teacher's discretion. Teachers will inform students that should serious illness or family crisis prevent them from meeting the deadline, it will be the student's (or parent/guardian's) responsibility to notify the teacher in order to make arrangements to complete and turn in the assignment.

- f. Examinations missed during an excused absence will be permitted to be taken at a time designated by the teacher. The teacher will take into consideration the length of time the student was absent.

2. Unexcused Absences

- a. Students who are absent from school with the consent of their parent/guardian but whose absence does not fall under the reasons listed above shall be considered unexcused. In such cases, the student may be permitted to make up classwork missed. The student, on his/her return to school, will be expected to submit a written statement signed by his/her parent/guardian explaining the reasons for the absence. On the basis of this statement, the principal will determine whether credit for the make-up work will be granted.
- b. A student who is absent from school for no particular reason or is truant will be considered unexcused and will not be given credit for daily class work missed during an absence. Students will have the obligation to understand and retain for future reference and use all materials presented during their unexcused absence.
- c. All students with an unexcused absence will be permitted to make up any examination missed during an absence within two (2) days of the absence.

3. Suspension

No student will be denied credit in a course or subject solely because of a suspension(s) from school. Conditions under which a student shall be permitted to take quarterly, semester or grading period examinations and complete any course work missed during the period of suspension will be discussed by school officials and the student and/or parents/guardians upon the student's readmission into school.

Adoption Date	-	11/11/87, 6/12/96, 9/9/98
Legal Reference	-	Sections 118.15, 118.153, 118.16 Wis. Stats.

TRUANCY PLAN

I. Plans and procedures for identifying truant students of all ages and returning them to school, including the identity of school personnel to whom a truant student shall be returned, are as follows:

A. Each school will identify truant students through:

- (1) The attendance monitoring system
- (2) Teacher or parent referrals
- (3) Administrative referrals (principal, guidance counselors)
- (4) Police referrals
- (5) Reports of truancy from the community (e.g., proprietors)

B. The following methods will be employed in an effort to get truant students to return to school:

- (1) Parent notification (counselors)
- (2) Parent conference (counselors/administrator)
- (3) Guidance intervention/support services
- (4) Disciplinary action (principal/associate principal)
- (5) Social worker referral/home visit
- (6) Municipal truancy ordinance
- (7) District Attorney referral

II. The Wisconsin Compulsory School Attendance Law states that “any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious days excepted, until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age or has graduated from high school.” Therefore, the involvement of a parent/guardian in deterring truancy is mandated by state law. The following procedures will be followed by the District to deal with student truancy.

Listed below are four levels which serve as the procedures for dealing with truant and habitually truant students, along with methods for involving a parent/guardian in dealing with a truancy problem. Level 1 describes the procedures for notifying parents/guardians of each truant student.

Level 2 details procedures for notifying, meeting and conferring with a parent/guardian of a student considered a “habitual truant.” Level 3 details the steps which should be taken after school personnel have met with or attempted to meet with the child's parent/guardian, as well as the procedures for coordinating the responses with public and private social services agencies. Level 4 discusses the type of truancy cases which should be referred to the District Attorney and how the District Attorney should respond to the District's referral.

Level 1 -- Truant Student -- Parent Notification

1. (a) A telephone call to the parent/guardian will be made within 48 hours by attendance office personnel to inform the parent/guardian of every truant absence (unexcused absences which have not been cleared). This notice may be made by personal service, mail or telephone call of which a written record is kept.
- (b) Written notification will be used if no personal contact is made.
- (c) Notification to a parent/guardian will be written in addition to the telephone call.

- (d) A written medical excuse may be required for all absences exceeding three (3) consecutive days.

Level 2 -- Habitual Truant Student -- Parent Notification

1. After five (5) trancies within a semester, a student will be considered a habitual truant. Written notification (by registered or certified mail) will be sent to the parent/guardian. In addition, the habitual truant case will be referred to the social worker for home visits. The notice will include the following:
 - (a) A statement of the parent/guardian's responsibility to cause the student to attend school regularly.
 - (b) A statement that the parent/guardian or student may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at-risk.
 - (c) A 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 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 five additional school days.

The purpose of this meeting will be to provide the parent/guardian with information on:

 - the student's status in class
 - the compulsory attendance law and its requirements and consequences
 - the issuance of a municipal citation for habitual truancy
 - all the services as required by statute which may be offered to the student, if appropriate (e.g., at-risk program, EEN referral)
 - the development of strategies to deter truancy
 - (d) A statement of the penalties that may be imposed on the parent/guardian if he/she fails to cause the student to attend school regularly.

Level 3 -- Habitual Truant -- Referral Services

1. If school personnel have met or attempted to meet with a habitual truant's parent/guardian and the unexcused absences continue, the District will respond by taking the following actions:
 - (a) The counselor and/or administrator will meet with the student and appropriate personnel as needed to address the truancy problems. A decision will be made to:
 - (1) Refer the student to guidance
 - (2) Warn the student about status in class
 - (3) Initiate a parent/teacher contact
 - (4) Refer the student to an M-team
 - (5) Refer the student to support services (e.g., social worker, psychologist, Student Assistance Program coordinator)
 - (6) Examine the potential for at-risk services

- (7) Refer the student to outside public or private social service agencies
 - (b) The District will provide an opportunity for educational counseling to determine whether a change in the student's curriculum would resolve the student's truancy and to consider what curriculum modification would be effective.
 - (c) The District will evaluate the student to determine whether learning problems may be a cause of the student's truancy and, if so, take steps to overcome the learning problems.
 - (d) The District should conduct an evaluation as to whether social problems may be a cause of the student's truancy and, if so, take the appropriate action or make appropriate referrals to public or private social service agencies.
2. If the decision is made to contact an outside public or private social service agency, the school social worker or counselor will be responsible for identifying and referring the student (and family) to the social service agency or program.
 3. The state requires that prior to a referral to the District Attorney, the District must show it has exhausted the appropriate required means of addressing habitual truancy (compliance with Levels 2 and 3 of the truancy plan), unless:
 - (a) the parent/guardian meeting was not held within ten school days after notice was sent pursuant to level 2; and
 - (b) the school attendance officer provides evidence that appropriate school personnel were unable to carry out the activities under Level 3 due to the child's absences from school.

Level 4 -- Habitual Truant -- Referral to District Attorney

1. After school personnel have met or attempted to meet with the child's parent/guardian under Level 2 and efforts that the school has undertaken under Level 3 have not been effective in resolving the truancy, a referral to the District Attorney will be made.
 2. The types of truancy cases to be referred to the District Attorney for the filing of information under §118.5(5), Wis. Stats. and the time periods within which the District Attorney will respond and take action on the referrals as follows:
 - (a) The referral to the District Attorney will include evidence of all activities undertaken pursuant to Level 1, 2, and 3 of the Truancy Plan.
 - (b) The District Attorney's office should respond to the District's referral within three (3) days of the receipt of the referral and schedule the initial review conference within three (3) weeks of that response.
- III. Methods to increase and maintain public awareness of and involvement in responding to truancy within the District are as follows:
- A. Utilization of media (e.g., cable, school newspaper, parent newsletters, PTA newsletters, local newspapers, radio, television) to communicate the importance of school attendance and the community's stance against truancy.
 - B. Consideration of a coordinated county-wide effort that makes the public aware of the community-wide efforts in combating truancy and reinforcing good attendance.

C. Coordinating efforts with the business community and law enforcement agency in the District to deter students from truancy in the community. This may include:

- (1) Working with business and police to identify "hangouts" for truant students;
- (2) Working cooperatively with these agencies to develop incentives to keep students in school;
- (3) Increasing the level of communication between the District, business, and law enforcement to identify students who may be truant during the day; and
- (4) Sensitizing the business community to the issue of students' working hours that are inconsistent with school achievement.

IV. The immediate response to be made by school personnel when a truant student is returned to school is as follows:

A. Local school educational response

(1) All returning habitual truants and their parent/guardian should report to the attendance officer of the school. It will be the responsibility of the school to make certain the student is properly programmed for re-entry. This may include:

- Referral to the at-risk program
- Referral to the guidance counselor
- Referral to the social worker, school psychologist, or other appropriate personnel or special program
- Referral to the school tutorial programs
- Provisions for supervised study

(2) It is expected that the school will maintain ongoing contact with the home, while closely monitoring the returning student's adjustment. It will be necessary for the school to monitor the following indicators to determine the student's readjustment to school:

- Attendance records
- Report cards/progress reports
- School performance
- Social interaction
- Discipline referrals

B. Off-campus education response

Should the prescribed educational program require enrollment in an off-campus setting, school personnel in conjunction with the parent/guardian and representatives from other involved agencies should take the responsibility of providing the following:

- An opportunity for all involved to meet and develop a rationale for off-campus placement. This rationale will document the efforts by the school to provide on-campus educational achievement, reasons why the school program was ineffective, and recommendations why the proposed off-campus program was selected.
- Agreement between the parent/guardian and the school to waive the student's attendance at the school in favor of the off-campus program. The student may apply for re-admittance to the school at any time; however, the school may determine the appropriate time for the student to return. Attendance requirements and procedures will be specified in the off-campus agreements.

Adoption Date - 11/11/87, 6/12/96, 9/9/98
Legal Reference - Sections 118.15, 118.16, 118.162, 118.163, 118.18 Wis. Stats.

ELEMENTARY SCHOOL ATTENDANCE AREAS

The School Board will establish attendance boundaries for each elementary school. Students living on the north side of Henry Clay Street and north of Henry Clay Street to the village boundaries will attend Richards School; and students living on the south side of Henry Clay Street and south of Henry Clay Street to the village boundaries will attend Cumberland School. Students will be assigned to schools based on their legal residence as a students. A parent/guardian may request a transfer for the student to another school. Request for transfer shall be addressed to the District Administrator.

The District Administrator shall make recommendations to the School Board to revise the elementary school boundary lines and to transfer students to accomplish more equitable distribution of class sizes.

The legal residence of a student will be determined by the legal residence of the parent/guardian. School enrollment will be determined by the legal address of the parent/guardian not by the address where the student may be living. If parents are legally separated or divorced, the address of the parent who has legal custody of the student will determine the district of residence.

Adoption Date - 2/11/87, 6/12/96

RELEASED TIME FOR RELIGIOUS INSTRUCTION

The School Board shall permit students with written permission of a parent/guardian to be absent from school at least sixty (60) minutes per week to obtain religious instruction.

- Adoption Date - 10/13/82, 5/13/87, 6/12/96
- Legal Reference - Section 118.155 Wis. Stats.
- Cross Reference - 434.1-Rule, Guidelines for Released Time for Religious Instruction
434.12, Accommodating a Student's Sincerely Held Religious Beliefs

GUIDELINES FOR RELEASED TIME FOR RELIGIOUS INSTRUCTION

Students shall be released from school for religious instruction under all of the following conditions:

1. A written request from a parent/guardian is on file in the principal's office.
2. The amount of released time shall be at least sixty (60) minutes per week.
3. All students within a given house of worship be granted released time as approved by the school administration.
4. Every participating house of worship supply the principal's office with a monthly report listing the names of students in attendance for religious instruction.
5. The privilege of released time be denied to students who absent themselves from such religious instruction after requesting the privilege.
6. Work be made up consistent with the procedure for other excused absences.

Adoption Date - 6/12/96
Cross Reference - 431-Rule, Student Attendance Procedures

STUDENT RIGHTS AND RESPONSIBILITIES

The School Board recognizes that it has the responsibility to assure students the legal rights that are theirs by virtue of guarantees offered all persons under the federal/state constitutions and statutes. In connection with rights are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

- . Civil rights, including the rights to equal educational opportunity and freedom from discrimination: the responsibility not to discriminate against others;
- . The right to attend free public schools: the responsibility to attend school as required by law and to observe school rules that are essential for permitting others to learn at school;
- . The right to procedural due process in disciplinary matters; and
- . The right to free inquiry and expression: responsibility to observe reasonable rules regarding these rights.

It is the School Board's belief that, as part of the educational process, the students of the School District should be made aware of their legal rights. They also should be aware of the School Board's authority to make -- or delegate authority to its staff to make -- policies and regulations that ensure the orderly operation of the schools.

Adoption Date	-	11/11/87, 6/12/96
Legal Reference	-	Article 1, Wisconsin Constitution Sections 118.13, 120.12(1)(2), 120.13(1)(a) Wis.

Stats.

STUDENT CONDUCT

Each principal shall have the responsibility to establish rules and regulations concerning the conduct of students during normal school hours and during school-sponsored activities consistent with School Board policy.

The School District does not discriminate against students in the school-sponsored programs under 42 USC ss. 1751 et. seq. on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

Adoption Date	-	11/11/87; 3/9/88; 6/2/93; 6/12/96; 11/9/05
Legal Reference	-	Sections 118.13, 120.13(1)(a)(b) Wis. Stats.
Cross Reference	-	411-Rule, Student Discrimination Complaint Procedures 411.2, Harassment

ALCOHOL, TOBACCO AND DRUG USE

It is expressly forbidden to possess, manufacture, use, transfer, sell or be under the influence of alcohol, tobacco, drugs and/or other unauthorized chemical substance on school property, on school sponsored vehicles or at any school related event.

Building principals shall annually communicate to student, parents/guardians, and staff that this policy will be vigorously enforced. Any student who violates this policy shall be subject to school disciplinary action, including suspension and/or expulsion, in accordance with state and federal laws and board policies. Employees violating this policy shall be subject to disciplinary sanctions up to and including termination of employment in accordance with employee policies and agreements and possible referral to law enforcement officials for prosecution. Any other person violating this policy will be subject to appropriate response by the district which may include referral to law enforcement officials.

Adoption Date	-	7/5/89, 6/12/96
Legal Reference	-	Drug Free Schools and Communities Act Amendments of 1989, Sections 125.09, 118.257, Chapter 161 Wis. Stats.
Cross Reference	-	453.4, Administering Medication to Students 458, Student Assistance Program

STUDENT USE AND/OR POSSESSION OF COMMUNICATION DEVICES

Student use and/or possession of communication devices (e.g., cell phones, pagers) on school premises and/or at school sponsored activities can be disruptive to the educational environment and interfere with student learning. Therefore, no student shall be permitted to use or possess a two-way communication device on school premises, except as specifically outlined below or otherwise authorized by the District Administrator or his/her designee.

1. Students may carry communication devices on school premises provided they are switched off and remain off during the hours of the regular school day.
2. Students may use communication devices on school premises and at all school functions outside of the regular school day provided such use is not disruptive to the school environment/activity or management of the school, does not endanger the health or safety of self or others, does not invade the rights of others, or does not involve illegal activity.

Use of cell phones or other communication devices with photographic capabilities is strictly prohibited where there is an expectation of privacy. This prohibition applies to activities on school premises and during school sponsored activities whether on or off school premises in all locations, including school locker rooms and restrooms. Use of such devices also is prohibited where photographic activities would be disruptive or where specific objections are present.

Students violating this policy shall be disciplined in accordance with established procedures.

This policy will be published in student handbooks and distributed annually.

Whenever this policy is revised by the School Board, the District Administrator shall submit a copy of such policy to the State Superintendent and Department of Public Instruction.

Adoption Date	-	6/3/92, 6/12/96, 11/8/06
Legal Reference	-	Wis. Stats. 118.258, 120.13 (1)
Cross Reference	-	363.2, Computer Network and Internet Use Guidelines 443, Student Conduct 443.7, Code of Classroom Conduct and Removal of Students from Class 492, Photographs of Students

WEAPONS

Policy: It is the goal of the School District of Whitefish Bay to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. To aid in reaching that goal, the District shall strictly enforce a policy that no person age 20 or less shall possess, use, or threaten use of a weapon, or a look-alike weapon on school premises, on school sponsored vehicles, or at any school-related event; and that no person age 21 or more shall use or threaten use of a weapon, or a look-alike weapon, on school premises, on school sponsored vehicles, or at any school-related event.

Definition: A weapon is defined as a firearm (loaded or unloaded), knife, razor, chemical irritant including pepper spray, martial arts device, explosive device, metal knuckle or any other object which, by the manner in which it is used, is capable of inflicting bodily harm. A look-alike weapon is defined as a toy gun, non-working replica of a weapon, cap gun, starter pistol, or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

Violations: (a) Persons age 20 or less: A Whitefish Bay school student who violates this policy (no person shall possess, use, or threaten use of a weapon, or a look-alike weapon, on school premises, on school sponsored vehicles, or at any school-related event) shall be subject to school disciplinary action, including suspension and/or expulsion, in accordance with state and federal laws and Board policies. Disciplinary measures taken will be the responsibility of the building principal. Circumstances involving a policy violation, including the age of the student, will be taken into consideration when disciplinary action is being determined. Weapons will be confiscated by the District. A weapon taken from a Whitefish Bay school student will be reported to the student's parents/guardians. The building principal may also report confiscation of a weapon to the police. A violator age 20 or less who is not a student in Whitefish Bay Schools will be subject to appropriate response by the District which may include referral to law enforcement officials.

(b) Persons age 21 or more: A person age 21 or more who uses or threatens use of a weapon or look-alike weapon on school premises, on school sponsored vehicles, or at any school-related event will be subject to appropriate response by the District which may include referral to law enforcement officials.

(c) All persons: All persons are prohibited by state law from possessing a firearm on school premises, on school sponsored vehicles, at any school-related event, or within 1,000 feet from the grounds of the school. A student who possesses a firearm while at school or under the supervision of a school authority shall be expelled from school for not less than one year.

(d) Exceptional Education Students: A student with exceptional educational needs who violates this policy shall be removed from school and placed in an interim alternative educational setting in accordance with the Individuals with Disabilities Education Act and state regulations while the case is proceeding in the District.

(e) The guidelines for students outlined in the attached rule for grades K-5 and 6-12 shall be considered before administrative action. The list of weapons is illustrative only and is not intended to be an inclusive listing of all weapons or look-alike weapons as defined in this policy. In all cases, administrative discretion will be used after reviewing the circumstances of the incident and these guidelines. Action other than that suggested in the guidelines may be recommended dependent upon the actual facts surrounding the incident.

Exceptions: The following are policy exceptions:

(a) Weapons under the control of law enforcement personnel; and

(b) Weapons authorized by the building principal that must be handled in a legal manner for the purpose of education.

Dissemination: This policy shall be published annually in all District student and staff handbooks and in the local newspaper.

Adoption Date	-	6/12/96; 8/5/98
Legal Reference	-	Sections 120.13(1)(bm), 2m; 939.22(10); 941.235; 948.60; 948.605; 948.61; Chapter 44; Chapter 48; Wis. Stats.; PI 11.13; Wis. Act 17 (1991); Wis. Act 18 (1991); 1995 Wis. Act 75; 18 USC 921(a)(3); 20 USC 3351; Individuals with Disabilities Education Act

Cross Reference

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Student Handbooks
Employee Negotiated Agreements

GRADES K-5

Weapon Type	Possession (no threat)	Creating the illusion (of fear or to disrupt the school)	Threat (actions that threaten the health, safety, and/or property of themselves or others)
Explosives Firecrackers	Confiscate, plus conference with parent and detention. Suspension at the discretion of principal.	Conference with parent. Detention and/or suspension at discretion of principal.	Confiscate Conference with parent and suspension. Recommend expulsion at discretion of principal.
Smoke Bombs	Same as above	Same as above	Same as above
Cherry Bombs	Same as above	Same as above	Same as above
Homemade Devices	Same as above	Same as above	Same as above
Bullets	Same as above	Same as above	Same as above

GRADES K-5

Weapon Type	Possession (no threat)	Creating the illusion (of fear or to disrupt the school)	Threat (actions that threaten the health, safety, and/or property of themselves or others)
Guns Loaded	Expel	Expel	Expel
Unloaded	Expel	Expel	Expel
BB/Pellet	Expel	Expel	Expel
Look-Alike (Unaltered sports, starter replica)	Confiscate Conference with parent and detention. Suspension at discretion of the principal.	Conference with parent. Suspension at discretion of principal.	Confiscate Conference with parent Suspension Recommend expulsion at discretion of principal.
Look-Alike (Altered to look real and/or used as if real)	Same as above	Same as above	Same as above
Look-Alike (Toy)	Same as above	Same as above	Same as above

GRADES K-5

Weapon Type	Possession (no threat)	Creating the illusion (of fear or to disrupt the school)	Threat (actions that threaten the health, safety, and/or property of themselves or others)
Knives Butterfly Type	Confiscate Conference with parent and detention. Suspension at discretion of principal.	Conference with parent. Detention and/or suspension at discretion of principal.	Confiscate Conference with parent and expulsion at the discretion of principal.
Switchblade (mechanically operated)	Same as above	Same as above	Same as above
Other mechanically operated knife	Same as above	Same as above	Same as above
Knife (non-mechanical)	Same as above	Same as above	Same as above

GRADES K-5

Weapon Type Other	Possession (no threat)	Creating the illusion (of fear or to disrupt the school)	Threat (actions that threaten the health, safety, and/or property of themselves or others)
Nunchakus, Brass Stars/Knuckles	Confiscate Conference with parent and detention. Suspend at the discretion of principal.	Conference with parent. Detention and/or suspension at discretion of principal.suspension.	Confiscate Conference with parent and Recommend expulsion at discretion of principal.
Tear/Gas/Mace and other chemical inhalants	Same as above	Same as above	Same as above
Any Other Weapon	Same as above	Same as above	Same as above

NOTES:

1. If an item does not clearly fit into one of the above categories, either the principal or the associate principal shall convene the building discipline committee to review the incident and article in question, and make a recommendation for the action to be taken.
2. In categories where a range of consequences exists, the consequence is at the discretion of the building administrator.
3. For all EEN students, if the Manifestation Determination Hearing finds that the behavior is not a manifestation of the handicapping condition, the consequence will be as indicated on the appropriate line.
4. Confiscated weapons will be secured by the appropriate authority. Under no circumstances will a confiscated weapon be returned to a student.
5. Consequences will be cumulative.

GRADES 6-12

Weapon Type	Possession (no threat)	Creating the illusion (of fear or to disrupt the school)	Threat (actions that threaten the health, safety, and/or property of themselves or others.
Explosives Firecrackers	Confiscate, plus 3 to 5 day suspension	Expel	Expel
Smoke Bombs	3 to 5 day suspension	Expel	Expel
Cherry Bombs	Confiscate, plus 3 to 5 days suspension	Expel	Expel
Homemade Devices	5 day suspension through expulsion (if expulsion, then 10 day suspension)	Expel	Expel
Bullets	5 day suspension through expulsion (if expulsion, then 10 day suspension)	Expel	Expel

GRADES 6-12

Weapon Type	Possession (no threat)	Creating the illusion (of fear or to disrupt the school)	Threat (actions that threaten the health, safety, and/or property of themselves or others)
Guns Loaded	Expel	Expel	Expel
Unloaded	Expel	Expel	Expel
BB/Pellet	Expel	Expel	Expel
Look-Alike (Unaltered sports, starter replica)	Expel	Expel	Expel
Look-Alike (Altered to look real and/or used as if real)	Expel	Expel	Expel
Look-Alike (unaltered, clearly & immediately identified as a toy)	Confiscate, plus detention through 5 day suspension	Confiscate, plus 5 day suspension through expulsion	Confiscate, plus 5 day suspension through expulsion

GRADES 6-12

Weapon Type	Possession (no threat)	Creating the illusion (of fear or to disrupt the classroom)	Threat (actions that threaten the health, safety, and/or property of themselves or others)
Knives Butterfly Type	Expel	Expel	Expel
Switchblade (mechanically operated)	Expel	Expel	Expel
Other mechanically operated knife	5 day suspension through expulsion (if expulsion, then 10 day suspension)	Expel	Expel
Knife	Confiscate, plus suspension up to 5 days through expulsion	Expel	Expel

GRADES 6-12

Weapon Type Other	Possession (no threat)	Creating the illusion (of fear or to disrupt the school)	Threat (actions that threaten the health, safety, and/or property of themselves or others)
Nunchakus, Brass Stars/Knuckles and other items made to be used as weapons	Expel	Expel	Expel
Tear/Gas/Mace/Pepper spray and other chemical irritants	Confiscate, plus 5 day suspension	Expel	Expel
Any other item used as a weapon	Confiscate, plus 5 day suspension	Expel	Expel

NOTES:

1. If an items does not clearly fit into one of the above categories, either the principal or the associate principal shall convene the building discipline committee to review the incident and article in question, and make a recommendation for the action to be taken.
2. In categories where a range of consequences exists, the consequence is at the discretion of the building administrator.
3. For all EEN students, if the Manifestation Determination Hearing finds that the behavior is not a manifestation of the handicapping condition, the consequence will be as indicated on the appropriate line.
4. Confiscated weapons will be secured by the appropriate authority. Under no circumstances will a confiscated weapon be returned to a student.
5. Consequences will be cumulative.

Adoption Date -- 8/5/98

CODE OF CLASSROOM CONDUCT AND REMOVAL OF STUDENTS FROM CLASS

Statement of Purpose

The School Board recognizes that all members of the community have rights and responsibilities in maintaining and supporting a safe and appropriate educational environment. Setting and following rules of conduct are crucial if teachers are to teach effectively, and students are to learn. All students in grades K-12 are expected to comport themselves at all times in a manner that is appropriate and conducive to their own learning, and to that of their classmates.

Students in the School District of Whitefish Bay are expected to

Demonstrate respect for people, property, and the learning environment

Show kindness and courtesy to others by treating them with dignity

Be in class on time ready to begin learning

Demonstrate effort by listening carefully and following instructions

Make positive contributions to the school learning environment

Follow all school rules

General Building Rules of Conduct

Each school in the School District of Whitefish Bay establishes General Building Rules of Conduct which are in compliance with School Board policies. First, the General Building Rules of Conduct define behavior expectations which are expected to be followed in all areas of the school campus to include, but not limited to the hallways, lunchroom and playground areas. Second, these General Building Rules of Conduct provide age appropriate consequences and procedures for parent notification for infractions of the General Building Rules of Conduct. Third, they incorporate all School Board Policies regarding discipline and decorum. Finally, these General Building Rules of Conduct apply to any school-sponsored activity. In addition, Whitefish Bay High School complies with the WIAA Code of Conduct for extra-curricular eligibility standards. Each school publishes the Building Rules of Conduct in their school handbook, and each school complies with and annually provides information to students and parents regarding the following School Board Policies:

- Computer Network and Internet Use Guidelines
- Equal Educational Opportunities
- Student Discrimination Complaint Procedures
- Harassment Policy
- Human Dignity
- Student Attendance
- Student Attendance Procedures
- Truancy Plan
- Student Use of Electronic Paging Devices
- Weapons
- Student Lockers
- Accommodating a Student's Sincerely Held Religious Beliefs
- Public Complaints Regarding Instructional Practices, Disciplinary Action of School District Employees

Classroom Rules

Classroom Rules of Conduct are established by teachers to be age appropriate for elementary, middle and high school students

Reasons to Remove a Student from Class

Students who disrupt classes, distract their peers, create danger to anyone, or undermine their own education and that of others. As a result, the School Board believes that the most effective discipline takes place in the classroom at the time the incident occurs. Options such as detention, revocation of student privileges, parental contact or other appropriate measures are available to teachers. In extreme or repeated cases, the teacher is expected to turn to the school building administration for assistance.

Consistent with the law and recognizing the principles and behavior expectations which promote a good learning environment, the School Board will allow students to be removed from classrooms if, through improper conduct they violate established building or classroom rules, disrupt classes, or distract classmates. Such removal shall be governed by the Code of Conduct as follows:

A student may be removed from the classroom for conduct or behavior which is in

Violation of School Board policies regarding suspension or expulsion

School Board policies regarding suspension or expulsion are set forth as follows: Student Suspension 447.3; Student Expulsion 447.4; and Student Expulsion Procedures 447.4-Rule. Decisions regarding suspension are made by the building administrator and recommendations for expulsion are made by the district's central administration. Therefore, a teacher's decision to remove a student from class does not necessarily mean the student will be suspended or expelled.

Violation of School Board policies regarding dangerous acts

Actions which pose a danger to self or others will result in immediate removal from the classroom and parent notification. Dangerous behaviors are addressed in the following School Board policies: Weapons 443.6; Alcohol, Tobacco and Drug Use 443.4; Prohibition of the Use of Tobacco Products on School District Premises 832; and Vandalism, Burglary, Theft 731.1.

- Weapons as described in School Board policy
- Throwing dangerous objects
- Fighting
- Use of alcohol or other drugs
- Dangerous use of equipment or supplies
- Vandalism

Violation of building-wide and classroom rules

As set forth in student handbooks, disruptive or unruly student behavior which undermines, prevents or inhibits one's own education or that of others, includes behaviors which are consistently distracting to the general learning environment and interfere with the ability of the teacher to teach effectively.

The most effective discipline for disruptive or unruly behavior takes place in the classroom. Discipline decisions made by the teacher are guided by the following processes:

Classroom defined consequences which comply with the following School Board policies: Equal Educational Opportunities 411; Human Dignity 411.1; Harassment Policy 411.2/511.1; and Student Rights and Responsibilities 440. Parent notification. Possible removal from class as determined by the teacher.

District defined consequences as set forth in the following School Board policies: Computer Network and Internet Use Guidelines 363.2; and Truancy Plan 431 (Rule 2). Parent notification. Possible removal from class as determined by the teacher.

In addition to classroom and district consequences, disruptive or unruly behaviors may result in a time out, a short term removal, or a long term removal from the classroom. These behaviors include, but are not limited to the following: inappropriate distracting noises; use of vulgar or abusive language; harassment; inappropriate touching; talking out of turn; insubordination; defiance and disrespect of the teacher manifest in words, gestures or other overt behavior; repeated tardies to class; network violations; cheating/plagiarism; extended truancy from class; and other behavior likely or intended to sabotage or undermine instruction and learning.

Procedure for Removing a Student from a Class Activity or the Classroom

Time Out from Class Activity

The School District of Whitefish Bay recognizes that a student may impulsively create an inappropriate distraction in the classroom which does not require outside intervention. It is the teacher's discretion to temporarily remove the student from a classroom activity for a short period of time in a "time out." The student will remain within sight and supervision of the teacher. A repeated need for a "time out" for a single student can lead to a short or long term removal from class. When the teacher believes the behavior is part of a sequence of unacceptable behaviors, or the behavior is sufficiently unacceptable, the teacher will notify the parent of the repeated need for a "time out" by phone or in writing within twenty-four (24) hours.

Short Term Removal from the Classroom

A teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. Students subject to short term removal may incur other disciplinary actions as determined by the building administrator. A short term removal from the classroom generally extends over the duration of the class period or the activity.

Should removal be appropriate the teacher will:

- Send the student to the office and notify the office personnel by phone that he/she is on the way.
- Notify the building administrator or designee immediately of reason(s) for removal from class (telephone or note sent with another student, teacher or aide).
- Meet with the student and principal.
- Submit stated reason(s) for the removal to the building administrator or designee in writing within 24 hours of removal.

The building administrator or designee will:

- Speak to the student to give an opportunity to explain the situation.
- Review IEP behavioral intervention plan if student has a disability.
- Determine if additional disciplinary actions are appropriate, such as but not limited to detention, suspension, and/or service work.
- Notify the parent by telephone or in writing of the removal from class and the consequences. (Normally such notification will take place before the end of the school day, but shall occur within 24 hours of the written notification by the teacher.)
- Maintain a written log of attempts to notify parents.
- Maintain a written log of the removal from class and disciplinary actions taken.
- Provide supervision for the student while removed from class.

Long Term Removal from Class

Long term removal from a class is generally not based on one incident. A teacher or a team of teachers may recommend long term removal by stating in writing the basis of the removal and recommended alternatives. It is the decision of the building administrator to remove a student from a class long term.

Administrative Alternatives for Placement

- Contract with student and return to class.
- Collaborative Intervention Team referral (if not previously referred).
- Alternative educational placement as defined by law.
- Placement in another class in the school or in another appropriate place in the school.
- Placement in an out-of-school instructional setting.

Building Administrator or Designee Will:

- Notify parent/guardian in writing within 72 hours that the student is being reviewed for alternative placement and/or long term removal from class.
- Review student behavior records, academic records, and written recommendations for removal.
- Meet with the referring teacher or team.
- Meet with the counselor, student and parent.
- Notify the parent/guardian of the decision made in a timely manner.
- Document which alternative is selected and the reasons.

Procedural Guidelines

- A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.
- Decisions to remove a student from class are nondiscriminatory on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.
- Decision for alternative placement will be based on criteria such as costs, availability, location, space, and staff resources, as well as related district policies and procedures and shall be consistent with applicable state and federal laws and regulations.

Adoption Date	-	6/16/99
Legal Reference	-	Sections 118.13, 118.164, 120.13(1)(a) Wis. Stats.
Cross Reference	-	363.2, Computer Network and Internet Use Guidelines 411, Equal Educational Opportunities 411-Rule, Student Discrimination Complaint Procedures 411.1, Human Dignity 411.2/511.1, Harassment 431, Student Attendance 431-Rule (1), Student Attendance Procedures 431-Rule (2), Truancy Plan 440, Student Rights and Responsibilities 443.4, Alcohol and Drug Use 443.5, Student Use of Electronic Paging Devices 443.6, Weapons 446.1, Student Lockers 447.3, Student Suspension 447.4, Student Expulsion 447.4-Rule, Student Expulsion Procedures 731.1, Vandalism, Burglary, Theft 832, Prohibition of the Use of Tobacco Products on School Premises 870-Rule, Public Complaints Regarding Instructional Practices, Disciplinary Action of

School District Employees

STUDENT LOCKERS

The School Board retains ownership and possessory control of all student lockers. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. General inspection of lockers may be conducted by designated school authorities for any reason at any time, without notice, without student consent and without a search warrant.

The school officials, employees and agents who may conduct locker searches are designated as:

- * Administrators, pupil services staff, and teachers holding a license issued by the state superintendent.
- * The school liaison officer and other officers of the Village of Whitefish Bay Police Department working with school authorities.
- * Support staff, including secretaries, paraprofessionals, custodians, maintenance and food service employees, in the company of an employee designated above.

Searches of a student's personal property, or other items contained within a school locker, such as handbags or backpacks, may be conducted when, under the circumstances, school personnel have a reasonable belief that a student has an item that is in violation of the law and/or school rules.

Any unauthorized item found in a school locker may be removed and given to the parent/guardian of the student, returned to its rightful owner, or forwarded to law enforcement officials as the circumstances may warrant.

It is the responsibility of each school principal to notify students and parents/guardians through normal publication channels and student handbooks of this policy annually.

Adoption Date	-	12/1/93, 6/12/96, 9/9/98
Legal Reference	-	118.325, Wis. Stats.

STUDENT SUSPENSION

An administrator may suspend a student for a maximum period of five (5) days or if a notice of expulsion hearing has been set, for not more than a total of fifteen (15) consecutive days for noncompliance with school rules or regulations.

Prior to any suspension, the student shall be advised of the reason for the proposed suspension. The parent/guardian of a suspended minor student shall be given prompt notice of the suspension and the reason for the suspension.

The suspended student or the student's parent/guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his/her designee who shall be someone other than a principal, administrator or teacher in the suspended student's school. If the District Administrator or his/her designee finds that the student was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the student's school record shall be expunged. Such finding shall be made within fifteen (15) days of the conference.

A student suspended under this policy shall be permitted to take any quarterly, semester or grading period examination missed during this suspension period and make-up other class work missed in accordance with the District's established school attendance procedures.

The School District of Whitefish Bay does not discriminate against pupils in the school-sponsored programs under 42 USC ss. 1751 et. seq. on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

Adoption Date	-	11/11/87, 3/9/88, 6/2/93, 6/12/96, 11/9/05
Legal Reference	-	Sections 118.13, 120.13(1)(b) Wis. Stats.
Cross Reference	-	411-Rule, Student Discrimination Complaint

STUDENT EXPULSION

The School Board may expel a student from school when it finds:

1. The student is guilty of repeated refusal or neglect to obey school rules or regulations; or
2. The student 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; or
3. The student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others; or
4. The student while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority; or
5. The student endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
6. The student, if the student is at least 16 years old, engaged in conduct while at school or 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

7. The interest of the school demands the student's expulsion.

A student with a disability, as defined by the Individuals with Disabilities Education Act, 20 U.S.C. §1401 *et seq.*, or Section 504 of the Rehabilitation Act, may only be expelled after the completion of a manifestation determination, as prescribed by those Acts and the District's policies, and a determination that the student's conduct was not a manifestation of his or her disability.

Adoption Date	-	11/11/87, 3/9/88, 6/2/93, 6/12/96; 6/9/04
Legal Reference	-	Section 120.13(1)(c) Wis. Stats.; 20 U.S.C. §1401, <i>et seq.</i>
Cross Reference	-	342, Exceptional Education 447.4-Rule, Expulsion Procedures

STUDENT EXPULSION PROCEDURES

Not less than five (5) days prior to the hearing, the student and, if the student is a minor, the student's parent/guardian, will be given written notice of the hearing. The written notice will contain all of the following:

1. A statement of the specific grounds for which the student is being considered for expulsion and the particulars of the conduct upon which the expulsion hearing is based;
2. A statement that upon the request of the student and, if the student is a minor, the student's parent/guardian, the hearing will be closed;
3. A statement that the student and, if the student is a minor, the student's parent/guardian, may be represented at the hearing by counsel;
4. A statement that the decision of the School Board may be appealed to the Department of Public Instruction.

Prior to expelling a student, the School Board shall hold a hearing. Upon the request of the student and, if the student is a minor, the student's parent/guardian the hearing will be closed. However, the Board retains the right to hold any expulsion hearing in closed session, even if the student or the student's parent/guardian request otherwise. The student and, if the student is a minor, the student's parent/guardian may be represented at the hearing by counsel. The School Board shall keep written minutes of the hearing.

Upon the ordering of the School Board of the expulsion of a student, the School District Clerk shall mail a copy of the order to the student and, if the student is a minor, the student's parent/guardian.

The expelled student or, if the student is a minor, the student's parent/guardian may appeal the decision to the Department of Public Instruction. If the School Board's decision is appealed to the department within sixty (60) days after the date on which the department receives the appeal, the department shall review the decision and shall, upon review, approve, reverse or modify the decision.

The decision of the School Board shall be enforced while the department reviews the decision.

An appeal from the decision of the Wisconsin Department of Public Instruction may be taken within thirty (30) days to the Milwaukee County Circuit Court.

Adoption Date - 6/12/96; 6/9/04

STUDENT INSURANCE

The School District shall offer the opportunity for parents/guardians to participate in a student group accident insurance program. Such insurance program shall be voluntary on the part of parents/guardians. Premiums are paid by parents/guardians. The School District assumes no responsibility for medical expenses incurred by students.

All students who participate in interscholastic sports shall be required to have medical/accident insurance coverage, or their parents must sign a statement which holds the School District harmless in the event a student is injured while participating in athletics. The School District assumes no responsibility for medical expenses incurred by students.

Adoption Date	-	4/8/87, 6/12/96
Legal Reference	-	Section 120.13(2) Wis. Stats.
Cross Reference	-	722.1, Accident Reporting WIAA Handbook

EMERGENCY NURSING SERVICES

The purpose of emergency nursing services is the maintenance of the physical, mental and emotional health of students while they are at school or are participating in school activities. Emergencies are those conditions which require prompt intervening action to maintain the health of students.

Nursing services are provided by the Whitefish Bay Health Department during the regular school day. Such services are performed by school health aides who are housed in offices located within each school building. Emergency services for all other times are provided by the Whitefish Bay Police Department and North Shore Fire Department.

A Health Director is employed on a cooperative arrangement by the Village of Whitefish Bay and the Village of Shorewood who establishes appropriate nursing policies and health programs.

Emergency nursing services shall be reviewed annually.

Adoption Date	-	11/11/87, 6/12/96
Legal Reference	-	Sections 118.07(1), 121.02(1)(g), Wis. Stats. PI 8.01(2)(g) Wis. Admin. Code
Cross Reference	-	453.1-Rule, Emergency Nursing Services Procedures 453.4, Administering Medication to Students 722.1, Accident Report

EMERGENCY NURSING SERVICES PROCEDURES

In case of an accident, injury or illness, a parent/guardian shall be contacted. If unavailable, a friend or relative as designated by the parent/guardian or the family physician shall be contacted. If additional treatment or hospitalization is required, the parent/guardian or designee shall so determine, if possible. The attending aide or school personnel shall seek immediate medical attention if the nature of the injury or illness so dictates. The North Shore Fire Department or Whitefish Bay police will transport the injured student to Columbia Hospital, St. Mary's Hospital, St. Michael's Hospital, or the Milwaukee Children's Hospital (upon request of the attending physician).

A written record of any accident that warrants a doctor or hospital referral is to be recorded in detail (name, time, how occurred, care rendered, medical referral). Written reports of all injuries shall be compiled by the aide and attending teacher with one (1) copy maintained in the health department office and one (1) copy in the school office. A log of all services performed shall be maintained by the school health aide.

Adoption Date - 6/12/96

STUDENT IMMUNIZATIONS

All students, including transfer students, admitted to the School District must present immunization records as required by law. Immunizations shall be required for measles, rubella, diphtheria, pertussis (whooping cough), poliomyelitis, tetanus and mumps.

Within thirty (30) school days of admittance to school every child must present the necessary health and immunization records as required by the Department of Public Instruction, the Department of Health and Social Services and state law.

In the event a parent/guardian refuses to submit evidence of compliance with the immunization requirement on the basis of religious conviction or medical reasons, a written statement to this effect, signed by the parent/guardian, shall be submitted to the school office prior to the student's acceptance into the school system.

The School District shall develop and implement a plan to encourage compliance and cooperation with the local health department.

Adoption Date	-	11/11/87, 6/12/96
Legal Reference	-	Sections 118.125, 120.12(16), 252.04 Wis. Stats.

INFECTIOUS/COMMUNICABLE DISEASES

All School District personnel shall be responsible for reporting suspected or confirmed communicable diseases, of both employees and students, to the health department. Records and information on students and staff with a suspected or confirmed communicable disease shall be confidential and subject to federal law, state law, and School Board policy.

The parent/guardian of a student suspected of having a communicable disease will be notified by the principal or other designated personnel. The student will be isolated and sent home for purposes of diagnosis and/or treatment. A medical release from a doctor may be required before the student returns to class.

There are occasions when the presence of a suspected or confirmed infectious/communicable disease will be communicated to all parents/guardians. However, records and information (both oral and written) of individual students with suspected or confirmed infectious/communicable disease are confidential and handled in accordance with state law and School Board policy on student records.

Adoption Date	-	7/1/87; 11/11/87; 6/12/96
Legal Reference	-	Sections 118.125, 118.13, 121.02(1)(l), 252.19, 252.21, HSS 145 ILHR 32 29 CFR Part 1910 - Subpart 2 Wis. Stats.
Cross Reference	-	347, Student Records 411, Equal Educational Opportunities 453.3-Rule, Guidelines for the Control of Communicable Diseases in the Schools 523.21, Bloodborne Pathogen Control 523.21-Rule, Bloodborne Pathogen Exposure Control Practice 526, Personnel Records 823, Access to Public Records District Exposure Control Plan

DEFINITION OF INFECTIOUS/COMMUNICABLE DISEASES

1. For the purposes of this rule, infectious/communicable diseases include (but are not limited to) the following:

- AIDS (Acquired Immune Deficiency Syndrome)
- Amebiasis
- Campylobacter Infection
- Chicken Pox
- Chlamydial Infection
- Cytomegalovirus Infection
- Giardiasis
- Gonorrhea
- Hepatitis
- HIV (Human Immunodeficiency Virus)
- Impetigo
- Measles
- Mononucleosis
- Mumps
- Pediculosis
- Rotaviral Infection (Gastroenteritis)
- Rubella
- Salmonellosis
- Scabies
- Shigellosis
- Staphylococcal Infection
- Streptococcal Infection
- Syphilis
- Tuberculosis
- Viral Common Cold
- Viral Influenza

2. The contamination source of most infectious/communicable disease is body fluids and should be considered to contain potentially infectious agents (e.g., bacteria and viruses). The term "body fluids" includes:

- Blood
- Drainage from scrapes, cuts and open lesions
- Feces
- Respiratory secretions (e.g., nasal discharge)
- Saliva
- Semen
- Urine
- Vomit

Contact with body fluids presents a risk of infection with a variety of infectious agents. In general, the risk is dependent on a variety of factors, including the type of fluid and the type of contact. Individuals carrying a disease may be at various stages of infection: incubating disease, mildly infected without symptoms, and chronic carriers of infectious agents.

3. Careful hand washing is extremely important at all times by all personnel and students to prevent the transmission of infectious/communicable diseases.

A Bloodborne Pathogen Exposure Control Plan has been developed which includes procedures designated to develop in employees an awareness of infections caused by bloodborne pathogens and to train employees to use appropriate protective measures.

ADMINISTRATION OF DRUGS TO STUDENTS

The District Administrator is authorized to designate any school employee or volunteer to administer to a student any drug which may be lawfully sold over the counter without a prescription or any prescription drug in compliance with the written instructions of a practitioner. Designated employees or volunteers shall receive appropriate instruction on the administration of drugs to students.

No medication will be given to a student without parent/guardian consent and written instructions on a completed Medical Permission Form. Medical Permission Forms may be obtained from the school health clinic. The school health clinic shall periodically review the written instructions on each Medical Permission Form.

A nonprescription drug must be supplied by the student's parent/guardian in the original sealed manufacturer's package and the package must list the ingredients and recommended therapeutic dose. A student may be administered a nonprescription drug in a dosage other than the recommended therapeutic dose only with the written approval of the student's practitioner.

Prescription medication must be supplied by the student's parent/guardian in the original pharmacy-label package, and the package must specify the student's name, the prescriber's name, the name of the drug, the dose, the effective date and the directions.

Medication must be brought to school by a parent/guardian, or a parent/guardian may call the school health clinic the day that the student will bring the medication. All medication will be kept in the school health clinic, except as provided below. If the school health clinic is closed, students should report to the school office. A written record of all medications administered to students by designated employees or volunteers shall be kept in the school health clinic. Parents will be contacted near the end of the school year to pick up remaining medication from the clinic. Students may pick up remaining medication with permission of the parent expressed through a signed note or a phone call to the school health clinic.

Students who have unique medical needs (e.g., severe allergic reactions, diabetes, etc.) may be permitted to carry medication and medical devices, such as a glucose monitoring kit, to use as needed. In such cases, a health care plan shall be developed by the principal, parent, and school health nurse. This plan shall be kept on file in the health clinic.

An asthmatic student may possess and use a metered dose inhaler or dry powder inhaler while in school, at a school sponsored activity or under the supervision of a school authority. The student must have the written approval of the student's physician, and if the student is a minor, the written approval of the student's parent/guardian.

Adoption Date	2/13/85; 7/1/87; 6/12/96; 7/8/98; 8/5/98; 7/21/99 (Revised 5/11/11)
Legal Reference	Sections 118.29, 118.291, 121.02(1)(g) Wis. Stats.; PI 8.01(2)(g) Wis. Admin. Code

Diabetic Student Information Sheet

Student's Name: _____

Teacher/Homeroom: _____

Describe the type of symptoms your child/patient experiences with high blood sugars and with excessively high blood sugars. Define the high glucose and excessively high glucose by number and care you want the health aide to give. Please be specific.

Describe the type of symptoms your child/patient experiences with low blood sugars and with excessively low blood sugars. Define the low glucose and excessively low glucose by number and care you want the health aide to give. Please be specific.

Medications: Name: _____

Dose: _____

Frequency: _____

Number of times in the past twelve (12) months that the child/patient has had to be taken to an emergency facility for diabetic-related events: _____.

Describe: _____

Please contact the school if information changes during the school year.

Parent/Guardian Signature

Date

Parent/Guardian Name (Print)

Phone Number

Physician's Signature

Date

Physician's Name (Print)

Phone Number

Adoption Date -- 7/21/99

AUTHORIZATION FOR ADMINISTRATION OF INHALED ASTHMA MEDICATIONS
(Use a separate authorization form for each medication)

School: _____

Student's Name: _____
(First Name) (M.I.) (Last Name)

Sex: (please circle) Female Male Birth date: ____/____/____

FOR COMPLETION BY PHYSICIAN

Physician's Name: _____

Telephone Number: _____ Fax Number: _____

Emergency Contact Number: _____

Diagnosis: _____

Name of Medicine: _____

Form: _____ Dose: _____

Is the child knowledgeable about his/her asthma medication? Yes NoHas the child demonstrated the proper technique in administering medication? Yes NoMedicine is administered daily. Time: _____ Yes No

Medicine is administered when needed. Indications: _____

If needed, how soon can administration of medicine be repeated? _____

The medication can not be repeated more than _____

Side effects: _____

Comments: _____

() I have instructed _____ in the proper way to use his/her inhaled asthma medications. It is my professional opinion that he/she should be allowed to carry and use this inhaled medication by him/herself.

() It is my professional opinion that _____ should not carry and use his/her inhaler asthma medication by him/herself.

Physician's Signature: _____ Date: _____

FOR COMPLETION BY PARENT

Mother's Name: _____

Father's Name: _____

Mother's Work Telephone: _____ Father's Work Telephone: _____

Home Telephone: _____ Emergency Number: _____

Is the child authorized to carry and self administer inhaled asthma medication? Yes No

As the parent of the above named student, I ask that assistance be provided to my child in taking the medicine(s) indicated above at school by authorized staff. If self-medicating is allowed or if no authorized staff member is available, I ask that my child be permitted to self-medicate as authorized by myself and my physician. Authorization is hereby granted to release this information to appropriate school personnel and classroom teachers.

Parent/Guardian Signature: _____ Date: _____

ADMINISTRATIVE GUIDELINES FOR HEALTH PLANS FOR STUDENTS WITH LIFE THREATENING ALLERGIES**I. PURPOSE:**

In accordance with Policy 453.4, Administration of Drugs to Students, this administrative rule provides guidance regarding development of health care plans for students with life threatening allergies. Policy 453.4 states that students who have unique medical needs, a health care plan “shall be developed by the principal, parent and school health nurse. This plan shall be kept on file in the health clinic.” This administrative guideline is intended to provide guidance regarding the information which should be contained within the plan and possible strategies which may be incorporated into such a plan.

II. PROCEDURE:**A. Notice by the Parent**

The parent or guardian is responsible for notifying the school by submitting written notice to the school office. This notice should include (1) written instructions regarding the administration of any medications along with a completed Medical Permission Form, and (2) a request for a health care plan which briefly states the nature of the child’s allergies.

B. Creation of Health Care Plan

The school health nurse shall be responsible for supervising the creation and implementation of a health care plan. Upon receiving a request for a health care plan, the school health nurse, in conjunction with the principal or his designee, shall contact the parent and arrange a meeting to create a health care plan which shall be reviewed annually. The health care plan may include the following information:

1. Identification of Allergic Condition

The health care plan should clearly identify the student’s condition and indicate what, if any, precautions are reasonably necessary to reduce the risk of an allergic reaction.

2. Instructions on Administering Medications

- a. Indicate whether any medications must be administered on a regular basis and, if so, the procedures for administering those medications;
- b. Indicate whether any medications, such as an epinephrine pen, may be administered on an emergency basis and the conditions for administering such medications.
- c. If medications are administered on an emergency basis, the plan should indicate:
 - i. where emergency medications will be available
 - ii. under what circumstances such medications will be administered (e.g. a description of the indications and symptoms of a severe allergic reaction); and
 - iii. the identity of person or persons who will administer such medication, including self-administration by the student when appropriate. In indicating the identity of individuals who will administer medication, the plan should not name specific school staff members, but should identify school staff based on relationship to the student (e.g. the student’s classroom teachers). Emergency epinephrine auto-injectors may be used by a school bus operator, and any school employee or volunteer. The district shall be responsible for providing appropriate instruction of persons who may be authorized to administer drugs or prescription drugs to pupils under this section.
 - iv. Whenever there is an allergic reaction which requires emergency administration of medication, the health plan must require that school staff member who administer emergency medication, such as an epinephrine auto-injector, to any pupil who

- v. appears to be experiencing a severe allergic reaction, reports the allergic reaction, as soon as practicable, by dialing "911" or, otherwise contact an emergency medical service provider if "911" is unavailable. Immediately after calling "911," the parent or other emergency contact should be notified.

3. Allergy Management Strategies

a. School Responsibilities

- i. Distribution of the plan to the child's classroom teachers, substitute teachers, coaches and extra-curricular advisors, or other staff who are identified in the plan as individuals who should be informed regarding the life threatening allergy or who regularly interacts with the students.
- ii. Annually, provide appropriate training to identified staff regarding the symptoms of an allergic reaction (i.e. itching; hives; swelling of limbs, throat, tongue, hands or feet; shortness of breath; coughing; nausea and vomiting, or abdominal cramps), and to know what to do in an emergency, including administration of an EPI-PEN;
- iii. School staff will work to eliminate the use of food allergies from educational tools, arts and crafts, and classroom incentives.
- iv. The elementary school will have a "designated" safe table in the lunchroom for students with food allergies. No food products containing potential allergens will be allowed at the "safe table." No food trading will be allowed at this table. Before and after each meal, the table will be thoroughly cleaned with hot soapy water that is used only for that table.

4. Supplies and Other Conditions

a. Snacks/Treats at School

- i. Parents should provide a supply of safe snacks for the child, which will be stored separate from other food by school staff;
- ii. If snacks and/or treats (holidays, birthdays) are served in the classroom, a designated "safe" area should be made for the child. The area is to be washed with hot water and soap before and after eating and no food products containing potential allergens may be allowed in this area.

b. Field Trips

- i. The student's classroom teacher will notify the clinic and the parent of any planned field trip involving the student at least 72 hours in advance.
- ii. The clinic will provide any prescribed medication to the teacher in charge and review any emergency procedures with that individual, as may be necessary.
- iii. A school staff member or teacher who is familiar with the student's health care plan, will be assigned to monitor the student's welfare and respond appropriately, unless the parent is able to accompany the child.

Adoption Date -- 10/4/06

ANNUAL SCREENING

Vision, hearing, scoliosis and dental screening will be planned and administered by the health department or designee for selected grades.

Adoption Date - 11/11/87, 6/12/96

CHILD ABUSE/NEGLECT REPORTING

All administrators, teachers, counselors and social workers having reasonable cause to suspect that a child has been abused or neglected or having reason to believe that a child has been threatened with abuse or neglect are required to immediately report the suspected abuse or neglect to the county or to the Whitefish Bay Police Department. All other employees are encouraged to report suspected abuse or neglect. No person making a report may be discharged for reporting suspected abuse or neglect.

Adoption Date	-	7/1/87, 6/12/96
Legal Reference	-	Section 48.981 Wis. Stats.

STUDENT ACTIVITY SUPERVISION

A school employee shall be required to supervise student activities which take place in school buildings. Whether or not a custodian is present shall be subject to the discretion of the Superintendent of Buildings and Grounds in consultation with the administrator in charge.

Adoption Date - 4/8/87, 6/12/96

PSYCHOLOGICAL AND SOCIAL WORKER SERVICES

The services of the school psychologist and social worker shall be available to a student with the permission of his/her parent/guardian.

Referral of a student to the psychologist and social worker will normally be by the classroom teacher, school counselor, parent/guardian, or principal. The psychologist will be responsible for administering individualized tests as well as consulting with the student, his/her parent/guardian and school personnel. The social worker will serve as a liaison between the home and the school in meeting the social, emotional, and educational needs of the students. Short-term group and individual counseling will be provided as case loads permit and as the need for these services develops.

Adoption Date	-	11/11/87, 6/12/96
Legal Reference	-	20 U.S.C., Section 1323H (Federal Hatch Amendments). Improving America's Schools Act of 1994
Cross Reference	-	Special Education Handbook

SUICIDE

When a student threatens suicide, attempts suicide, or actually commits suicide, the School District of Whitefish Bay desires to respond quickly and compassionately to prevent or minimize adverse effects upon the health, safety and welfare of the student, his/her family, the student body and the public.

In the event of a threatened, attempted or actual suicide, a team of School District employees, trained in suicide intervention, shall be convened. The team shall be composed of employees who are counselors, administrators, psychologists or social workers.

The School District of Whitefish Bay realizes that the issue of suicide is sensitive and emotion laden, and for those reasons it is necessary to outline a series of steps to be taken in the event of a threatened, attempted or actual suicide. To this end, procedures have been established to provide direction for School District action.

Adoption Date	-	11/9/88, 6/12/96
Legal Reference	-	Sections 118.01(2)(d) 7, 118.295 Wis. Stats.
Cross Reference	-	457-Rule, Suicide Prevention Intervention and Postvention Guidelines

SUICIDE PREVENTION, INTERVENTION AND POST-INTERVENTION GUIDELINES

1. Student Who Threatens Suicide
 - A. Teachers, students, or other concerned persons should notify a counselor of a possible suicide threat.
 - B. The counselor, with another trained team member, will immediately screen/evaluate the degree of potential suicidal risk.
 - C. The parents/guardians will be notified immediately. Along with supportive help, a list of mental health agencies will be given to the parents/guardians, and it will be strongly recommended that they seek appropriate professional help. The student will be released to the parents/guardians. He/she will not be allowed to go home alone.
 - D. The two team members will document and file the sequence of events. All documentation, information and materials obtained or disclosed during implementation of this procedure will be treated as student confidential records and filed in the student records file.
 - E. Supportive follow-up with the student and parent/guardian by a team member within the following week is strongly recommended. If the student begins psychotherapy, release forms will be sent in order to allow for clinic/school communication. The team will provide immediate, empathetic, crisis intervention, but sustained psychotherapeutic services will not be provided as this is not the function of the team.
 - F. Parental/guardian consent will be obtained before communicating a prior suicide threat with another educational institution or a mental health agency. Parental/guardian consent is not needed with respect to communications from one grade level to the next; however, this communication should be limited to those recipients who have a legitimate educational interest in such information.
2. Student Who Attempts Suicide
 - A. Teachers, students, or other concerned persons should notify the building administrator or a counselor of an attempted suicide. A team of at least two (2) trained employees will be convened.
 - B. Medical assistance will be requested immediately if needed.
 - C. The parents/guardians will be notified immediately. If medical assistance is not required, the student will be released to his/her parents/guardians. He/she will not be allowed to go home alone.
 - D. A team member will be available to provide support and direction to family members.
 - E. Crisis intervention counseling will be provided for siblings in the School District as soon as possible.
 - F. The team, chaired by the building administrator, will screen/evaluate whether or not information regarding the suicide attempt needs to be disseminated.
 - G. The team, chaired by the building administrator, will determine the course of action based upon the severity and place (in school, out of school) of the attempted suicide and upon the severity of the student reaction to the attempted suicide.
 - H. After the screening/evaluation has been made, the team will use the "Student Who Threatens Suicide" and the "Student Who Commits Suicide" practices as references for determining further intervention.

3. Student Who Commits Suicide
- A. The building administrator is the crisis control chairperson. All inquiries from the media and the general public will be directed to the building administrator.
 - B. A team member will contact the family and be available for support as needed. Siblings in the School District will be provided with immediate crisis intervention counseling.
 - C. Factual information about the suicide will be gathered by the team.
 - D. Appropriate consultants may be hired to assist staff and students.
 - E. Factual information will be disseminated to the faculty. The faculty will:
 - (1) Present the information to their class about the suicide.
 - (2) Allow ample time for student reaction and interaction.
 - (3) Inform the students that concerned staff and counselors are immediately available.
 - F. The same day, a letter containing the information about the suicide will be sent home with the students. A prepared brochure describing warning signs of suicidal thinking and other related information will also be included. A telephone hotline may be established.
 - G. The suicide victim's closest friends will be identified for in-school supportive counseling. These students will be monitored closely and their parents/guardians will be contacted concerning the event.
 - H. Teacher and student feedback regarding those in need of support will be elicited.

Adoption Date - 6/12/96

STUDENT ASSISTANCE PROGRAM

The School Board recognizes that students need assistance when making decisions about the use and abuse of alcohol, tobacco, drugs and/or other unauthorized chemical substances or when a person significant to them is dependent upon/addicted to such substances. The school's role in dealing with alcohol and other drug abuse is primarily one of education. However, the District is also committed to fulfill the role of prevention, intervention, referral, and assisting in aftercare following successful treatment.

Adoption Date	-	7/5/89, 6/12/96
Legal Reference	-	Drug Free Schools and Communities Act Amendments of 1989, Sections 125.09, 118.257, Chapter 161 Wis. Stats.

AWARDS AND SCHOLARSHIPS

The School Board may authorize the establishment of awards and scholarships based on the donations and requests of donors. Such awards and scholarships shall be administered in a manner consistent with the requirements of School Board policy and state law.

The School District does not discriminate against pupils in the school-sponsored programs under 42 USC ss. 1751 et. seq. on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

Adoption Date	-	11/11/87, 3/9/88, 6/2/93, 6/12/96, 11/9/05
Legal Reference	-	Sections 39.14, 118.13 Wis Stats., PI 9.03(1) Wis. Admin. Code
Cross Reference	-	411-Rule, Student Discrimination Complaint Procedures

STUDENT FEES

The District Administrator or his/her designee shall establish student materials fees, activity fees, rental fees for musical instruments, and fees for driver education. Such fees shall be established in line with state law provisions.

Fee Waivers

The Principal shall report to the Director of Business Services the name of any student needing financial help in paying fees in accordance with Wisconsin Statutes. If investigation shows students to be definitely indigent, the school shall waive the required instructional fees.

Adoption Date	-	4/8/87, 6/12/96
Legal Reference	-	Sections 118.03, 120.12(11), 120.13(5), 121.41(2) Wis. Stats.

PHOTOGRAPHS OF STUDENTS

Commercially-sponsored individual pictures of students may be taken in the schools. Commercial photographers shall have prior authorization from the principal or his/her designee. Participation by students shall be voluntary.

Adoption Date - 11/11/87, 6/12/96