

Appendix 8 – Required School Board Policies

EXCEPTIONAL EDUCATION

The Whitefish Bay School District shall provide special education programs for children in the District with special education needs. A child with special educational needs is defined by state law as a child with any of the following conditions, or such other conditions as the State Superintendent determines, who may require special services to supplement or replace regular education: (1) orthopedic impairment, (2) cognitive disability or other developmental disability, (3) hearing handicap, (4) visual handicap, (5) speech or language handicap, (6) emotional disturbance, (7) learning disability, (8) autism, (9) traumatic brain injury, (10) significant development delay (ages 3-5), (11) other health impairment, or (12) any combination of conditions named by the State Superintendent or listed above.

To provide special education programs, the District shall be a member of the North Shore Exceptional Education Cooperative (NSEEC). The member districts of the NSEEC are: Fox Point-Bayside, Nicolet UHS, Glendale-River Hills, Maple Dale-Indian Hill, Brown Deer, Shorewood, and Whitefish Bay. Students with special education needs shall be provided a free, appropriate, public education as specified in a student's individual education plan (IEP). All special education programs provided shall be in compliance with state and federal laws and regulations. A special education handbook shall be developed by NSEEC for use in the District which outlines specific policies and procedures relating to Special Education. Such handbook shall meet all state and federal law requirements and requires Board adoption.

The District shall independently provide its own necessary specialized staff such as psychologist, social worker and reading specialist.

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|-----------------|----|---|
| Adoption Date | -- | 11/11/87; 5/10/95; 10/9/96; 3/12/03 |
| Legal Reference | -- | Wis. Stats. 115.00, Subchapter V, PI 11 Wisconsin Administrative Code |

PROGRAMS FOR STUDENTS WITH EXCEPTIONAL EDUCATIONAL NEEDS

The School District of Whitefish Bay shall provide as an integral part of free public education, special educational programs sufficient to meet the needs of all students between the ages of three and twenty-one with exceptional needs. The emphasis in programming will be on individualization. To whatever extent appropriate, services will be provided in the regular classroom setting.

Special education and related services are provided to EEN children with the following handicap conditions and any combination thereof:

- Cognitive disability or other developmental disability
- Orthopedic impairment (physically handicapped)
- Visual handicap
- Speech and language handicap
- Learning disability
- Emotional disturbance
- Autism
- Traumatic brain injury
- Other health impaired

Any employee who has reasonable cause to believe a student has exceptional education needs shall report the student to the school principal or his/her designee. The district has an ongoing special education screening program to locate and screen all children who are residents of the school district and who have not graduated from high school. It is a commonly held belief that family support profoundly affects learning. In an effort to maintain close family involvement, the District will design strategies to inform families of all aspects of the education of children with special needs and involve them in their children's programs.

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| Adoption Date | - | 7/1/87, 11/11/87, 10/9/96 |
| Legal Reference | - | Chapter 115, Subchapter V PI 11, Wis. Admin. Code, Section 504 of Rehabilitation Act, Individuals with Disabilities Education Act (IDEA) |
| Cross Reference | - | 342, Exceptional Education NSEEC Handbook |

HOMEBOUND INSTRUCTION

Homebound instruction is designed to serve students during the time they are physically and/or emotionally incapable of attending school. It is designed to help students maintain educational progress during the time that they are confined to home, hospital or a convalescent center. Homebound instruction is considered an alternative service to be provided only during specific periods of time when the student cannot attend school. It shall be provided in accordance with legal requirements and established procedures.

Specific goals of homebound instruction are as follows:

1. To help students maintain academic progress at as normal a level as possible during the time he/she is unable to attend school.
2. To promote communication between the student and the school so that he/she continues to be a part of the school community.

Homebound instruction will be arranged through the Director of Personnel and Pupil Services.

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| Adoption Date | -- | 8/18/99 |
| Legal Reference | -- | 115.80(3)(e), 118.15 (1)(c) Wis. Stats, |
| Cross Reference | -- | 342, Exceptional Education 342.2-Rule, Homebound Instruction |

HOMEBOUND INSTRUCTION

Homebound instruction may occur for students with special education needs as well as for students without special education needs who have a temporary disability that requires this service. The following procedures shall be used for all homebound instruction.

Identified Special Education Students

Homebound instruction should be considered for students identified with special education needs through the Individualized Education Plan (IEP) process. The IEP team should review each student's needs and develop a plan accordingly.

All Other Students

1. Students without identified special education needs who are in need of homebound instruction shall have a parent or guardian initiate a written request for homebound instruction. All homebound instruction requests will be processed through the Director of Personnel and Pupil Services.
2. A physician's statement must be completed, stating the reason for confining the child to the home or hospital and the projected length of time for homebound instruction.
3. In most cases homebound instruction shall only be considered if the anticipated homebound need will be continuous for a period exceeding thirty (30) calendar days. The Director of Personnel & Pupil Services, based on a physician's recommendation, may consider unique cases where medical circumstances warrant homebound instruction prior to thirty (30) calendar days or for a period less than thirty (30) continuous calendar days.
4. The Director of Personnel and Pupil Services will review all homebound requests and assign a case manager who will develop a written educational program for the student.
5. In most cases, homebound instruction will occur in the student's home. In some instances, it may be desirable for homebound instruction to be provided in a mutually agreed upon alternative location.
6. In most cases, the maximum delivery of homebound instruction should be 2-3 hours weekly for students in grades K-5 and 2-4 hours weekly for students in grades 6-12.
7. The Director of Personnel and Pupil Services will approve the educational program, arrange for a homebound tutor, and monitor the implementation of the written plan. Upon completion of homebound instruction, the case manager shall be responsible for communicating the completion of course requirements to the guidance department.

Adoption Date -- 8/18/99

INDEPENDENT EDUCATIONAL EVALUATION POLICY OF THE WHITEFISH BAY SCHOOL DISTRICT

An independent educational evaluation (“IEE”) is an evaluation conducted by a qualified examiner who is not an employee of a student’s school district. A parent is eligible to receive an IEE at public expense if the parent disagrees with an evaluation that the School District conducted or obtained for the child. For purposes of this policy, “evaluation” means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. “Public expense” means that the District either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent.

The District’s evaluation must be complete before a parent may obtain an IEE at public expense. The District’s evaluation is complete when the District provides the parent with a proper Notice of Evaluation Findings, as required by law. In addition, all IEEs must meet the District’s criteria for special education evaluations, which is the criteria that the District uses when it conducts its own evaluations. Finally, parents may only request one publicly funded IEE for each evaluation that the District conducts or obtains.

If the District receives a parent request for an IEE, the District may pay for the IEE. If the District does not pay for the IEE, the District will initiate a due process hearing without unnecessary delay and a hearing officer will decide who is responsible for the IEE costs under relevant state and federal law. Consistent with the parent’s right to an IEE, the District may also propose mediation. The parents will be responsible for IEE costs if the hearing officer finds that:

- 1) the District’s evaluation was appropriate; and/or
- 2) the IEE fails to meet District criteria for special education evaluations and no unique circumstances justify deviation from that criteria.

A. Procedure to Request an IEE at Public Expense

1. Parents should submit a written request for an IEE to the Director of Personnel and Pupil Services, and should include an explanation of the reasons they object to the evaluation the District conducted or obtained for the child. The District, however, will not deny parents a publicly funded IEE solely because they fail to submit a written request, or because they do not provide reasons for requesting an IEE.
2. If a parent requests an IEE, the District will provide the parent with the following information:
 - (a) A list of the names and addresses of IEE Examiners located in the Milwaukee Metropolitan area. The list will consist of IEE Examiners who, in the District’s judgment, are qualified to perform the IEE. If a qualified examiner is not located in the area, the District will identify a qualified examiner located elsewhere.
 - (b) A copy of the District’s criteria for special education evaluations, including criteria regarding evaluator qualifications and costs.

B. Evaluation Plan

If a parent notifies the District before obtaining an IEE, the Director of Personnel and Pupil Services may recommend that the parent and the District develop an evaluation plan. The purpose of evaluation plans is to encourage genuinely independent, unbiased IEEs that are valuable to both the parent and the District staff members of the IEP team. The District, however,

will not deny a publicly funded IEE because a parent refuses to participate in this process.

If a parent agrees to participate in this process, the Parent will work with the other members of a child's IEP team to develop an evaluation plan. An evaluation plan may identify the scope of the evaluation and the evaluator, and help to ensure that the IEE will comply with District criteria for special education evaluations. In some cases, the District will contact the evaluator directly to arrange for the IEE on the parent's behalf.

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the School District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

Adoption Date -- 3/12/03

SPECIAL EDUCATION EVALUATION CRITERIA

State and federal law requires the Whitefish Bay School District to evaluate children with disabilities who are in need of special education and related services. The District evaluates children upon initial referral for special education, and reevaluates children with disabilities at least once every three years or when conditions warrant a reevaluation. The District is committed to ensuring that each child's IEP team bases its decisions on high quality, reliable, and educationally sound special education evaluations. As a result, the District has established the following list of criteria for all special education evaluations that the District conducts or obtains. Unique circumstances may justify deviation from these criteria. If a parent or District staff member is aware of such unique circumstances, they should inform the Director of Personnel and Pupil Services immediately.

1. The Evaluator must hold a valid license from the State of Wisconsin or the state where the evaluator's practice is located in the field related to the known or suspected disability. The Evaluator must have extensive training and experience in evaluation of the area(s) of concern and be able to interpret instructional implications of the evaluation results. In instances where no "applicable license" exists, the District must be satisfied that the Evaluator has extensive training and experience related to the known or suspected disability.
2. The Evaluator must be located within the greater Milwaukee Metropolitan area.
3. The Evaluator must be permitted to directly communicate and share information with members of the IEP team and the Director of Personnel and Pupil Services. The Evaluator must also release the assessments and results, including any parent and teacher surveys, to the members of the IEP team and the Director of Personnel and Pupil Services.
4. Unless otherwise determined by the members of a child's IEP team, the Evaluator must observe the child in one or more educational settings. The Evaluator shall make at least one contact with the child's regular education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, Evaluators are encouraged to make additional contacts with other involved regular or special education teachers, and related service providers.
5. Absent unique circumstances, evaluations may not exceed the District's applicable maximum allowable costs. A schedule of maximum allowable costs for particular evaluations is available. If a parent requests unreasonable reimbursement of travel costs or other related costs in connection with any evaluation, the District will suggest mediation and/or initiate a due process hearing. The District will not pay unreasonable travel costs unless a hearing officer, applying state and federal law, orders the District to do so.
6. The evaluation must comply with any and all relevant provisions of Wisconsin Statute 115.782 regarding special education evaluations.

Adoption Date -- 3/12/03

TITLE I PROGRAMS

As required by the ESEA, No Child Left Behind Act of 2001, (PL-107-110), the Whitefish Bay School District has established and implemented a districtwide salary schedule and will use state and local funds to provide services in Title I project areas, which if taken as a whole, are at least comparable to services being provided in areas not receiving funds under this chapter. Should all school attendance areas be designated as project areas, state and local funds will be used to provide services which are substantially comparable in each project area.

It is thus the stated policy of the Whitefish Bay School District to ensure equivalency among schools or grade levels within this district in provision of:

- (1) Teachers, administrators and auxiliary personnel
- (2) Curriculum materials and instructional supplies

Documentation verifying compliance with this policy will be maintained annually and records will be updated on a biennial basis documenting compliance. These records will be available for SEA or auditors review upon request.

It is understood that unpredictable changes in enrollment or personnel assignments which occur after the beginning of a school year need not be included as a factor in determining comparability of services.

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| Adoption Date | -- | 4/4/07 |
| Legal Reference | -- | ESEA Elementary & Secondary Education Act of 2001 |
| Cross Reference | -- | |

TECHNOLOGY PROVISIONS FOR STUDENTS WITH SPECIAL NEEDS

The district endorses the provision of universally designed learning environments to meet students' needs in the least restrictive environment. The environment is designed to be usable by all students to the greatest extent possible without the need for adaptation or specialized design. For those students whose needs are not fully met using this approach, assistive technology devices and services may be required. In accordance with legal requirements, assistive technology must be considered for all students with special educational needs by the student's individualized education program (IEP) team.

Those students having special needs but not requiring a formal IEP according to law will also be considered for assistive technology devices and/or services on a case-by-case basis consistent with legal requirements, district policies and procedures.

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| Adoption Date | -- | 4/4/07 |
| Legal Reference | -- | WI Stats Section 120.13, 120.13(5) PI 13, Wisconsin Administrative Code Individuals with Disabilities Education Improvement Act of 2004 (34 CFR Parts 300, 301, 304) Assistive Technology Act of 1998 Section 504 of the Rehabilitation Act Americans with Disabilities Act of 1990 |
| Cross Reference | -- | |

INTER-LIBRARY LOAN/RESOURCE SHARING

All Whitefish Bay Public Schools will participate in resource sharing through intra school district library loan. The purpose of resource sharing is to obtain library media material not available in one's local library media center. Holdings may be accessed via the online library catalog.

Any type of material may be requested on loan from the school district library media centers. The lending school library has the privilege of deciding in each case whether a particular item is available for loan.

School library media centers normally will not loan these items:

- Library resources in current and recurring demand.
- Reference materials, equipment, and audio-visual materials.
- Materials on reserve for individual or group use.

Borrowers:

- Borrowing school library media centers will make every effort to exhaust their own resources before requesting from another library.
- The media specialist will consider the appropriateness of the request to the level of the user's knowledge and/or maturity. All requests for inter-library loan will be made by the school library media specialist on behalf of the patron.
- All materials borrowed from school district library media centers must be returned by the specified due date. The borrower will be responsible for replacement costs if loss or damage occurs.

Lending library

- The decision to loan material is at the discretion of the lending library media center. Each library media center will be as generous as possible with due consideration to the interests of its primary clientele.
- Lending libraries will process requests promptly.
- The lending library will operate in compliance with all copyright law.

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| Adoption Date | - | 11/8/06 |
| Legal Reference | - | Section 43.72, 120.12(1) Wis. Stats.; PI 8.01(2) Wis. Admin. Code |
| Cross Reference | - | 361, Selection of Instructional Materials 361-Rule, Guidelines for the Selection of Instructional Materials |

COMPUTER NETWORKS AND INTERNET USE GUIDELINES

Telecommunication, networked information resources like the Internet, and other new technologies are expanding the ways that we access, communicate, and transfer information. These advancements will alter the way that we instruct and students learn. Electronic information research skills are critical in order to function as an educated individual in an information/communication society. The District supports access to the world's information resources, and intends to provide students and staff with appropriate instruction to allow development of skills necessary to access, analyze, and evaluate electronic and other information. All use of district computers and networks shall be consistent with the philosophy of the School District of Whitefish Bay. The following guidelines apply:

1. District computers and network resources will be provided for instructional and management purposes for use by students and staff. District computers and networks shall not be used to disrupt education or management functions, and hardware and/or software shall not be destroyed, modified or abused in any manner. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users on the networks.
2. The Board expects that all users will learn to use the network, electronic mail and telecommunications tools, and apply them daily in appropriate ways in the performance of tasks associated with their positions and assignments. Access to these services promotes learning by facilitating resource sharing, innovation and communication. The School District of Whitefish Bay makes no guarantees, implied or otherwise, regarding the reliability of the data connection.
3. Users will be allowed to use and exchange appropriate information via all information formats on the network, including electronic media and the Internet.
4. Software will be installed by designated network administrators. Users may not install software on district computers or networks. Only software approved by the school district may be installed on district networks, and all copyright laws and procedures apply.
5. School officials will apply the same criterion of educational suitability used for other education resources when providing access to software and Internet informational resources. All such use will be education related. In the past, instructional and library media materials were selected by committees of educators, parents, and library media specialists according to established materials selection policies. The Internet, because it provides access to any fileserver in the world, will open classrooms to electronic information resources that have not been reviewed and selected by school officials. Therefore, the district has adopted practices regarding access and use of district electronic resources, including the Internet.
6. School officials will send home a written notification of network and computer use guidelines at the beginning of each school year with all other enrollment and registration materials. The notification letter shall state that parents wishing to prohibit Internet use must file Exhibit 363.2 with the building principal by the Tuesday of the second week of school. Only those students whose parents file this form, or who make direct contact with the principal, shall be denied Internet access.

7. Communication over networks shall not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.
8. Users may be held financially responsible for damage willfully caused to district computers or networks.

School computers and networks are the property of the School District of Whitefish Bay. At no time does the school district relinquish exclusive control of computers provided for educational use. The School District of Whitefish Bay reserves the right to inspect and review computer files if there is reasonable cause to suspect that a user is using computers or networks for illegal or illicit purposes or for purposes in violation of policy. Such inspection may be conducted by school authorities when deemed necessary, without notice, without consent, and without a search warrant.

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| Adoption Date | - | 8/7/96, 7/8/98 |
| Legal Reference | - | Wisconsin Act 353, Assembly Bill 853 6-7-96(6) Unlawful Use of Computerized Systems |
| Cross Reference | - | 440, Student Rights and Responsibilities |

School District of Whitefish Bay
1200 East Fairmount Avenue
Whitefish Bay, Wisconsin 53217

Dear Parents/Guardians:

Students in the School District of Whitefish Bay have the opportunity to participate in instructional programs using district computers and networks. With these opportunities come certain rights along with certain responsibilities. The intent of this communication is to share information about this district resource, and to explain the associated rights and responsibilities of use to parents and students.

Computer literacy and electronic information skills are vital in an information society. Such skills will be introduced and taught throughout the K-12 program. The district will provide education about ethical use of all electronic resources.

Students will have access to the Internet on a developmentally appropriate basis, providing them the opportunity to access information and resources of libraries and databases across the world, as well as the opportunity to communicate with people throughout the world. The district believes that the benefits of such appropriate Internet use outweigh potential disadvantages. While the computer network is set up to safeguard students from electronic materials which many people would consider objectionable, it is not technologically possible at this time to restrict access to every single electronic address where such materials might be found.

In the early grades through about grade four, students work only with teacher-identified, bookmarked Internet sites that support district curriculum. Students are not asked to do independent Internet research using searches. Beginning in about grade 5 or later, students may be asked to do Internet research related to an instructional topic. This research may be conducted through teacher-selected sites, and as students become older, students may be asked to conduct independent research using search engines.

All network users are responsible for observing the general school standards of conduct and the district's educational goals, written or implied, when using electronic resources. The district has an Acceptable Use Policy which will guide matters of computer network use, including use of Internet resources. This policy is as follows:

School District of Whitefish Bay
Acceptable Use Policy

It is district policy that users will abide by policies established by the district which include generally accepted rules for conduct, including, but not limited, to the following:

Acceptable Use

Responsible users:

- will adhere to the same standard of conduct as expected and required in the school setting when using electronic resources
- will use the system for educational use, instructional projects, and not for personal use
- will follow procedures for applying for and using password and electronic mail accounts
- will log off the system as soon as finished to permit others to access the system
- will use the student applications or menus that are specifically intended for student use, and not those intended for professional use
- will respect the rights and privacy of other users by not accessing the files of others
- will follow the regulations posted in the classroom, work area, and computer labs
- will respect and uphold copyright laws and all other applicable laws or regulations
- will follow the directions of the adult in charge of the classroom, work area, or computer lab
- may use the Internet to send electronic mail to other users per district policy and practice
- may use the Internet to research appropriate instructional projects
- may use the Internet to explore other educationally relevant computer systems
- will report violations of the above rules to a responsible school official

Acceptable Use Policy, continued

Unacceptable Use

Responsible users:

- shall not access, communicate, display, download or send messages or images of material that is offensive, objectionable, inflammatory, educationally inappropriate or unlawful
- shall not use the network in any way that will disrupt the work or use of others
- shall not tamper with or damage hardware
- shall not install or alter computer software or executable programs of any kind unless under the direction/authorization of the computer programming teacher(s) for course purposes
- shall not violate copyright or other laws
- shall not access or use another's work folders, work files, with or without permission
- shall not use an account other than their own or misrepresent their identity
- shall not create or distribute a computer virus across the network
- shall not reveal personal addresses or telephone numbers of others across the network
- shall not deliberately access materials that are inconsistent with the school's code of conduct or the district's educational goals or show others how to do the same
- shall not use computers or the district network for commercial purposes or for financial gain

Violations of this policy as determined by a member of the school administration can result in the loss of computer network access privileges for varying lengths of time depending upon the severity of the violation. Violations may result in other disciplinary actions as well. Willful damage to district computers and networks will result in financial liability. The district is not responsible for any damage, harm, or injury caused by individuals who violate this policy.

Revised 7/99

Please read the preceding guidelines carefully and discuss them with your student. If you have any questions regarding use of district computers and networks, or about the conditions of computer network use, please contact the principal of your school as soon as possible.

IMPORTANT NOTE FOR PARENTS:

If you wish to have your student use district computers, but wish to deny independent research access to the Internet, please return the attached form to the school principal by the Tuesday of the second week of school. If you accept the conditions and guidelines as noted above, there is no need for you to submit anything to the school office. Thank you.

School District of Whitefish Bay
1999-2000 School Year

Request for Denial of Student Internet Access
for Independent Research

I wish my student to have access to computers and networks in the school district, but I DO NOT wish my student to have independent access to the Internet for this school year.

(Student Name: Please Print)

(Grade)

Circle School: Cumberland, Richards, Middle School, High School

(Parent/Guardian Name: Please Print)

Daytime Phone

Parent/Guardian Signature

Date

This form must be filed with the school principal by the Tuesday of the second week of school.

School District of Whitefish Bay
1997-98 School Year

Computer Network User Agreement: **STAFF**

As a user of the School District of Whitefish Bay computer network and resources, including the Internet, I hereby agree to comply with the rules established in the Acceptable Use Policy. I will use the network in a responsible manner, following all relevant laws and district policies. I understand that network privileges can be restricted or revoked if district policies and guidelines are not followed.

(Name: Please Print)

(Signature)(Date)

This agreement must be signed and filed with your supervisor at the beginning of each school year. Thank you.

Adoption Date -- 8/7/96, 8/6/97, 7/8/98, 8/18/99

GENERAL INTERNET USE GUIDELINES

1. Copyright

Users will follow the copyright laws regarding the Internet (refer to District pamphlet titled Copyright and Copywrong) and apply these rules when working with District hardware and software.

2. Downloading

Staff will download files only applicable to his/her position in the district and the size of the file(s) should not exceed 3 MB. Students may only download files from the Internet specifically used for classroom assignments.

3. Bookmarking Web Sites

Staff will bookmark educationally sound web sites for students and professional activities. These bookmarks will be saved on the network or on disk.

4. Browsing

Staff members will lead students in activities that strengthen their research skills using the Internet. This will include using search engines in a way that is appropriate for the curricular goal and the cognitive level of the student(s).

5. Authenticity

Staff and students will read information on the Internet with a skeptical attitude, verifying the sources of information and accuracy of information to the best of their ability.

Staff members will preview sites that will be used in learning activities, and use only those that are of highest quality.

6. Online Projects

Staff and students will be involved in online projects that enhance District learning objectives and curricular goals.

Adoption Date -- 7/8/98

E-MAIL

Electronic mail, otherwise known as E-mail, is stored information. Employees, students, and others who may use the District E-mail will limit their use to school business and instructional purposes. There should be no expectation of privacy for the information communicated through E-mail. Nothing should be included in an E-mail message that a person would not want to be read by someone else. Users will avoid using any language or sending or displaying graphics that may be interpreted as offensive and/or discriminatory as defined by Board policy or by law.

E-mail messages should be retained only as long as they serve their purpose then should be deleted immediately thereafter.

Sanctions:

1. Violations may result in disciplinary action and/or loss of access and use privileges.
2. Additional disciplinary action may be taken consistent with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.

Adoption Date -- 7/8/98

WHITEFISH BAY SCHOOLS
GUIDELINES FOR HOME/SCHOOL COMMUNICATION VIA E-MAIL

The District now has an E-mail system that may be a useful way for you to contact your son's or daughter's teachers. Please read and use the following guidelines.

1. First, call the school office and ask to speak to the teacher by phone or set up a meeting. E-mail is a convenient way to communicate information, but it does not allow for a good two-way dialogue. A personal conversation with the teacher will allow both parties to share any insights and concerns. After this conversation, you and the teacher may mutually agree to keep in touch via E-mail.
2. The privacy of E-mail cannot be guaranteed. Teachers and parents should be wary of sending confidential information via E-mail.
3. It is our intention to respond to an E-mail message by the next day. However, please be aware that there is not time set aside during the day for teachers to respond to their E-mail. When meetings or other scheduled events occur, teachers may not be able to respond as quickly as they would like.
4. If you send an E-mail message and do not receive a reply within a few days, please contact the teacher by phone. Occasionally, there are interruptions in electronic communication.

Adoption Date -- 7/8/98

WORLD WIDE WEB PAGE PUBLISHING GUIDELINES

District web pages are considered official District materials and will be created by District staff members. Students may, upon approval from staff members, create web pages relating to a class project, course, or other school-related activity.

1. Philosophy and Purpose

The web pages of the School District of Whitefish Bay shall be used for the following purposes:

- establish a District presence on the Internet
- communicate information about the school district to parents and the general public
- communicate information about curriculum, activities, and events within the district school community
- provide an instructional tool for teachers and a learning tool for students as part of the instructional matrix for technology education
- provide students and teachers with links to sites which correlate with curriculum and are appropriate for specific grade levels and have been reviewed by staff members

2. Creation of District Web Pages

Any person creating web pages must use the following guidelines:

- pages belong to the District and must be of the highest quality
- all subject matter and links on web pages should relate to curriculum, instruction, school-authorized activities, or general information that is appropriate and of interest to others
- page contents must adhere to the District Acceptable Use Policy, privacy regulations, and copyright laws, as described elsewhere in this document.

3. Content of District Web Pages

Information may only be placed on official District and/or school web pages if it meets the following general requirements:

- the information is an accurate and factual representation of official school and/or Board policies, programs and positions
- No personal, non-education-related material may be placed on official District and/or school web pages
- the information does not contain any confidential material or other material in violation of laws, regulations or established Board policies
- copyrighted material may not be used without appropriate permission from the copyright owner (examples include cartoons, photographs, songs, and graphics)
- when copyright material is included with permission, the author is cited accurately
- the information is written so that it can be clearly understood and meets proper standards of grammar, spelling, punctuation, etc.
- content of a page must not be commercial in nature, nor should it serve merely to point to a commercial page
- the web pages of the school district will not contain any advertisements sponsored by an for-profit business or organization
- advertising for non-profit and not-for-profit organizations is acceptable within school determined parameters (i.e., event for the Boy Scouts)
- all web pages shall be created to facilitate efficient loading and viewing regarding graphics and sound

4. Links on District Web Pages

The District web pages contain links for the following purposes:

- provide resources for teachers which will enhance the instruction of the District grade or course level curriculum
- provide guided sources to students which will allow them to use the resources of the Internet in their school work
- provide information about the District in general and, specifically, the elementary schools, middle school and high school

All links on District web pages shall follow the following criteria:

- all links to all pages meet the legal, moral and ethical standards of the District as well as directly correlating to the curricular goals for the District
- links to personal home pages of students and staff shall not be made from any District web page
- the District does not take responsibility for the contents of outside sites listed here and does not by their listing endorse the points of view represented at any particular site

5. Privacy

The official web pages of the School District of Whitefish Bay shall not contain the following items for reasons of security and protection of individual privacy:

- students' names, E-mail addresses, phone numbers, street addresses, or other identifying information of a private nature
- staff members' personal E-mail addresses, personal phone numbers, street addresses, or other identifying information of a private nature

K-8th Grade Students

Student pictures, not accompanied by student names, may be posted to the District web pages for the purposes of student recognition and/or District public relations unless parents have advised the District they do not want their students' pictures posted without their prior written consent.

Students first names not accompanied by student pictures, may be posted for the purposes of student recognition, public relations, and/or identifying student work unless parents have advised the District they do not want their students' names posted without their prior written consent.

Student work samples that include specific, identifying information about oneself or other students will not be posted.

9th – 12th Grade Students

Students' first and last names and/or pictures may be posted to the District web pages for the purposes of student recognition and/or District public relations. Parents who do not want their child's name and/or picture posted to the District web page or high school web page will be given the opportunity to state that fact on an annual basis. The District shall honor that request.

6. Review Process

All District web pages must go through the District review process.

- all pages must be reviewed by the building level technology committees, including the building principals
- final approval for publication of web pages rests with the Director of Instruction

7. Updating the District Web Pages

All District web pages will be updated regularly.

- district web pages updating schedules will be determined by the web masters at the individual buildings and only those authorized web masters may make changes to the school web sites
- the suggested time frame is to update pages once a month during the school year
- links included on the various pages must be reviewed and checked for accuracy

8. Publishing Rights and Responsibilities

The work of students may be published on District web pages provided that the work is attributed to the student, the student is identified by first name only, and a written release is granted by the parent or legal guardian of the student. Adult students aged 18 or over may offer written permission of their own. Students shall retain the copyright of their own published work. In cases where a publisher wishes to contact a student or family for potential permission to reproduce work, requests will be forwarded to the family of the student. The family may then contact the publisher if so desired.

9. Web Page Publishing Policy-Review Process
This web page policy will be periodically reviewed by the School District of Whitefish Bay and may be modified or added to as new situations arise or as the technology changes. Determinations may also be made on whether specific uses of the web technology are consistent with this policy.

10. Limitation of Liability
In no event shall the Whitefish Bay School District be liable for any damages, whether direct, indirect, special or consequential, arising out of the use of the web pages or web server, accuracy or correctness of databases or information contained therein or related, directly or indirectly, to any failure of delay of access to this technology. Use of any information obtained via the web page/server is at the user's own risk.

Adoption Date --7/8/98; 8/5/09
363.2- Exhibit
Revised --8/5/09

PARENT PERMISSION FORM
WORLD WIDE WEB
PUBLICATION OF STUDENT WORK

Name of Student _____
 School _____
 Name of Parent _____

We understand that our daughter's/son's project is under consideration for publication on the World Wide Web, a part of the Internet. We understand that the original work of our son/daughter will be published. District policy prohibits publication of any identifying information including first or last names, address, phone number, etc., unless we give explicit written permission. We further understand that the work will appear with a copyright notice prohibiting the copying of such work without expressed written permission. In the event anyone requests such permission, those requests will be forwarded to us as parents.

We grant permission for the World Wide Web publishing as described above for one year. We understand that we may request that a copy of all such publishing be printed out and sent home for us to see.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

We ask that:

_____ No identifying information be attached to the project.

_____ First name only be attached to the project.

I, the student, also give my permission for such publishing.

Student Signature _____
 Date _____

Adoption Date - 7/8/98

Appendix 8 – Required School Board Policies