

5000	STUDENTS
5111	Eligibility of Resident/Nonresident Students
5112	Entrance Age
5112.01	Early Admission to Kindergarten and First Grade
5113	Full-Time Public School Open Enrollment
5113.01	Part-Time Public School Open Enrollment
5120	Student Placement
5121	Students Over the Age of Twenty (20)
5130	Withdrawal from School
5200	Attendance
5223	Absences for Religious Instruction
5230	Release of Students to Custodial and Noncustodial Parents
5310	Health Examinations
5320	Immunization
5330	Student Medication
5340	Student Accidents
5341	Emergency Medical Authorization
5350	Suicide Intervention
5360	School/Student Nutrition and Fitness
5410	Instructional Placement / Advancement
5410.01	Acceleration
5410.02	Testing Out
5420	Reporting Student Progress
5421	Grading
5430	Class Rank
5451	Student Awards and Scholarships
5451.01	Participation in High School Commencement Ceremony
5451.02	Graduation Recognition
5451.03	Academic Excellence Higher Education Scholarship
5460	Graduation Requirements
5464	Early Graduation
5465	High School Semester Examinations
5500	Student Conduct
5511	Student Dress and Appearance
5513	Care of District Property
5516	Student Hazing

5517	Student Harassment and Bullying
5518	Student Sexual Harassment
5530	Student Substance Abuse
5530.01	Student Use or Possession of Tobacco Products
5531	Student Assistance Programs
5540	The Schools and Governmental Agencies
5541	Police/School Resource Office Program
5550	Student Trips and Travel
5600	Student Discipline
5610	Suspension and Expulsion
5610.02	Detention of Students
5620	Student Conduct on Buses
5630	Use of Physical Force
5710	Student Complaints
5722	School-Sponsored Publications
5730	Distribution of Nonschool-Sponsored Student Newspapers and Other Publications
5771	Search and Seizure
5772	Possession or Use of Weapons
5830	Student Fund-Raising Activities
5840	Student Organizations
5880	Public Performances by Students
5900	Student Network and Internet Acceptable Use and Safety

**ELIGIBILITY OF RESIDENT / NONRESIDENT STUDENTS**

- I. The Board of Education establishes the following residency policy for determining eligibility to attend the schools of this District.
  - A. The Board will educate, tuition-free, students who are legal residents of the District. Proof of residency will be required for registration in the District except for homeless children. Homeless students unable to provide such proof will be enrolled immediately.
  - B. Foreign students, participating in a recognized, foreign-exchange program and living with a resident host family, will be admitted tuition-free.
  - C. A pupil whose parent or legal custodian is a resident of this state, but not a resident of the school district may apply to the district for enrollment in the school district. The application shall be accompanied by a written declaration of the parent or legal custodian that residence will be established in the school district by a specified time. If facilities are adequate, the school board may permit the pupil to enroll in the district, and may require prepayment of a tuition fee for 9 school weeks or may waive the tuition requirement for that pupil. If the parent or legal custodian establishes residence in the school district within such 9 school weeks, the school board shall refund the tuition fee. If such residence is not established there shall be no refund of the tuition fee, but another written application for enrollment may be filed for the next succeeding 9 school weeks and, upon prepayment of a tuition fee for such 9 school weeks, the school board may permit the pupil to continue enrollment or reenroll. If the parent or legal custodian establishes residence in the school district within the second 9 school weeks, the school board shall refund the tuition fee for the second 9 school weeks.
  - D. Upon request of a student's parent or guardian, a student who has attained 12<sup>th</sup> grade status in the Port Washington Saukville School District, and is a resident of the district at the time of gaining such status shall be allowed to complete 12<sup>th</sup> grade without payment of tuition, even though the pupil is no longer a resident of the school district.
  - E. A resident student, otherwise eligible to attend school in the District, may be denied admission when he/she is still under an expulsion order from the present or a previous school district unless otherwise determined by the Board of Education.

- F. Students enrolled in the special education program of this District whose parents do not reside within the District may attend as tuition students with tuition computed pursuant to 121.83(1)(c) Wis. Stats.
  - G. Minor students, residing in the district but not living with a parent or legal custodian and who have been emancipated – such as by marriage, formal or informal agreement, or parent abandonment, may establish his/her own residence and may continue enrollment or enroll in the district.
  - H. Tuition students may be accepted in accordance with State law and the approval of the Superintendent. The District shall waive tuition when required by State law to do so.
- II. Any student seeking entrance into the School District must reside within the established boundaries of the District, except as otherwise provided by State statute.
- A. The School District shall accept elementary and secondary transfer students from other schools. Families who move into the District after registration are encouraged to contact the District office as soon as possible.
  - B. The administration shall verify the age and residence of children enrolled in the District schools. Immunization records of students admitted to the District's elementary and secondary schools shall be presented as required by law.
  - C. The school principal shall have authority to determine the grade level at which a student shall be placed. The Superintendent, or designee, shall assign a student to a school.
- III. Students entering the District from a home-based private educational program shall be required to provide evidence of academic accomplishments as described in administrative guidelines. When such information is not available, or a recommendation is made by the administration, students will be academically tested for placement in the School District.
- IV. Older Students – An adult student who is a resident of the District and over 20 years of age may enroll in a class with the approval of the school principal.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:

121.77 et seq., 880.04, Wis. Stats.

Sections 121.81 (2)(a), 121.81 (1)(b), 115.00(38), 115.77, 118.13, 118.14(2), 120.13(1)(f), 252.04, Wis. Stats.

PI9 Wis. Adm. Code

Thayer Ruling

42 U.S.C.11431

McKinney-Vento Homeless Assistance Act

Cross reference:

Administrative Guideline 2260 – Complaint Procedures

Board Policy 5112 – Entrance Age

Board Policy 5120 – Student Placement

Approved: 1/24/05

Revised: 8/27/07

## ENTRANCE AGE

The Board of Education shall establish student entrance age requirements, which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

- I. Kindergarten – a child is eligible for five-year-old kindergarten when the child attains the age of five (5) on or before September 1st of the year in which the child applies for entrance and meets residence requirements.
- II. First Grade – a child must be six (6) years of age on or before September 1 in the year of enrollment, unless the child has satisfactorily completed a kindergarten program.
- III. Early Admission – a child who does not meet the date requirements set forth above for entrance into kindergarten or first grade may apply to the Board for early admission. Applicants for early admission must meet the standards, conditions, and procedures prescribed by the State and those adopted by the Board.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students

Legal references:

Sections 118.13, 118.14, 120.12(25), 120.44, Wis. Stats.  
PI9 Wis. Adm. Code

Cross reference:

Administrative Guideline 2260 – Access to Equal Education Opportunity  
Board Policy 5112.01 – Early Admission to Kindergarten and First Grade

Adopted: 6/18/01

Revised: 8/27/07

## EARLY ADMISSION TO KINDERGARTEN AND FIRST GRADE

In compliance with Board Policy, any parent or legal guardian who is a resident of the District may apply for early admission of their child to kindergarten or first grade. A child shall be admitted to kindergarten or first grade when District procedures and standards are met as outlined in Administrative Guideline 5112.01. Criteria for early admission are based upon demonstrated abilities to cope intellectually, socially, physically, and emotionally.

Legal reference:  
Sections 115.28(8), 118.14(1), 120.12(25), 120.44, Wis. Stats.  
Administrative Guideline 5112.01 – Early Admission

Adopted: 6/18/01  
Revised: 8/27/07

## FULL-TIME PUBLIC SCHOOL OPEN ENROLLMENT

- I. The Port Washington-Saukville 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), and 118.52 (Part-Time Open Enrollment) (a) will give priority to its resident students regarding intra-district open enrollment opportunities and (b) will take into account, as appropriate, individual rights under the Wisconsin and United States Constitutions.
- II. 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 Wisconsin Department of Public Instruction (“WDPI”) and (b) be received between the first Monday in February and the third Friday following the first Monday 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 WDPI on the fourth Monday in February.
- III. Timetable for Decisions on Applications – District decisions on full-time open enrollment applications will be made after the third Friday following the first Monday 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.)*

- IV. Procedure for Processing of Open Enrollment Applications – prior to accepting any open enrollment applicant, the District will reject all applications that would increase racial imbalance as defined in section XII of the Full-time Open Enrollment portion of this policy. If, after 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.
- V. 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 the board meeting (either regular or special) immediately preceding the first day of the



Open Enrollment application period 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 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 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), and pupils and siblings of pupils who have applied under sub. (3)(a) and are already attending public school in the district.

- 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, whether the student is currently serving an expulsion, and 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(D)).*

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

- E. 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.

- F. 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))
- G. 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 a disability.
- H. Whether the resident school board has been informed that the nonresident student may have a disability, but has not yet been evaluated by an IEP team.  
  
*(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 the Establishment of a Numbered Waiting List for Non-resident Applications – a numbered waiting list will be established for all applicants not selected prior to the Friday following the first Monday in April deadline for acceptance notification. Eligibility for the waiting list will follow the acceptance and rejection criteria and the required random selection process. Applicants must be notified of their placement on the waiting list in denial letters sent prior to the Friday following the first Monday in April.  
  
Pupils selected from the waiting list will be notified by U.S. mail of their acceptance, the school or program assignment, and their number position on the waiting list. Parents must notify the School District within ten (10) calendar days from the date the notice was mailed if their child will accept the assignment. If parents do not respond within the specified time period, the acceptance may be rescinded and the space offered to the next applicant on the waiting list.  
  
The last date on which the school board may offer applicants a space from the waiting list is the third Friday in August.
- VI. Procedure for Evaluating Applications by District Residents to 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 XII below in the District.

- B. Whether the resident student is a student with special needs 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.)*

- VII. 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 second 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.

- VIII. Reapplication Procedures – the Board requires accepted nonresident middle school students to reapply under the open enrollment policy when the nonresident students enter high school. A nonresident student will be required to reapply only once.

- IX. 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 a student with a disability and transportation is required by his/her IEP.

- X. Tuition Payment – the Board shall pay to the nonresident school board tuition calculated under §121.83, Wis. Stats., for district special education students attending school in the nonresident school district.

- XI. 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.
- XII. 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 is substantially disproportionate to the ratio of minority to non-minority students of school age who reside in the District or (b) when minority students enrolled in the District and the Open Enrollment Program constitute thirty percent (30%) or more of the number of students enrolled in the District.
- XIII. Termination of Open Enrollment Due to Attendance – if the Board determines that a non-resident student enrolled in the District through the Open Enrollment Program is habitually truant from the District during either semester in the current school year, the Board may prohibit the student from attending in the succeeding semester or school year.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

**Legal Reference:**

Sections 118.145(4), 118.51, 118.51(11), 118.52, subch. VI of Chapter 121, 120.13(1)(f), Wis. Stats.  
2003 WI Act 55

**Cross reference:**

Board Policy 5113.01 – Part-time Public School Open Enrollment

Approved: 1/24/05

Revised: 8/27/07; 1/10/11

## PART-TIME PUBLIC SCHOOL OPEN ENROLLMENT

- I. Nonresident Students Coming into the District – A student who is enrolled in another public high school may apply for enrollment in up to two (2) courses in the Port Washington-Saukville School District in accordance with State law and established procedures. The District shall apply the same criteria for accepting and rejecting course applications for nonresident students (e.g., course prerequisites, grade level standing, space availability) as done with resident students, except that enrollment preference shall be given to residents of the District.
  - A. If the District receives more nonresident student applications for enrollment in courses than there are spaces available, determination of which students to accept shall be made on a random basis in accordance with established procedures.
  - B. Student transportation shall be the responsibility of the nonresident student's parent/guardian.
  - C. Nonresident open enrollment students attending courses in the District have all the rights and privileges of resident students and are subject to the same rules and regulations as resident students.
- II. Resident Students Going Out of the District – District high school students may apply for enrollment in up to two (2) courses in another school district in accordance with State law.
  - A. The Port Washington-Saukville School District shall reject a student's application to attend a course in another school district if the course conflicts with the student's individual educational program (I.E.P.).
  - B. The District shall also reject a student's application to attend a course(s) in another school district if the cost of the course(s) would impose an undue financial burden on the District.
  - C. Transportation to and from the course(s) in another school district under the open enrollment program shall be the responsibility of the student's parent/guardian.
- III. Application Procedures – The Board will accept open enrollment applications from nonresidents enrolled in a public school in the high school grades for individual courses.
  - A. Applications must be submitted on the form provided by the Wisconsin Department of Instruction.

- B. Nonresidents may not attend more than two courses at any time in the nonresident District.
  - C. The applications must be made no later than six weeks prior to the start of the course.
  - D. Copies of all nonresident student application will be sent to the resident school board of each nonresident student.
  - E. The Board must receive copies of all application by District students seeking part-time open enrollment in other school districts.
- IV. 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.
  - 2. Whether the nonresident student is already enrolled in two (2) courses in a nonresident 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 a student with a disability.
- III. Notice of Decisions - Written notice of acceptance or denial will be sent to all applicants no later than one 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 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 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.
- IX. Termination of Open Enrollment Due to Attendance – if the Board determines that a non-resident student enrolled in the District through the Open Enrollment Program is habitually truant from the District during either semester in the current school year, the Board may prohibit the student from attending in the succeeding semester or school year.



The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:

Sections 118.13, 118.51, 118.51(11), 118.52, 120.13(1)(f), Wis. Stats.  
PI9 Adm. Code

Cross reference:

Administrative Guideline 2260 – Complaint Procedures  
Board Policy 5113 – Full-time Public School Open Enrollment

Adopted: 6/18/01

Revised: 8/27/07; 1/10/11

## STUDENT PLACEMENT

The Board of Education directs that the placement of students to schools within this District be consistent with the best interests of students and the best use of the resources of this District.

Students entering the District elementary schools will generally be assigned to the school, which serves the neighborhood in which they live. The boundaries defining these service centers may be adjusted, when necessary, by the Board to equalize student enrollments.

The assignment of students to specific classes is the responsibility of the school administrator, who shall assign to the grade and class where it appears the student can be most successful. As necessary, assessments, trial placements, and reassignments may be initiated by the school administrator.

Exceptions to this policy may be made by the Superintendent to accommodate specific cases. Transportation responsibilities in exceptions requested by parents will be that of the parent/guardian.

Assignment of homeless students shall be consistent with applicable law.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Cross reference:  
Board Policy 2260 – Access to Equal Educational Opportunity

Adopted: 6/18/01  
Revised: 8/27/07

## STUDENTS OVER THE AGE OF 20

The Board of Education will extend the privilege of an educational program to residents of this District over the age of twenty (20) upon proper application and the satisfaction of the conditions that follow:

- A. needs of regularly enrolled students are being met
- B. classroom space and instructional staff are available
- C. written contract between student and high school principal regarding continued attendance, satisfactory performance in the program, and appropriate conduct

The Board will not assume responsibility for the transportation of these students.

The Superintendent shall prepare administrative guidelines to implement such programs and which include eligibility requirements for participation in both curricular and extra-curricular programs.

No enrolled student over the age of twenty (20) may participate in any athletic programs.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:

Sections 118.13, 118.19(2) Wis. Stats.

PI9 Wis. Adm. Code

Cross reference:

Administrative Guideline 2260 – Complaint Procedures

Administrative Guideline 5121 – Students over 20

Adopted: 6/18/01

Revised: 8/27/07

## WITHDRAWAL FROM SCHOOL

The Board of Education affirms that it is in the best interests of both students and the community to complete an educational program that will equip students with necessary life skills.

The Board directs that whenever a student wishes to be excused from regular school attendance, efforts should be made to determine the underlying reason for such action and the resources of the District should be used to assist the student in considering alternatives. No student under the age of 18 will be excused from regular school attendance without the written consent of a parent. Students excused from regular school attendance under the age of 18 must comply with the requirements for participation in a program leading to graduation or a high school equivalency diploma, consistent with State law.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:  
Sections 118.15(b-e), Wis. Stats.

Adopted: 6/18/01  
Revised: 12/10/07

## ATTENDANCE

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction.

Attendance shall be required of all District students, except those exempted under Policy 5223 (religious instruction) or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which the student has been assigned.

A school administrator shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement or confirmation of the cause for such absence. The school administrator reserves the right to verify such statements and to investigate the cause of each absence or repeated unexplained absence and tardiness.

Any student whose absence does not meet the criteria for an excused absence under state law or Board Policy and established procedures shall be considered truant and subject to court referral.

A student who is absent due to a suspension or expulsion is neither absent without an acceptable excuse nor absent without legal cause under the compulsory attendance law.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at the assigned location.

The Superintendent shall develop administrative guidelines for the attendance of students, which:

- A. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- B. govern the keeping of attendance records in accordance with State law;
- C. identify the habitual truant, investigate the cause(s) and consider modification of the educational program;
- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats;

- E. ensure that all parents and students are informed in the Parent/Student Handbooks of the District's policy and related guidelines.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:

Sections 115, 118.15, 118.16(lm), 118.16(4), Wis. Stats.

Cross Reference:

Board Policy 5130 – Withdrawal From School

Board Policy 5223 – Absences for Religious Instruction

Administrative Guideline 5200 - Attendance

Adopted: 6/18/01

Revised: 12/10/07

## ABSENCES FOR RELIGIOUS INSTRUCTION

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for the children. The District also recognizes its responsibility to enforce the attendance requirements of the State.

The Board shall permit students, with written parental permission, to be absent from school during required school periods at least 60 minutes but not more than 180 minutes per week to obtain religious instruction outside of school.

A student must be properly registered for religious instruction, and a copy of such registration must be filed with the principal. Also, according to 118.55 Wis. Stats. the supervisor of religious instruction must report monthly to the principal the names of students who attend weekly religious instruction.

The District assumes no liability for student transportation or attendance associated with religious instruction.

Legal reference:  
Section 118.155, Wis. Stats.

Cross reference:  
Board Policy 5200 – Attendance  
Student Handbook

Adopted: 6/18/01  
Revised: 12/10/07

**RELEASE OF STUDENTS TO CUSTODIAL AND NON-CUSTODIAL PARENTS**

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student shall be released to anyone who is not authorized such custody by the parents, unless otherwise specified by Statute or State regulation.

Adopted: 6/18/01



## HEALTH EXAMINATIONS

The Board of Education may require students to submit to periodic health examinations to protect the school community from the spread of communicable disease.

The District shall specify the need for health services, which may or may not include student physical examinations, athlete physical examinations, vision screening, audiometric screening, and scoliosis.

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate physical defect or disability.

118.25(3)(4), 118.255, Wis. Stats.

Adopted: 6/18/01

## IMMUNIZATION

The Board of Education requires that all students be properly immunized pursuant to the provisions of the Department of Health and Family Services regulations.

Students in grades K-12 who do not meet the immunization requirements on the opening day of school shall be notified of compliance standards. Transfer students shall be granted thirty (30) days in which to submit proper evidence of required immunizations.

Exemptions to the immunization requirements shall be granted only for medical, religious, or personal convictions reasons.

The Superintendent shall establish administrative guidelines to implement this policy and comply with State law and shall report to the District Attorney of the county in which the student resides the names of any students who have not completed the immunization requirements or submitted a written waiver within sixty (60) days of admission.

In cooperation with public health agencies and officials, the Board shall develop and implement a plan to encourage compliance with state student immunization requirements. The plan shall be submitted to the Department of Health and Family Services as required by law.

Legal reference:  
Sections 120.12(16), 120.44, 252.04, Wis. Stats.  
HFS 144 Wis. Adm. Code

Cross reference:  
District Immunization Plan

Adopted: 6/18/01  
Revised: 12/10/07

## STUDENT MEDICATION

- I. School personnel and parents/guardians are to communicate with one another to identify all students who require medication to be administered during the school day. The principal shall be responsible for involving appropriately designated school personnel and trained volunteers in administering medications at school. While all K-8 students shall follow District guidelines for every type of medication, this policy does not prohibit secondary level students from self-administering nonprescription medication with the approval of their parents. Students with severe asthmatic symptoms may possess and use medication based on the guidelines determined in this policy. There are no circumstances, however, where any student should share or transfer any medication to others.
- II. Authorization to Dispense Medications – diagnosis and treatment of illness or prescribing medications (including aspirin or other medicines) are not the responsibility of school personnel and are not to be practiced. Written statements shall be required of:
  - A. the parent/guardian, who shall request and authorize the designated school personnel to give medication at the time and in the dosage prescribed by the physician;
  - B. the physician to the building administrator or the person assigned by the administrator to dispense or administer the medication. The physician will be requested to state in writing the specific conditions under which s/he should be contacted regarding the condition or reaction of the student receiving medication.
- III. If more information is needed by the school representatives in exercising prudent judgment for the safety and protection of the student on medication, permission should be obtained from the parent/guardian to consult with the physician directly.
- IV. Management of Medications – The parents shall request the physician or pharmacist to supply a properly labeled "container" of medication for distribution at school. All prescribed medications shall be in properly labeled containers and shall be kept in a locked area of the school office or a pre-approved secure area, which is accessible to authorized school personnel only. The label on the bottle shall contain the name and telephone number of the pharmacy and medications shall be supplied in a single unit dosage or accompanied by an accurate measuring device. The student name, name of physician, medication, the dosage, and the time and method of administration shall also be noted. A copy of the physician and parent/guardian statement regarding the dispensing of medication will be kept on file in the school office during the time period and the specific medication is dispensed. If it is medically necessary for a student to carry emergency medication at all times, written permission will be granted by the school administrator. Appropriate instruction shall be provided to persons authorized to administer medications to students under this policy.

- V. Record Keeping – A list of students needing medication will be maintained in the school office and will include the type of medication, the dosage, and the time medication is to be given. This list will be updated annually.

A record keeping system shall be established for each student receiving medication, to include the student name, the name of the physician, the name of medication, and the dosage. The time medication was given and signature of the individual giving medication will be noted each time medication is dispensed.

- VI. Students with Severe Asthmatic Symptoms – Asthmatic students may, while in school, at a school-sponsored activity or under the supervision of a school authority, possess and use a metered dose inhaler or dry powder inhaler when three (3) conditions are met:
- A. The student is required to carry an inhaler for use prior to physical activity to prevent the onset of asthmatic symptoms or for use to alleviate asthmatic symptoms.
  - B. The completed Parent Consent form has been submitted to the principal.
  - C. The Physicians Order for Medication Administration has been submitted to the principal authorizing the student to possess and use an inhaler.
  - D. Asthmatic students who are not required to carry an inhaler shall follow the guidelines, which apply to all other prescription medications and their administration.
- VII. Appropriate instruction of persons authorized to administer medications to the students under this policy shall be provided.

Legal reference:  
Sections 118.29, 118.29(4), 118.291, 121.02(1)(g), Wis. Stats.  
PI8.01(2)(g) Wis. Adm. Code

Cross reference:  
Healthcare Plan

Adopted: 6/18/01  
Revised: 12/10/07

## STUDENT ACCIDENTS

The Board of Education believes that school personnel have certain responsibilities in case of accidents, which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administrative personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for their acts or omissions in rendering such emergency care. The administrator in charge must submit a report on all accidents to the school nurse.

The District will provide in-service programs on first aid and CPR procedures.

### Athletic/Student Injuries

In our daily work with young people, we must assume the responsibility of recognizing, evaluating, and administering to the illnesses and injuries that occur. Athletic coaches, physical education teachers, classroom teachers, and administration are all called upon to assume this responsibility.

The coach and physical education teacher face a somewhat different situation than do other school personnel. They face the likelihood of having to deal with more serious injuries and at times may not have medical personnel readily available. Therefore, all coaches, physical education teachers (most of whom do coaching), pompon and cheerleading advisors are required to be involved yearly in an inservice program on sports medicine to be established by the administration. In lieu of this, coaches are required to have current Red Cross First Aid certification. It is also recommended that all coaches have a current CPR certification and defibrillator training. This course will be made available by the school nurse.

Our first aid training and sports medicine in service should be continually updated. These will be offered by our school nurse.

An adequate first aid kit with cold packs shall be available when coaching or supervising sports.

118.29, Wis. Stats.

Adopted: 6/18/01

## EMERGENCY MEDICAL AUTHORIZATION

- I. District personnel will annually distribute an emergency medical authorization form to parents/guardians of all students enrolled in the District. In the event emergency medical treatment for a student is necessary, personnel will adhere to the instructions on the authorization form, with the exception of DNR (Do Not Resuscitate) as outlined below.
- II. The emergency medical authorization form will be kept in a separate, easily accessible file in each school building during the school year.
- III. Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the emergency medical forms for those students. This includes and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.
- IV. When a physician has issued a Do Not Resuscitate ("DNR") order for an adult student, first responders, i.e. school nurse, lifeguards, and athletic trainers will comply with Chapter 154 of the Wisconsin Statutes. District staff members shall not abide by any DNR order that may exist for a student under the age of eighteen (18) years, unless ordered to do so by a court of law. Parents who wish for District staff to follow a DNR order should petition the Ozaukee County Circuit Court to direct the District to follow the order.
- V. Definition "First Responder" means a person who provides emergency medical care to a sick, disabled or injured individual prior to the arrival of an ambulance as a condition of employment.

### Legal reference:

Sections 118.07(1), 118.29(4), 121.02(1)(g), Wis. Stats.  
P.I. 8.01(2)(g), Wis. Adm. Code  
Code HFS 125.0317, Chapter 154

### Cross references:

Board Policy 5330 – Student Medication  
Board Policy 5340 – Student Accidents  
Board Policy 8330 – Pupil Records

Adopted: 6/18/01

Revised: 12/10/07

## SUICIDE INTERVENTION

- I. The Board directs all school personnel to be alert to the student who exhibits signs of significant depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken seriously and must be reported to emergency medical services or to a school administrator, depending on circumstances.
- II. The Director of Special Services shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure, which includes the following:
  - A. Step 1 - Stabilization
  - B. Step 2 - Assessment of the Risk
  - C. Step 3 - Use of Appropriate Risk Procedure
  - D. Step 4 - Communication with Appropriate Parties
  - E. Step 5 - Follow-up
- III. Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed.
- IV. Any officer, employee, or volunteer of this Board who, in good faith, attempt to prevent suicide by a student is immune from civil liability for acts or omissions in respect to the suicide or attempted suicide.

Legal reference:  
Kelson v City of Springfield, 767 F2d 651 (9th Cir .1985)  
Sections 118.125, 118.126, 118.295, Wis. Stats.

Cross reference:  
Administrative Guideline 5350 – Suicide Prevention Procedures

Adopted: 6/18/01  
Revised: 12/10/07

SCHOOL / STUDENT NUTRITION AND FITNESS

- I. The Port Washington-Saukville School District expects all members of the school community to create an environment for the personal well being of students supporting healthy, lifelong eating and fitness habits. Decisions made district wide in regard to curriculum, food service and the incorporation of fitness into daily lives need to reflect and encourage positive choices. Students who practice good nutrition and exercise programs attend school with minds and bodies with the foundation to maximize learning opportunities and foster greater personal satisfaction.
- II. The Port Washington-Saukville School District Board of Education supports and promotes a healthy school environment, which includes the following
  - A. A quality school food service program that promotes healthy choices.
  - B. Physical education experiences that promote life-long fitness, wellness and healthy living.
  - C. Support items A and B through the cultivation and integration of health and wellness across the curriculum and by increasing parental awareness.

Legal reference:  
Sections 118.01, 118.12, 121.02(1), Wis. Stats.  
P.L. 108-265 Act of 2004  
Child Nutrition WIC Reauthorization

Cross reference:  
Administrative Guideline 5360 – School / Student Nutrition

Approved: 8/14/06  
Revised: 12/10/07



## INSTRUCTIONAL PLACEMENT / ADVANCEMENT

- I. The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.
- II. A student will be promoted to the succeeding grade/course level except 3rd, 4th, and 8th when the student has demonstrated one (1) or more of the following:
  - A. completed the requirements;
  - B. in the opinion of the professional staff, achieved the instructional objectives set for the present instructional level;
  - C. demonstrated sufficient proficiency in required district assessment to permit the move ahead in the educational program of the next instructional level;
  - D. met the criteria established by the State of Wisconsin.
- III. 4<sup>th</sup> and 8<sup>th</sup> Grade Advancement Requirements – according to state statute [118.33(6)] no student may be promoted from the fourth grade to the fifth grade or from the eighth grade to the ninth grade unless the student satisfies specific criteria for advancement as outlined in this policy. No student shall be promoted unless the student has satisfied the following criteria:
  - A. Students moving from 4th to 5th grade are to achieve each of the following:
    1. MATH – 2 or more of the following:
      - a. Score proficient or above on the Math section of the 4th grade Wisconsin Knowledge and Concepts exam
      - b. Proficient or above yearly average math grade
      - c. 4th Grade Math Test (Passing score- 80% or higher)
    2. READING – 2 or more of the following:
      - a. Score proficient or above on Reading section of the 4th Grade Wisconsin Knowledge and Concepts exam
      - b. Proficient or above yearly average reading grade
      - c. Alternate Reading Test

3. WRITING – 2 or more of the following:
    - a. Score proficient or above on the Language Arts portion or 3.5 or higher on the Writing test of the 4th Grade Wisconsin Knowledge and Concepts exam
    - b. Proficient or above yearly writing grade
    - c. Pass the District Writing Portfolio Review
  4. SOCIAL STUDIES – 1 or more of the following:
    - a. Proficient or above yearly average grade in social studies
    - b. Basic or above on Wisconsin Knowledge and Concepts exam Social Studies section
  5. SCIENCE – 1 or more of the following:
    - a. Proficient or above yearly average grade in science
    - b. Basic or above on Wisconsin Knowledge and Concepts exam Science section
  6. Students with disabilities shall participate in state-required testing, with appropriate accommodations and alternative assessments where necessary and as indicated in the student's individualized education program (IEP). Decisions regarding the testing of limited-English proficient (LEP) students shall be made on an individual basis in accordance with Board policy and established procedures.
  7. If all the above standards are met, the student will move to 5th grade.
  8. If any of the above standards are not met, there will be a review by a Child Study Team. Students not meeting the standards may receive:
    - a. Endorsement to move to 5th grade with a Plan of Improvement
    - b. No endorsement (do not move to 5th grade) with a Plan of Improvement for grade 4
- B. Student promotion from 8th to 9th grade will be based on the following:
1. No student may be promoted unless the student satisfies the District criteria for promotion outlined below. Criterion (a) and (b) will be considered first. When a student meets criteria (a) and (b), criterion (c) and (d) will not be considered. When a student does not meet criterion (b), then criterion (c) must be met for a student to be promoted. When a student does not meet criterion (a) and/or (c), then criterion (d) must be met for a student to be promoted.

- a. Students will attain an average grade of D- or above in each of the core subject areas (reading/language arts, mathematics, science, and social studies) in three of the four quarters at that grade level.
    - b. Students must attain a proficiency level of “basic” or above in four of the five subtests (reading, language arts, mathematics, science, and social studies) on the Wisconsin Knowledge and Concept Examination (WKCE) given at each grade level.
    - c. Students must attain an average grade of C- or above in the subtest area(s) in which the established proficiency level was not met during three of four quarters at that grade level.
    - d. Students must obtain recommendation from a team of educators who have based their written recommendation solely on the academic performance of the student. This team may be no smaller than three and must include the middle school principal, guidance counselor, and a teacher from the current grade level. The principal will select the teacher(s) to serve on the committee based on their knowledge of the student’s work in the subject area(s) of concern. The team may utilize classroom assessments, District assessments, standardized test results, summer school, and other applicable academic information to base their recommendation regarding student promotion or retention.
  2. Accommodations to the above requirements may be made for students with special needs or requirements, including students with disabilities and those with limited English proficiencies, consistent with state law and established District policies and procedures.
  3. The middle school principal will determine whether a student has satisfied the criteria of this policy. If a student has satisfied the above criteria, the student may be promoted at the end of their academic year. Parents/guardians may appeal student promotion decisions in writing to the Port Washington-Saukville School District Superintendent of Schools within 10 days of notification of the promotion decision. If necessary, further appeals must be made in writing within 10 days to the Port Washington-Saukville School District Board of Education.
- IV. The Administrative Council shall be responsible for the general supervision and management of the promotion of students under this policy. The principal shall determine whether a student has satisfied the criteria in the policy. Any questions regarding the principal's decision whether a student has satisfied the criteria in the policy shall be directed to the Superintendent and the Administrative Council.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:

Sections 118.13, 118.24(2)(a) 118.33(6), 120.12(a), 120.44, Wis. Stats.

Cross reference:

Administrative Guideline 2260 – Complaint Procedures

Board Policy 2260 – Access to Equal Educational Opportunity

Board Policy 2460 – Special Education

Board Policy 2623 – Student Assessment

Board Policy 5420 – Reporting Student Progress

Adopted: 6/18/01

Revised: 1/20/03; 9/11/06; 12/10/07

## ACCELERATION

- I. The District believes that each child possesses individual talents and abilities, which should be developed and nurtured to allow the student to reach maximum potential. The education program for all students should include options, which enrich and/or develop the individual's talents and are an integral part of the curriculum.
- II. By recognizing the uniqueness of the talented and gifted student through a differentiated educational program, and the District affirms each student's right to an appropriate and meaningful education program. It may be met by a change in curriculum or acceleration to the next grade level.
- III. Administrative guidelines are available to ensure appropriate procedures and implementation standards.

Legal reference:

Sections 118.35, 121.02(1)(t), Wis. Stats.

PI8.01(2)(t) Wis. Adm. Code

Cross reference:

Administrative Guideline 5410.01 - Acceleration

Board Policy 2260 – Access to Equal Educational Opportunity

Adopted: 6/18/01

Revised: 12/10/07

## TESTING OUT

- I. The District encourages the diversity and quality in the curriculum to permit student choice of an educational program that reflects both depth and breadth of subject matter.
- II. To this end, the testing out program provides an opportunity for students to pretest any course. Testing out will provide no course credit, but offers the student an opportunity to enroll in courses best suited for individual skill levels. The student transcript will note all courses waived by mastery testing.
- III. The Superintendent will assure administrative guidelines are available to ensure appropriate procedures and implementation standards.

Adopted: 6/18/01

## REPORTING STUDENT PROGRESS

- I. The Board of Education believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school.
- II. The Board directs the establishment of a system of reporting student progress, which shall include written reports, parent conferences with teachers, and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.
- III. The Superintendent, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents, which:
  - A. utilize various methods of reporting appropriate to grade level and curriculum content;
  - B. ensure that both student and parent receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status;
  - C. enable the scheduling of parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents;
  - D. specify the issuance of report cards at regular intervals;
  - E. ensure a continual review and improvement of methods of reporting student progress to parents.

Adopted: 6/18/01

## GRADING

- I. The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.
- II. The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately the student's degree of accomplishment of those expected learning outcomes, which are to be stated for each program.
- III. The Board directs the Superintendent to develop procedures for grading in each course or program, which:
  - A. develop clear, consistent criteria and standards; identical classes will use the same grading scale;
  - B. help each student and parent understand in each course or program what behavior and/ or achievement is needed to earn each grade;
  - C. provide frequent opportunities for each student and parent to obtain information as to progress toward the learning goals;
  - D. provide for a pass/fail grade in programs where appropriate;
  - E. provide students the opportunity where appropriate to assess both their own achievements and their areas of difficulty;
  - F. ensure the student is not given a failing grade or the student's credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator;
  - G. provide that a student's grade in any course is based on the student's performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, the student should be disciplined appropriately for the misconduct, but the student's grades should be based upon what the student can demonstrate has been learned;
  - H. grades earned in Advanced Placement Courses will be weighted. These Courses will use a 5.0 scale rather than the unweighted 4.0 Scale.



- IV. The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade. A grade may be changed by the school principal with sufficient cause.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:

Sections 118.001, 118.13, 118.15, 118.16(4), 120.13, 120.44, Wis. Stats.  
PI9 Wis. Adm. Code  
HEA 9

Cross reference:

Administrative Guideline 2260 – Complaint Procedures  
Administrative Guideline 5421 – Grading  
Board Policy 5430 – Class Rank  
Board Policy 5451.02 – Graduation Recognition  
Board Policy 5451.03 – Academic Excellence Higher Education Scholarship

Adopted: 6/18/01

Revised: 12/10/07

## CLASS RANK

The Board of Education acknowledges the usefulness of a system of computing grade point averages and class ranking for students. The ranking is used to inform students of their relative academic placement and to provide students, prospective employers, institutions of higher learning, and others with a predictive device.

Cross reference:

Board Policy 5451.03 – Academic Excellence Higher Education Scholarship

Adopted: 6/18/01

Revised: 12/10/07

## STUDENT AWARDS AND SCHOLARSHIPS

- I. The School District shall continue to cooperate with community agencies, organizations, employers, and private citizens in maintaining scholarship accounts and in the establishment of new scholarship opportunities for the students and graduates of the School District. The Superintendent or the Superintendent's representative will serve as the District and Board agent in the establishment and the maintenance of scholarships and as the liaison with private and community groups, employers, State agencies, and private individuals.
- II. Students shall be informed annually on a timely basis of any scholarship or of any awards available to them. Literature concerning available scholarships and awards shall be available in the guidance offices, included in the student handbook and/or posted in the school building. The high school guidance counselors and the chairperson of the Port Washington High School Scholarship Committee shall maintain records of available scholarships and shall notify students of such scholarship opportunities.
- III. Types of scholarships to be made available to District students and graduates include 1) Scholarship trusts fiscally managed by the District as part of the Districts Trust and Agency account and 2) Scholarships established by private employers, private trusts, or service agencies, which have been pledged on an annual basis wherein monies are managed in private accounts and contributed annually with payments made directly to the respective institution of higher learning on behalf of the organization for the benefit of the scholarship recipient.
- IV. Scholarship gifts made directly to the District for funding of a new or existing scholarship managed by the District shall be accepted in action by the Board as part of official business at a regular or special meeting of the Board. Action shall also be taken on resolutions dealing with the establishment of new scholarships and related scholarship description, guidelines and criteria. Criteria for District awards and scholarships shall be developed consistent with District goals and objectives.
- V. Administrative guidelines established to accompany this policy shall address scholarship committee composition and the recipient selection process.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:

Sections 118.13, 118.27, Wis. Stats.

PI9 Wis. Adm. Code

Cross reference:

Board Policy 2260 – Complaint Procedures

Board Policy 5430 – Class Rank

Board Policy 5451 – Student Awards and Scholarships

Board Policy 5451.03 – Academic Excellence Higher Education Scholarship

Adopted: 6/18/01

Revised: 12/10/07

**PARTICIPATION IN HIGH SCHOOL COMMENCEMENT CEREMONY**

- I. The School District recognizes the importance of the high school commencement ceremony and its symbolic representation of graduation.
- II. Except in cases of emergency confirmed by the principal, the District requires completion of all of the following before students will be able to participate in the commencement ceremony:
  - A. accumulation of all credits necessary for graduation;
  - B. paying of all fines and fees accumulated in the School District;
  - C. completion of consequences in relation to any disciplinary action;
  - D. completion of all graduation requirements as established in Board policy.

Cross reference:

Board Policy 2411 – Waiver of Participation in Approved Curricular Programs

Board Policy 5460 – Graduation Requirements

Guidance and Counseling

Adopted: 6/18/01

Revised: 10/8/07

## GRADUATION RECOGNITION

- I. Valedictorian and Salutatorian – In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected from the graduating class in accordance with the following procedures:
  - A. The valedictorian will be the student(s) with the highest grade point average as computed at the end of eight (8) semesters.
  - B. The salutatorian will be the student(s) with the second highest grade point average as computed at the end of eight (8) semesters.
  - C. In computing the grade point average, all courses for which credit is given will be included, excluding any high school courses taken while in middle school.
  - D. Foreign exchange students will not be considered in computing class rank and, therefore, will not be eligible as valedictorian or salutatorian. However, they are eligible for high honors or honors recognition.
  - E. To be eligible for valedictorian or salutatorian honors, a student must have been a full-time student at least three (3) or more semesters prior to graduation.
- II. High Honors and Honors
  - A. Those students having a cumulative grade point average of 3.5 or higher after seven (7) semesters will be given high honors recognition.
  - B. Those students with a grade point average of 3.0 or higher after seven (7) semesters will be given honors recognition.

Cross reference:  
Administrative Guideline 2260 – Complaint Procedures  
Guidance and Counseling

Adopted: 7/15/01  
Revised: 9/8/03, 5/3/04, 10/8/07

## ACADEMIC EXCELLENCE HIGHER EDUCATION SCHOLARSHIP

- I. The School District shall annually designate academic scholars as specified by State Statutes for purposes of the Wisconsin Academic Excellence Higher Education Scholarship. The scholars shall be the seniors with the highest grade point average (GPA) and shall not include high school courses taken while in middle school. The scholars shall be named in accordance with the timelines required by law. Presently, the law requires determination to be made by February 15<sup>th</sup> of each year. Therefore, the final valedictorian and salutatorian may not necessarily be the same students who receive Academic Excellence awards (Policy 5451.02).
- II. In order for a student to be eligible to compete for the scholarship, the student must have been in attendance at the District high school for at least three full semesters and have completed sufficient credits to equal 6 semesters of high school to have acquired senior status.
- III. Grading – The cumulative grade point average is based on a 4.0 grading scale. Advance Placement courses are based upon a 5.0 scale. Grades from study abroad, and alternative or home schools, are graded on a Pass/Fail basis. Pass/Fail courses impact the grade point average according to the following:
  - A. A “P” has no impact on the grade point average, though credit is earned
  - B. An “F” is included in the calculation of the grade point average, with no credit being earned
  - C. With the exception of Pass/Fail courses, all courses are included in the calculation of the grade point average.
- IV. Tie Breakers – The following tie breaking process shall be put into place in situations where two or more students have earned the same grade point average:
  - A. Intent to attend a Wisconsin institution of higher education. (Students will be asked to indicate their intent in writing.)
  - B. Highest total credits earned prior to second semester of their senior year, excluding Driver’s Education.
  - C. Highest number of Advanced Placement credits earned prior to second semester of their senior year.

- D. Highest ACT composite score of test taken prior to second semester of their senior year.
- E. A lottery conducted by the Superintendent of Schools.

Legal reference:

Section 39.41, Wis. Stats.

HEA 9, Wis. Adm. Code

Cross reference:

Board Policy 5421 – Grading

Board Policy 5430 – Class Rank

Board Policy 5451.02 – Graduation Recognition

Guidance and Counseling

Adopted: 9/8/03

Revised: 9/8/03, 5/3/04, 10/8/07



## GRADUATION REQUIREMENTS

- I. The Board of Education, Port Washington-Saukville School District, believes that it is in the best interest of Port Washington High School students to experience the diversity and quality of our school curriculum, which permits students to choose a comprehensive educational program. The following criteria are established for graduation from the Port Washington-Saukville School District:
- II. Student Classes / Credit
  - A. A class that meets for one (1) period per day, five (5) days a week or equivalent time for any one (1) semester is half (1/2) credit class.
  - B. Two (2) semesters of a regular daily class equals one (1) Carnegie unit for college entrance purposes.
  - C. Credits will be given by semester for classes satisfactorily completed.
  - D. All high school level courses taken prior to ninth grade will be included on the student's transcript as pass/fail and will not be part of the grade point average calculation, or count toward graduation, except as provided in item "E" below.
  - E. High school students may receive retroactive credit for courses taken in middle school if it is determined that the students wish to graduate early and meet all other early graduation criteria. However, students still must complete required credits while in high school, which includes: 4 credits of Communications, 3 credits of Social Studies, 2 credits of Mathematics (3 credits of Mathematics beginning with the class of 2014), 2 credits of Science, and 1.5 credits of Physical Education. Such determination shall be made after the tenth grade year and approved by the superintendent or designee.
- III. Specific Requirements for High School Graduation
  - A. All students graduating shall have a minimum of twenty-four (24) credits for graduation.
  - B. Students must demonstrate writing proficiency in accordance with criteria as recommended by the K-12 Communications Committee to the Curriculum Leadership Committee and Administrative Council, and approved by the Board of Education.

- C. Students must demonstrate mathematics proficiency in accordance with criteria as recommended by the K-12 Mathematics Committee to the Curriculum Leadership Committee and Administrative Council, and approved by the Board of Education.
  - D. Students must satisfactorily complete the realistic life / career planning process administered through the high school guidance office.
  - E. All students are to be enrolled in high school for eight (8) semesters unless officially enrolled in a post-secondary school and carrying the equivalent of a full credit load.
  - F. All high school students shall be enrolled in a minimum of three (3) credits during each semester for eight (8) semesters, except as otherwise noted in (H).
  - G. The school board will not grant a high school diploma to any pupil unless, during the high school grades, the pupil has been enrolled in a class or has participated in an activity approved by the school board during each class period of the school day.
  - H. The requirement of E, F, and G may be waived by the principal for pupils with exceptional educational talents or needs, with the approval of parents/guardian.
- IV. Credits by Department Required for Graduation (Exceptions – see items G and H)
- A. English - Four (4) Credits
    1. One (1) credit in Communications 1
    2. One (1) credit in Communications 2
    3. One (1) credit in Communications 3 or the junior level advanced placement class.
    4. A full credit in an approved advanced placement communication course or a half (1/2) credit in a required senior writing course and a half (1/2) credit in communication electives, beginning with the graduating class of 2015-2016.
  - B. Science - Two (2) Credits
    1. One (1) credit in biology
    2. A half (1/2) credit in Chemical Science or Chemistry
    3. A half (1/2) credit in Physical Science or Physics
  - C. Mathematics - Two (2) Credits
    1. Two (2) credits in mathematics electives
    2. Beginning with the class of 2014 – there will be a 3 credit Math requirement for graduation including Algebra 1

- D. Social Studies - Three (3) Credits
  - 1. One (1) credit in World Studies
  - 2. One (1) credit in US History or Advanced Placement US History
  - 3. One (1) credit in American Problems and Promises or one (1) credit in Advanced Placement U.S. Government
- E. Physical Education - One and half (1 ½) Credits
  - 1. A half (1/2) credit in Physical Education 1
  - 2. A half (1/2) credit in Physical Education 2
  - 3. A half (1/2) credit in physical education elective
- F. Health - A Half (1/2) Credit
  - 1. A half (1/2) credit in Personal Development
- G. Required Electives – One and a half (1 ½) Credits. Students must earn at least a half (1/2) credit in three (3) of the following areas:
  - 1. Fine Arts
  - 2. Vocational Education
  - 3. Computer Intensive Course
  - 4. Foreign Language
- H. In addition, credit requirements for specific departmental courses can be exempt as approved by the building administrator if the specific course(s) are taken under the following circumstances:
  - 1. The student completes the high school course while in middle school, except for required high school credits which must be completed in high school;
  - 2. The student completes the course through a prior approved independent study;
  - 3. The student completes the course through acceleration or tested out of the content. These students are expected to meet all high school graduation credits as required by departmental totals.
- V. Failure Policies – any course may be repeated, if approved by High School counselor. All coursework will appear on the transcript. A repeated course may be applied only once toward the twenty-four (24) credits required by Port Washington High School and the State of Wisconsin.
- VI. Credit Alternatives – the requirements outlined in III (H) may be waived for pupils with special educational talents or needs. Prior approval from the parent, guidance counselor, and building principal must be obtained in order for credits to be earned through alternative sources.

- VII. Graduation Requirement Change Limitations – The graduation requirements set forth herein shall remain unchanged during the course of each student's enrollment at Port Washington High School.
- VIII. Waiver Process – A parent or adult student may request a waiver to specific graduation requirements in this policy by putting their request in writing to the High School Principal. The Principal will have five (5) working days to respond to the request. The parents or adult student may appeal the Principal's decision to the Superintendent within five (5) working days. The Superintendent will render his/her decision within seven (7) working days. The parents or adult student may then appeal to the School Board within five (5) working days from the date they receive correspondence from the Superintendent. The School Board will render its decision within ten (10) working days. The decision of the School Board will be final.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:

Sections 118.13, 118.30, 118.33, 121.02, Wis. Stats.  
P.I. 9.03(1), 18.02, 18.04 Wis. Adm. Code

Cross reference:

Board Policy 2260 – Access to Equal Educational Opportunity  
Board Policy 5464 – Early Graduation  
Board Policy 5451.02 – Graduation Recognition  
Board Policy 5451.03 – Academic Excellence Higher Education Scholarship

Adopted: 6/18/01

Revised: 1/20/03; 2/9/04; 5/3/04, 10/8/07, 1/09/12

## EARLY GRADUATION

- I. The Board of Education acknowledges that some students are pursuing educational goals, which include graduation from high school at an earlier date than their designated class.
- II. Application for each graduation will be submitted to the high school principal in accordance with school regulations. The principal and Superintendent may approve this request if all conditions for graduation are met and the student fulfills the graduation requirements with confirming action by the Board of Education.

Legal reference:  
Sections 118.33, 121.02(1)(p), Wis. Stats.

Cross reference:  
Board Policy 5460 – Graduation Requirements

Adopted: 6/18/01  
Revised: 12/17/01, 10/8/07

## HIGH SCHOOL SEMESTER EXAMINATIONS

- I. Final examinations may be used as a major evaluation of student achievement when they are conducted in such a way that they effectively evaluate the achievement of the goals and objectives on which learning activities have been based.
- II. The faculty of the high school will annually design and construct semester examinations in all courses of study. The same exam will be given for all courses with the same title. The examinations are to be administered during the final week of each semester.
- III. The examinations can be a series of questions, exercises, performances or other means of measuring knowledge, achievement, or skills of students.
- IV. The purposes of semester examinations are to:
  - A. assess student achievement relative to the major objectives of courses of study;
  - B. provide feedback to students relative to their performances on the major objectives of courses of study;
  - C. assist teachers in analyzing courses of study to obtain information useful in course improvement.

Cross reference:  
Board Policy 2623 – Student Assessment

Adopted: 6/18/01  
Revised: 10/8/07

## STUDENT CONDUCT

- I. Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.
- II. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.
- III. The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.
- IV. Students are expected to abide by any and all established codes of conduct, Board Policies, conduct / behavior as outlined by the student handbooks and as stated in rules established by building principals for each school.
- V. Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed and approved periodically.
- VI. Student conduct in the classroom shall be governed by the rules and provisions of the Code of Classroom Conduct developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the school board. Each school's Code of Classroom Conduct shall be adopted by the school board.

The District shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be handled in accordance with established procedures.

Legal reference:  
Sections 118.13, 118.164, 120.13(1), Wis. Stats.  
PI9 Wis. Adm. Code

Adopted: 6/18/01  
Revised: 10/8/07

## STUDENT DRESS AND APPEARANCE

- I. It is the responsibility of the Board of Education to provide an educational atmosphere conducive to learning. With this in mind, the Board adopts a dress and appearance code, which meets the following criteria:
  - A. assures the basic rights of individuals granted under the Constitution of the United States;
  - B. promotes a nondisruptive educational atmosphere.
- II. Student Dress – The basic responsibility for student appearance rests with the parents and the students themselves. Parents have the right and the obligation to determine their child's dress, however, these guidelines are to be followed:
  - A. Attire must not be destructive to school property.
  - B. Dress and appearance must comply with all health and safety standards.
  - C. Dress is not to interfere in any way with the educational process or the rights of others.
  - D. Shoes and shirts must be worn for health reasons.
  - E. Obscene or profane language or pictures are prohibited on articles of clothing or jewelry. Clothing, which advertises or promotes alcohol, drugs, and tobacco is prohibited.
  - F. Sunglasses are not to be worn in buildings unless prescribed for an eye condition.
  - G. Safety or special purpose equipment must be worn when required.
  - H. Insignia, which displays a message which intends to mock, ridicule or otherwise demean or provoke others because of sex, race, country, religion, national origin, ancestry, creed, pregnancy or marital status, sexual orientation, color, handicap, or physical, mental, emotional disability, gender or age are prohibited.

The District shall not discriminate in standards and rules of behavior including student harassment in the provision of services or programs against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.



Legal reference:  
Sections 120.13(1), 120.44, Wis. Stats.

Cross reference:  
Student Handbook

Adopted: 6/18/01  
Revised: 10/8/07

## CARE OF DISTRICT PROPERTY

- I. Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property.
- II. In accordance with law, students who cause damage to District property shall be subject to disciplinary measures including suspension and expulsion, and they or their parents shall be financially liable for such damage.
- III. The appropriate administrator shall report to the appropriate authorities any student for a violation of this policy.
- IV. Notification to the student's parent will be made prior to the referral to juvenile authorities.
- V. The Board authorizes restitution for the loss, damage, or destruction of District equipment, materials, or property.

Legal reference:  
Sections 120.13, 120.44, 895.035, Wis. Stats.

Adopted: 6/18/01  
Revised: 10/8/07

## STUDENT HAZING

- I. The Board of Education believes that hazing activities of any type are inconsistent with the educational process and a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.
- II. For the purposes of this policy, hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.
- III. Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events, which might include hazing.

Legal reference:  
Sections 120.13, 120.44, 948.51, Wis. Stats.

Adopted: 6/18/01  
Revised: 10/8/07

## STUDENT HARASSMENT AND BULLYING

- I. Harassment of any student by other students or any member of the staff is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law. All forms of harassment taking place at school or under the school's supervision, including sexual harassment and bullying, will not be tolerated.
- II. The Administrative Council must establish a Student Code of Conduct which contains language prohibiting any form of sexual harassment and any use of race, gender, age, color, religion, disability, pregnancy, sexual orientation, national origin or ancestry, marital status, and/or other legally protected characteristic or other verbal or physical harassment.
  - A. The Student Code of Conduct must also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student.
  - B. Each building principal will be responsible for including the Student Code of Conduct in appropriate student handbooks.
- III. Harassment refers to a wide spectrum of offensive behavior. The term commonly refers to behavior intended to disturb or upset and, when the term is used in the legal sense, it refers to behaviors which are found threatening or disturbing.
  - A. Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. Bullying takes many forms including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict. Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, and false accusations.
  - B. Cyber-bullying involves the use of information and communication technologies (including computers, cell phones, and other electronic devices) to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

- C. Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.
- D. Harassment, as related to discriminatory behavior, includes any verbal or non-verbal expression related to race, gender, age, color, religion, disability, pregnancy, sexual orientation, national origin or ancestry, marital status, and/or other legally protected characteristic, and any conduct that creates a hostile, intimidating, or offensive learning environment. This includes derogatory misuse of humor that would be offensive to others.
- E. Sexual harassment refers to persistent and unwanted sexual advances where the consequences of refusing are potentially very disadvantageous to the victim. This includes the misuse of humor that would be offensive to others.
  - 1. Quid pro quo sexual harassment occurs when benefits, including better grades and preferential treatment, are made contingent on the provision of sexual favors, or when the rejection of a sexual advance or request for sexual favors results in a tangible detriment or loss of the kind described above.
  - 2. Hostile environment sexual harassment occurs when a pattern of unwanted sexual activity such as touching, comments, and/or gestures creates an uncomfortable or unsafe environment, or prevents the subject from participating in or benefiting from a program. This type of harassment does not have to involve a threat or promise of benefit in exchange for a sexual favor.
- IV. Behaviors characterized as harassment per the adopted definitions, provided it takes place at school, during a school-sponsored activity, on school buses, or through the use of school equipment shall be subject to disciplinary action which may include, but not be limited to, suspension or expulsion from the District. Forms of harassment by anyone to anyone as defined in this policy are prohibited under this policy.
- V. Reports of harassment are to be investigated promptly by the principal who will submit a report to the superintendent. Persisting problems will be referred to the Superintendent or designee. Anyone, including staff members, students, and third parties, found to have violated this policy and/or the Student Code of Conduct shall be subject to disciplinary action which may include, but not be limited to, suspension, or expulsion from the District.

- VI. The harassment by a student against a District staff member, a student of this District, or a third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Students found guilty of this will be subject to discipline in accordance with law, the Student Code of Conduct, and School Board policy.

Legal reference:

Sections 118.13, 947.013, Wis. Stats.

42 U.S.C. 2000d

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C. 12101 et seq.

20 U.S.C. 1681 et seq.

Civil Rights Act, 42 U.S.C. 1983

Cross reference:

Administrative Guideline 2260 – Complaint Procedures

Board Policy 5518 – Student Sexual Harassment

Student Code of Conduct

Employee agreements

Adopted: 6/18/01

Revised: 10/8/07; 6/14/10

## STUDENT SEXUAL HARASSMENT

- I. The Port Washington-Saukville School District does not permit sexual harassment of its students. Unwelcome sexual advances, requests for sexual favors or acts and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - A. Submission to or rejection of such conduct is used as the basis for academic decisions affecting that student, including, but not limited to, the individual's academic or extra-curricular evaluation;
  - B. Such conduct substantially interferes with a student's school performance; or
  - C. Such conduct creates an intimidating, hostile or offensive school environment.
- II. Sexual harassment includes conduct directed by a person at another person of the same or opposite sex.
- III. Any person who believes that a student has been subjected to sexual harassment should report the incident to the Director of Special Services in accordance with the District's established student harassment complaint procedures. If the Director of Special Services is the subject of the complaint, the person may file the complaint with the Director of Business Services. It is the intent of the District to create an atmosphere where complaints will be treated fairly. All sexual harassment complaints shall be taken seriously and properly investigated, and appropriate corrective actions shall be taken as necessary. There shall be no retaliation against individuals who file complaints under this policy.
- IV. Individuals who have engaged in sexual harassment in violation of this policy, or who have retaliated against any complainant, shall be subject to appropriate disciplinary action. The school district will take such disciplinary action as deemed necessary and appropriate, including warning, suspension, expulsion or immediate discharge to end the sexual harassment and/or prevent its reoccurrence. Any school district action taken pursuant to this policy will be consistent with the requirements of any applicable collective bargaining agreements, Wisconsin Statutes and school district policies.
- V. Building principals shall be responsible for notifying students, parents/guardians and employees of this policy and the complaint procedures annually.

Legal reference:  
Section 118.13, Wis. Stats.  
P.I. 9, Wis. Adm. Code  
Title IX of the Education Amendments of 1972

Cross reference:

Administrative Guideline 5517 – Sexual Harassment Complaint Procedure

Board Policy 2260 – Access to Equal Educational Opportunities

Board Policy 5517 – Student Harassment

Board Policy 5600 – Student Discipline

Board Policy 8462 – Student Abuse and Neglect

Current employee agreement

Adopted: 6/18/01

Revised: 3/8/04, 10/8/07



## STUDENT SUBSTANCE ABUSE

- I. Policy Statement – It is the responsibility of the District to educate students in a safe, drug free environment. Drug and alcohol use in school poses a threat to the safety, and to the academic, social, and emotional health of District students and staff. Appropriate counseling, referral, and disciplinary policies and procedures will be maintained by the Board of Education and administration. When appropriate, building administrators will involve law enforcement personnel to utilize methods that may include, but not limited to: police referral; breath analysis; related non-intrusive tests; locker searches; personal searches; search dogs; or other appropriate measures. If a student refuses to submit to a breath analysis, it will be considered an admission of guilt and the student will be disciplined accordingly. A copy of this policy and any implementing rule(s) shall be distributed annually to students and their parents/guardians.
- II. Standards of Conduct – No student shall: possess, use, distribute, sell, be under the influence of, or ingest any quantity of intoxicants or other drugs not medically prescribed. The possession, use, distribution, and/or sale of look-alike drugs and drug paraphernalia is prohibited. These restrictions apply while on District property, in a school-chartered vehicle, or participating in a school sponsored event.
- III. Students who violate this policy shall be subject to disciplinary action in accordance with established procedures as outlined in this policy. Staff members who suspect a violation of this policy will refer the student(s) to the school administrator or designee.
- IV. Definitions
  - A. Intoxicants – All fermented malt beverages and intoxicating liquors as defined by State law.
  - B. Drugs – All controlled substances, mood altering substances, prescription drugs, and narcotics as defined by State law.
  - C. Drug Paraphernalia – All products, materials, containers, or equipment, which are used or intended to be used for producing, storing, concealing, inhaling, ingesting, injecting, or otherwise introducing a drug or intoxicant into the body.
  - D. Look-Alike Drugs – A substance, which looks like a brand name, pharmaceutical drug, or any substance that looks like an illegal drug or intoxicant as defined by State law.

- E. Possession – To have on one's person or under one's control, regardless of intent to use, or to be under the influence of any prohibited intoxicants or drugs, regardless of the amount ingested or location where it was consumed.
- F. Distribution – Because a charge of distribution depends upon the amount and type of drug or alcohol found to be in an individual's possession, a charge of distribution will be determined by Wisconsin State Statute and/or Municipal Ordinance.
- V. Sanctions and Administrative Features – The following steps will be followed by the school administrator or designee when there is a reported violation of this policy:
  - A. Selling and/or distribution of alcohol or drugs (including look-alike drugs)
    - 1. Attempt to confiscate alcohol or drugs
    - 2. Contact parent(s) or guardian(s)
    - 3. Contact law enforcement officials
    - 4. Suspension (five (5) days out of school)
    - 5. Contact appropriate student assistance services
    - 6. Shall recommend expulsion
  - B. Possession or use of alcohol or drugs
    - 1. Attempt to confiscate alcohol or drugs
    - 2. Contact parent(s) or guardian(s)
    - 3. Contact law enforcement officials
    - 4. Suspension (five (5) days out of school)
    - 5. Contact appropriate student assistance services
    - 6. May recommend expulsion
  - C. Possession or use of look-alike drugs
    - 1. Attempt to confiscate look-alike drugs
    - 2. Contact parent(s) or guardian(s)
    - 3. Contact law enforcement officials
    - 4. Suspension up to five (5) days
    - 5. Contact appropriate student assistance services
    - 6. May recommend expulsion
  - D. Possession of drug paraphernalia
    - 1. Attempt to confiscate paraphernalia
    - 2. Contact parent(s) or guardian(s)
    - 3. Contact law enforcement officials
    - 4. If drug residue is confirmed, follow enforcement procedure 'B' (Possession or Use)

5. Contact appropriate student assistance services
  6. Suspension up to five (5) days
  7. May recommend expulsion
- E. Suspicion of having used alcohol or drugs (cases will be handled on an individual basis using any or all of the following alternatives)
1. Contact parent(s) or guardian(s)
  2. Contact law enforcement officials
  3. Locker search
  4. If unlawful substance use is confirmed, follow enforcement procedure 'B' (Possession or Use)

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:

Sections 118.126, 118.24(2)(f), 118.257, 118.45, 120.13(1), 120.44, 125.02(8)(m), 125.09 Wis. Stats  
Chapter 961  
PI9, Wis. Adm. Code  
Municipal ordinances

Cross reference:

Board Policy 2260 – Complaint Procedures  
Board Policy 5531 – Student Assistance Programs  
Board Policy 5771 – Search and Seizure  
Student Handbook

Adopted: 6/18/01

Revised: 10/8/07

## STUDENT USE OR POSSESSION OF TOBACCO PRODUCTS

- I. The use of tobacco products on school premises is illegal and contrary to the educational goals of the School District and to the continuing good health of its students. For this reason, no student may use or possess tobacco or tobacco products on school property or during a school sponsored activity.
- II. Student assistance services in grades 5-12 will provide violators the opportunity to attend a District approved Smoking Cessation Program. This program is designed to educate students about the dangers of tobacco usage and to assist students in efforts to stop smoking or using tobacco products.
- III. Enforcement Procedures (cumulative for an academic year)
  - A. First Offense
    1. contact parent/guardian
    2. police referral
    3. suspension up to three (3) days
    4. contact appropriate student assistance services
  - B. All subsequent violations of this policy will result in:
    1. parent/guardian contact
    2. police referral
    3. suspension up to five (5) days
    4. contact appropriate student assistance services
- IV. Repeated refusal or neglect to comply with this policy may result in a recommendation for expulsion.
- V. During the summer session, the first offense procedure will be followed. A second offense will result in the student being removed from the summer session.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:  
Sections 101.123, 118.13, 120.12(20), 120.13(1), 120.44, 254.92  
PI9, Wis. Adm. Code

Cross reference:

Administrative Guideline 2260 – Complaint Procedures

Board Policy 5531 – Student Assistance Program

Adopted: 6/18/01

Revised: 10/8/07

## STUDENT ASSISTANCE PROGRAMS

- I. The Superintendent is authorized to establish assistance programs for students, which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations which impact on students' emotional, mental, or social well being and affect their ability to benefit from the District's educational program.
- II. Administrative guidelines are to be prepared, which will ensure that:
  - A. the rights of both parents and students are protected;
  - B. staff members are properly trained and skilled for their roles and participate in ways that comply with their certification, licensing, job description, Board policies, and the District's administrative guidelines;
  - C. outside resource people and agencies are properly certified and/or licensed to provide services and have a history of effective assistance.

Legal reference:

Sections 118.01(2)(d), 118.126, 118.24(2)(f), 121.02(1)(e)(k)  
PI801(2)(e)(k) Wis. Adm. Code

Cross reference:

Administrative Guideline 5531 – Student Assistance Programs  
Board Policy 2411 – Guidance and Counseling  
Board Policy 5350 – Suicide Intervention  
Board Policy 5530 – Student Substance Abuse  
Board Policy 5530.01 – Student Use or Possession of Tobacco Products  
Board Policy 7434 – Use of Tobacco on School Premises  
Board Policy 8462 – Student Abuse and Neglect

Adopted: 6/18/01

Revised: 10/8/07

## THE SCHOOLS AND GOVERNMENTAL AGENCIES

- I. The Board of Education is committed to protect students from individuals not associated with the school system but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Social Services, and other applicable agencies.
- II. When such agencies request permission to interview a student at school, the principal shall attempt to inform the student's parent or guardians, when appropriate. However, parent/guardian notification will not be made if the interview is for purposes of investigating child abuse/neglect.
- III. Whenever it has been determined that an agency has a legitimate purpose in interviewing students within the confines of the District, the principal or designee must be aware of the interview before the interview occurs.
- IV. When an agency requests permission to remove a student, the principal shall notify the Superintendent.
- V. No student shall be released to an agency, other than law enforcement or child protection agency, without proper warrant or written parental permission, except in the event of emergency.
- VI. Law enforcement, child protection, and other agency officials may take a student into custody who is on school premises or participating in school-sponsored activities only as authorized by State law.

Legal reference:  
Sections 48.981, 118.257, Wis. Stats.

Cross reference:  
Board Policy 5541 – Police / School Resource Officer Program  
Board Policy 5771 – Search and Seizure  
Board Policy 8462 – Student Abuse and Neglect

Adopted: 6/18/01  
Revised: 10/8/07

## POLICE / SCHOOL RESOURCE OFFICER PROGRAM

It is appropriate for the District to have a program that enriches relationships through education, communication, and understanding between the school, youth, police, and the community.

The Police/School Resource program is a collaborative effort between the School District and the Port Washington Police Department. The intent of the program is to provide appropriate and relevant information, instruction, and resource services to students, teachers and parents associated with District-wide educational planning. As an educational resource, the officer shall be committed to enriching communication and understanding among the school/youth/police and community. This role is to be accomplished in cooperation with authorized school administrators.

The Director of Special Services is the designated liaison between the School District and the Port Washington Police Department and oversees the operation of the program and assists in the coordination between buildings. The principal or assistant principal is the designated contact person between the school and the Police/School Resource Officer. Responsibilities and time allocations shall be cooperatively determined between the District and the police department, including programming services to address elementary, middle and high school issues. It is intended that services and activities assumed by the officer shall not substitute those responsibilities assigned to current District personnel.

### Role of Police/School Resource Officer

- A. Law Enforcement: The Police/School Resource Officer has an obligation to serve, protect, and uphold the law by remaining current and in compliance with State and Federal statutes and regulations related to juveniles.
- B. Resource: The Police/School Resource Officer is a resource person to/for the student, the family, the school, and the community.
- C. Referral Agent: As a referral agent, the Police/School Resource Officer should be knowledgeable of availability of services for young people and their families and help people contact appropriate agencies.



- D. Educational Resource: The Police/School Resource Officer will serve an educational function by assisting school staff in the provision of courses of study or programs designed to acquaint students with the law, the ways in which it operates on the local/State level, and how it touches their lives.

The Police/School Resource Officer will make an annual report to the Board of Education. This report will summarize activities conducted throughout the year and will include recommendations for the coming school year. Additional updates may be requested by the Board.

Guidelines for the Police/School Resource Officers school operations and activities will be disseminated per distribution of the School District's Policies for Parents and Students Handbook.

Adopted: 6/18/01

## STUDENT TRIPS AND TRAVEL

- I. The Board of Education recognizes that travel both within the country and abroad may have educational value for those involved. Parents/guardians shall be notified in advance of all field trips and study program plans and shall furnish written parental permission. Field trips within walking distance of the school are also regulated by this policy.
- II. Field Trips
  - A. A field trip is a planned extension of the classroom and should be considered an expansion or enrichment of the regular curriculum.
  - B. Teachers may plan such trips both within and outside the District. These plans are to be filed with the school principal who will make the request for transportation if any is necessary. All travel is subject to budget limitations and will utilize regular school transportation unless otherwise approved by the Board.
  - C. On all school-sponsored trips involving students, provisions must be made for proper adult supervision by a member of the faculty or other adult approved by the administration. Parents may be asked to assist with supervision. The nature of the field trip will dictate this ratio.
  - D. Students who go on school trips are expected to return on the same bus or car. Permission to leave the group may be granted by the faculty representative when written parental/guardian consent is obtained before the trip.
  - E. In cases where private cars are used, only the personal vehicles of school employees and other adult supervisors may be used. Personal vehicles must be driven by the corresponding owner. Permission to use personal vehicles must be obtained from the school principal or an appropriate District-level administrator.
- III. Extended Student Trips
  - A. Extended trips are those trips involving overnight arrangements and considered to be part of the school's program.
  - B. All proposals for school-sponsored extended trips shall be presented to the administration prior to any preliminary discussion with students or any public announcements.

- C. Fund-raising activities for an extended trip must not occur before trip approval is granted.
- D. Participation in school-sponsored extended trips shall be voluntary. No student will be subjected to real or implied retribution if the student chooses not to participate in any extended trip.
- E. Only trips that have met the guidelines as expressed in this policy and have been approved by the Board are recognized as Port Washington-Saukville School District trips. The District shall not permit use of facilities, time, or staff involvement in advertising or promotion of unauthorized trips.
- F. A request for a school-sponsored extended trip should be submitted in writing to the building administrator(s) 30 days prior to the trip except as indicated in (G) below.
- G. A request for international trips and trips to states that are not contiguous to Wisconsin must be made at least 6 months prior to the trip and include the following information:
  - 1. How the trip furthers the educational process of students in direct relationship to their course of study and how it is part of the recognized curriculum.
  - 2. Justification as to why the learning experiences afforded by the trip cannot be duplicated within the continental United States or closer to Wisconsin.
  - 3. A list of objectives of the trip.
    - a. Objectives must be consistent with the general objectives of the instructional program. The ongoing school program must not be adversely affected.
    - b. Appropriate non-punitive and educationally valuable provisions (such as writing center, math study hall, learning center, study hall, etc.) must be made for the continuity of learning for eligible students who so not participate in the trip.
  - 4. The length of time for travel, including departure and return times, dates, distances, and modes of travel.
    - a. Every attempt should be made to schedule trips during vacation periods. If travel arrangements necessitate that school days are missed, the administration may approve faculty and student absences. An anticipated amount of the school time lost must be included.

- b. All transportation must be by bonded carrier. Assurances shall be required (a certificate of insurance must be attached to the request).
- 5. Lodging arrangements.
- 6. Appropriate number of students.
- 7. A list of chaperones that will accompany the students.
  - a. The trip organizer must be an employee of the Port Washington-Saukville School District. Additional supervisors must be adults approved by the administration.
  - b. The number of students per chaperone shall not, without approval, exceed ten-to-one.
- 8. A list of fundraising activities and/or organizations that will be solicited for support.
- 9. An explanation of financial arrangements, the cost of the trip per participant, what is included in the price, and what is not included in the price. The financial implications must be kept realistic in terms of the value of the trip.
- H. If administration determines a proposed trip is appropriate, the School Board will review the proposal and make a decision regarding approval, based on the following factors:
  - 1. The age and experience of the participating students
  - 2. The number of students going on the trip, and the behavioral history of the participating students
  - 3. Whether the trip is to a dangerous area of the world
  - 4. The number of chaperones accompanying the students
  - 5. The experience of those persons serving as chaperones
  - 6. Previous problems with this type of trip
  - 7. The cost of the trip to the District and/or students

8. How the trip furthers the educational process of students in direct relationship to their course of study or how it is part of the recognized curriculum
  9. If the learning experiences afforded by the trip can be duplicated within or closer to the school
  10. Whether the itinerary achieves its educational purpose
- I. All students participating in extended trips shall furnish written parent permission and request for their child to participate in the trip, a Trip Agreement and Release Form, medical emergency information, along with authorization for medical care, prior to the extended school trip.
  - J. All students participating in extended trips are expected to abide by trip conduct rules and regulations and the rules of the school. Any student violating such rules will be subject to disciplinary action.
  - K. An alphabetized list of students and other individuals participating in the trip will be on file in the principal's office 1 week before departure. The list of students will be distributed to the faculty and attendance office at this time (dates of the trip included) if there will be any school days involved.
  - L. Money deposits will be forfeited if a student signs up for an extended trip, then decides not to participate in the trip after deadlines for dropping have been given. Students and parents are informed about the availability of travelers insurance, as the District is not responsible for incurring any cost of the trip, shall the Board decide to cancel for any reason.
  - M. Each school-sponsored field trip experience must be evaluated by the teacher using the School-Sponsored Extended Trip Evaluation Form. The evaluation must be submitted to the school principal within 1 week after the trip.
- IV. Travel and Study Programs (Nonschool sponsored)
- A. While travel agencies or outside groups organize student trips to take place outside of school time, announcements of these opportunities may be made during school hours. However, all publicity, organizational meetings, and correspondence must clearly indicate that this is a private venture, not school sponsored and not connected with any single class or school. School employees who may have some connection with a privately sponsored trip are not to actively recruit students.

- B. All other student travel outside the normal instructional day will comply with the provisions outlined in this policy.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:

118.12(2)(a), 121.02(1)(g), 121.54(7), Wis. Stats.

PI 8.01(2)(g)

Adopted: 6/18/01

Revised: 10/8/07

## STUDENT DISCIPLINE

- I. The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students. Therefore, students may be disciplined for conduct violations in accordance with any and all established codes of conduct, specific rules concerning student behavior established by the administration, handbook provisions, Board Policies, and state law.
- II. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.
- III. The Board shall require each student of this District to adhere to the behavioral standards contained in school policies and handbooks. Such rules shall require that students:
  - A. conform to reasonable standards of behavior;
  - B. respect the rights and property of others;
  - C. preserve the degree of order necessary to the educational program in which they are engaged.
- IV. The Superintendent shall develop administrative guidelines for student conduct, which carry out the purposes of this policy and:
  - A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
  - B. do not discriminate among students;
  - C. do not violate any individual rights constitutionally guaranteed to students.
- V. The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the Superintendent shall include procedures, which ensure cooperation with those community agencies and organizations, which can provide assistance to such students.
- VI. The principal shall publish to all students and their parents the rules of this District regarding student conduct, the sanctions, which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the disciplinary sanctions.

- VII. The principal shall have the authority to assign discipline to students, subject to District administrative guidelines and state law when applicable.
- VIII. District employees have the authority to interfere as may be necessary to control the disorderly conduct of students when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:

Sections 118.13, 120.13(1), 170.44 Wis. Stats.  
PI9, Wis. Admin. Code

Cross reference:

Administrative Guideline 2260 – Complaint Procedures  
Administrative Guideline 5600 – Student Discipline  
Board Policy 2260 – Access to Equal Educational Opportunity  
Code of Classroom Conduct  
IDEA 2004

Adopted: 6/18/01

Revised: 1/14/08



## SUSPENSION AND EXPULSION

- I. The Board of Education's designated representatives may suspend any student for noncompliance with school rules as established and/or approved by the Board, and if it is determined that the suspension is reasonably justified.
- II. Suspension – State statutes require the student must be suspended for possession of a firearm, as defined by federal law, while at school or under the supervision of a school authority. A student may be suspended for engaging in the following conduct, which may involve but not limited to noncompliance with rules established or approved by the Board or outlined in student handbooks, handouts, or the Student Rights and Responsibilities manual.
  - A. Noncompliance with rules created by the Superintendent or principal with the consent of the Board.
  - B. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of an explosive.
  - C. Conduct by the student while at school, which endangers the property, health, and/or safety of others.
  - D. Conduct by the student while under the supervision of a school authority, which endangers the property, health, and/or safety of others.
  - E. Conduct by the student while not at school or not under the supervision of a school authority, which endangers the property, health or safety of others at school or under the supervision of a school authority.
  - F. Conduct by the student while not at school or not under school supervision, which endangers the property, health, and/or safety of any employee or Board member of the School District in which the student is enrolled.
- III. The Superintendent, school principal, or assistant principal may suspend a student for not more than 5 consecutive school days for conduct as outlined above. A suspension may be extended to 15 days if the administration has sent a notice of expulsion hearing to the student and his/her parents as required by law. Students who are currently identified as children with disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act may not be suspended for more than 10 consecutive days, except as otherwise provided consistent with law.

- IV. Prior to the suspension
  - A. the student shall be advised of the reasons(s) for the action;
  - B. the student shall be given an opportunity to present the student's version of the situation;
  - C. parent or guardian of the minor student will be given prompt written notice stating the reason(s) for the suspension;
  - D. the administration will inform the student of the suspension, as well as reserve the right of possible expulsion recommendation to the Board.
- V. If a building administrator deems it appropriate, the parents/guardians may be requested to have a conference with the Superintendent or designee prior to readmission. A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed or to complete coursework missed during the suspension period.
- VI. Appeals of Suspensions – The suspended student or the student's parent or guardian may within 5 school days following the commencement of the suspension, have a conference with the Superintendent or designee. The designee must be someone other than the principal, assistant principal, or teacher in the student's school.
- VII. If the Superintendent or designee finds the student was unfairly or unjustly suspended, reference to the suspension on the student's school record shall be expunged. Such finding shall be made within 15 calendar days of the conference.
- VIII. Expulsion – The Board may expel a student when it finds the student guilty of any 1 of the following offenses and is satisfied that the interest of the District demands the student's expulsion.
  - A. Repeated refusal or neglect to obey the rules.
  - B. 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 an explosive.
  - C. Conduct by the student while at school or while under supervision, which endangered the property, health, and/or safety of others at school.

- D. Conduct by the student while not at school or while not under the supervision of a school authority, which endangered the property, health or safety of others at school or under the supervision of a school authority.
  - E. Conduct by the student while not at school or while not under the supervision of a school authority, which endangered the property, health, and/or safety of any employee or Board member of the District in which the student is enrolled.
  - F. If grounds A-E do not apply, conduct by a student who is sixteen (16) years of age or older while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority.
- IX. In addition to the above, students must be expelled for not less than 1 year for possession of a firearm as defined by federal law while at school or while under the supervision of school authority.
- X. The Board reserves the right to determine the appropriate length of the expulsion period.
- XI. Consideration for Expulsion of Students with a Disability – If a student is identified as a child with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act, the District will comply with all relevant state and federal laws regarding the discipline of that student.
- XII. Suspension and expulsion procedures as established in State Statutes (120.13(1)) shall be considered as part of this policy.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:  
Sections 120.13 (1)(h), 120.44, Wis. Stats.  
20 U.S.C. 8921

Cross reference:  
Administrative Guideline 5600 – Student Discipline

Adopted: 6/18/01  
Revised: 8/26/02; 1/14/08

## DETENTION OF STUDENTS

- I. Supervised detention will be an option used at the discretion of the principal for behavioral offenses. Students assigned to detention because of truancy are expected to concentrate on school work missed during truancy. Made-up work will adhere to the rules outlined in the Student Handbook.
- II. No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. No student shall be refused transportation services until the parent has been notified and other suitable transportation arrangements have been made. Notification to the parent is the responsibility of District personnel and should be made prior to the departure of school buses. If a parent cannot be contacted, the child should be detained on another day.

Legal reference:  
Sections 118.16(4), 120.12(2), 120.13(1), 120.44, Wis. Stats.

Cross reference:  
Board Policy 5200 - Attendance  
Board Policy 8600 – Transportation  
High School Student Handbook

Adopted: 6/18/01  
Revised: 1/14/08

## STUDENT CONDUCT ON SCHOOL BUSES

- I. In view of the fact that for many students the school bus is an extension of the classroom, the Board shall require students to conduct themselves, while on the bus, in a manner consistent with established standards for classroom behavior. Students shall obey all rules that apply to bus riding for their own safety and protection, as well as for the safety and protection of others. A set of behavior guidelines shall be developed by the administration and will be distributed annually to all students who qualify for bus transportation. Corrective action shall be taken with riders who misbehave on school buses.
- II. The bus driver, who has authority to reassign seats, shall talk to students to resolve discipline problems as outlined in Part V, and shall report misbehavior to bus company officials.
- III. In cases when a student shows improper conduct, such misconduct shall be brought to the attention of the bus company officials by the bus driver. Bus company officials will review the student conduct and, at their discretion, shall provide written notification to the appropriate school administrator. Parental notification of disciplinary problems is to be initiated by the administration. The bus riding privilege may be suspended by the principal or referred to the Board of Education with a recommendation for expulsion from school provided transportation for continuing or extremely serious problems. In such cases, the parent of the student becomes responsible for seeing that the student gets to and from school safely and is in regular attendance.
- IV. All bus rules and regulations apply to any trip under school sponsorship. Students who go on school trips shall return with the same method of transportation, except that permission to leave the group may be granted by the person in charge if consent of the parent/guardian is obtained, preferably before the trip.
- V. Penalties for Misbehavior Reported to the School
  - A. Actions that may result in a first written warning and/or other appropriate administrative action:
    1. Loud talking on the bus
    2. Moving around or standing up while bus is in motion
    3. Getting off the bus at the wrong location without permission
    4. Opening windows without driver authorization
    5. Eating or drinking on the bus

- B. The following behaviors or actions shall result in a one- to three-day bus suspension, a written communication by a school administrator and, if necessary, other appropriate administrative action:
1. Threatening, bullying, or harassing other students
  2. Throwing objects at the bus, out of the bus, or on the bus
  3. Littering
  4. Using profane language
  5. Sexually explicit comments or actions .A second bus referral for misconduct
  6. Spitting
  7. Insubordination/disrespect toward the driver
  8. Use of alcohol, tobacco products and/or controlled substances
  9. Fighting
  10. Destruction of and/or vandalism to bus
  11. Conduct, which endangers the health, safety, or property of others
  12. A third referral for misconduct (second one-day suspension)
- VI. Parents of students suspended from bus riding privileges shall be notified in advance of the suspension.
- VII. In instances where inappropriate behavior is not corrected, or in instances where behavior endangers the health and/or safety of self or others, the Superintendent, upon receipt of written documentation, may initiate an immediate and extended bus suspension that may be followed by a recommendation for expulsion from bus service privileges. Such situations will include full due process considerations provided by state statutes.
- VIII. The Port Washington-Saukville School District shall not discriminate in the standards or rules of behavior and disciplinary action, including suspensions and expulsions, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color or handicap, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Cross reference:  
Administrative Guideline 5620 – Student Conduct on Buses  
Board Policy 5610 – Suspension and Expulsion  
Board Policy 8600 – Transportation

Adopted: 7/15/01  
Revised: 1/14/08

## USE OF PHYSICAL FORCE

- I. In accordance with State law, corporal punishment shall not be permitted. If any employee intentionally inflicts, or causes to be inflicted, physical pain by hitting, paddling, spanking, slapping, forcing prolonged maintenance of physically-painful positions, or makes use of any other kind of physical force as a means of disciplining a student, discipline up to and including discharge by this Board of Education and possibly criminal assault charges as well may be instigated. This prohibition applies as well to volunteers and those with whom the District contracts for services.
- II. Staff members may use and apply reasonable and necessary force:
  - A. to quell a disturbance or prevent an act threatening physical injury to any person;
  - B. for the purpose of self-defense or the defense of others;
  - C. to prevent a student from any self-inflicting harm or injury to self;
  - D. to protect the safety of others.
  - E. to obtain possession of a weapon or other dangerous object within a student's control
  - F. for the protection of property in accordance with state statutes
  - G. to remove a disruptive student from school premises, a motor vehicle, or school-sponsored activity
- III. Any school official, employee, or agent of the School Board can use incidental, minor, or reasonable physical contact to maintain order and control.
- IV. In determining whether or not a person was acting as noted above, deference may be given to reasonable, good faith judgments made by District employees or agents.

Legal reference:  
Section 118.31, Wis. Stats.

Adopted: 6/18/01  
Revised: 1/14/08

## STUDENT COMPLAINTS

The Board of Education recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for, and appropriate appeal procedures implemented.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the appropriate administrator for consideration according to the following procedure:

A. Level I

If it is a matter specifically directed toward a professional staff member. The student is to address the matter to the concerned staff member for prompt discussion and appropriate action.

This level does not apply if the matter involves suspected child abuse substance abuse or any other serious allegation, which may require investigation or inquiry by school officials prior to approaching the professional staff member.

The staff member shall document the matter and whatever action may have been taken. The information shall be given to the principal.

B. Level II

If the matter cannot be satisfactorily resolved at the Level I, it shall be discussed by the student with the principal.

C. Level III

If a satisfactory solution is not achieved by discussion with the principal, a written request for a conference shall be submitted to the Superintendent by the student. This request should include the specific nature of the complaint and a brief statement of the facts giving rise to it.



**D. Level IV**

Should the matter not be resolved, or if it requires a Board decision or action, the student should request of the Board President in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, may provide the student with a written decision or may grant a hearing before the Board.

The student shall be advised in writing of the Board's decision within twenty (20) business days.

The Port Washington-Saukville School District shall not discriminate in the methods and practices used with students on the basis of sex, race, religion, nation origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

118.01, Wis. Stats.

Adopted: 6/18/01

## SCHOOL-SPONSORED PUBLICATIONS

- I. School-sponsored publications are established as instructional tools in order to provide a forum for student expression. As such, they should provide an opportunity for students to inquire, question and exchange ideas, and should serve as a source for entertainment and enlightenment. The content should reflect all areas of student and community interest and concern. Every effort should be made in the production of school-sponsored publications to simulate the realities of the publishing world.
- II. Schools are entitled, according to the Supreme Court, to exercise substantial authority over student expression in curricular areas in order to assure:
  - A. Participants learn what the activity is designed to teach.
  - B. Recipients are not exposed to material that may be inappropriate for their maturity.
  - C. Personal viewpoints are not mistakenly attributed to the school. This authority allows school officials to:
    1. Set high standards for student speech disseminated under the auspices of the school and to refuse to disseminate any non-complying speech.
    2. Consider the emotional maturity of the audience in determining whether to disseminate speech about sensitive issues.
    3. Refuse to sponsor speech that is reasonably perceived as advocating drug and alcohol use, irresponsible sex, or any conduct that is inconsistent with the "shared values of a civilized order" and educational mission of the School District.
    4. Refuse to sponsor speech that associated them with any position other than neutrality on matters of political controversy.

- III. School officials may control the style and content of student speech in school-sponsored publications provided their actions are reasonably related to legitimate educational concerns.
- IV. The building principal, in cooperation with each publication advisor, shall ensure compliance with this policy by reviewing each publication prior to printing.
- V. A "school-sponsored publication" means any publication, as defined herein, which is composed, compiled, published or distributed under the official supervision of an appointed sponsor or advisor. The *Pirate*, the *POWAHISCAN* and *Ink Blot* are the official school-sponsored publications of the high school and are covered by this policy and its implementing guidelines.

Legal reference:

Sections 118.001, 120.12(2), 120.13, 120.44, Wis. Stats.

484 U.S. 260(1988) - [U.S. Supreme Court decision, Hazelwood School District v. Kuhlmeier]

Cross reference:

Board Policy 2105 – Mission of the District

Board Policy 2260 – Access to Equal Educational Opportunities

Adopted: 6/18/01

Revised: 1/14/08

**DISTRIBUTION OF NONSCHOOL-SPONSORED  
STUDENT NEWSPAPERS AND OTHER PUBLICATIONS**

- I. If students in this School District are to become citizens trained in the democratic process, they must be given every opportunity to participate in democratic processes within the school community. Students who attend schools in this District may express ideas, take stands and support causes, publicly and privately, orally and in writing, subject to the procedures and general limitations herein provided.
- II. Places – Each school principal or the principal's designated representative shall specify where materials shall be distributed and where activities shall be held in that school. Upon request, space for student information shall be made available.
- III. Time – Each school principal or the principal's designated representative shall specify when materials may be distributed and when activities may be held in that school.
- IV. Approval – Material or a description of activities, along with the times and places requested, shall be made available to the appropriate principal or the principal's designated representative at least 3 school days prior to the event or circulation of the material. A written response shall then be made available to the person or persons requesting approval, not later than 2 school days after the request. In the event that approval is denied, the reply must also cite each part of the material that is in conflict with the general limitations outlined below and lists the specific sections violated in each case.
- V. Littering – All items, which are distributed on school property, must be removed by persons responsible for distributing the materials after completion of the event or passage of a designated time period.
- VI. General Limitations
  - A. Any materials or activities, which cast aspersions on or abusively attack individuals, or ethnic, religious, or racial groups within or outside the school, publications or activities, which contain obscenities, pornography or which may create hostility, violence, or other disruptions are not suitable for distribution in the schools.
  - B. Materials other than regularly sponsored school publications will not be sold.
  - C. Materials or activities (other than regularly sponsored school publications), which are primarily designed for commercial purposes to advertise a product or service for sale or rent, are not allowed.

- D. Materials or activities, which are primarily designed to solicit funds, unless approved by District administration, are not allowed.
  - E. All copies of any written materials, whether posted on bulletin boards, or circulated and distributed on school property, shall bear the names of approved student organizations or of other sponsoring student groups, or individual students. In the case of a student group, the names of at least 2 students principally involved in the posting, circulation, or distribution shall be included.
  - F. Any material, which substantially and materially disrupts the educational process or the normal operation of the school, will not be allowed.
  - G. Any activity or material that denies the rights guaranteed by the Constitution and its amendments or is in conflict with any Federal, State, or local law will not be allowed.
- VII. Appeal
- A. Any persons denied approval of a material or activity may appeal such denial by submitting a written notice of appeal to the principal or the principal's designated representative within 2 school days following such denial. The appeal will be heard by a review committee appointed by the Superintendent. The committee shall be composed of at least 3 persons, including a student, a faculty member, and a parent of a student in the school. Other individuals may be added to the committee by the Superintendent. The chairman of the review committee will be chosen by the committee from the committee membership. The review committee shall hear the appeal within 7 school days following receipt of the notice of appeal. It shall render its written decision within 5 school days following the appeal hearing and copies of the decision shall be given to the appellant and the school principal.
  - B. The appellant and the school administration shall be permitted to appear before the review committee, present evidence, and make arguments to the committee. All parties to the appeal shall be entitled to a fair and reasonable opportunity to present evidence or information to the review committee and shall be entitled to an impartial, decision.
  - C. Following a decision at the first step of the appeal procedure, either party may appeal the decision of the review committee by submitting a written notice of appeal to the Superintendent of Schools or designee with five school days. That notice of appeal shall be accompanied by a copy of the decision of the review committee. The Superintendent or designee shall hear the appeal within 5 school days following receipt of the notice of appeal. All parties to the appeal shall be given a fair and

reasonable opportunity to present evidence and information to the Superintendent or designee. Within 5 school days after the appeal hearing, the Superintendent or designee shall provide to all parties a written decision or designee is final and binding.

- D. The decision of the Superintendent or the designee may be appealed to the Board by filing a written notice of appeal with the clerk of the Board within 2 school days following receipt of the Superintendent's decision. The Board will schedule an appeal hearing and render a final decision within 15 calendar days.
- E. No copies of written material in question shall be distributed and no activity in question shall be held while the appeal procedure is being exercised by either part.

The District shall not discriminate in admissions to any school, class, program, or activity, in facilities usage or in the methods, practices, and materials used for testing and evaluating students, against any person because of that person's age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, color, handicap, or physical mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures. This does not, however, prohibit the use of special testing or counseling materials or techniques to meet the individualized needs of students.

Legal reference:

Section 118.13, Wis. Stats.

PI19 Wis. Adm. Code

Equal Access Act of 1984, 20 U.S.C., 4071 et seq.

Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.

Civil Rights Act of 1964, 42 U.S.C. 2000e

Cross reference:

Administrative Guideline 2260 – Complaint Procedures

Board Policy 5900 – Student Network and Internet Acceptable Use and Safety

Adopted: 6/18/01

Revised: 2/11/08

## SEARCH AND SEIZURE

- I. The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care, whether on campus or school-sponsored activities. In the discharge of that responsibility, school authorities may search school property used by students, or the person or property of a student, in accordance with the following policy.
- II. School Property – The District provides a student locker for the convenience of students. The District retains ownership of student lockers. Students shall not have an expectation of privacy in lockers. School authorities, for any reason, may conduct periodic general inspections of lockers at any time without prior notice. Locker searches will be supervised by the school principal or an assistant principal, and shall include a witness.
- III. Student Person and Possessions – The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age and gender, and any other relevant circumstances or information.
- IV. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.
- V. Use of Dogs – The Board authorizes law enforcement personnel use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:
  - A. When authorized in advance by the Superintendent.
  - B. The dog must be handled by a law enforcement officer specially trained to safely and competently work with the dog.

# policy

**BOARD OF EDUCATION  
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

**STUDENTS  
5771 / page 2 of 2**

- VI. The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy.
- VII. Anything found in the course of a search pursuant to this policy, which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be transferred to law enforcement and documented.
- VIII. The Superintendent shall prepare administrative guidelines to implement this policy. This policy shall be included in student handbooks.

Legal reference:  
Sections 118.32, 948.50, Wis. Stats.  
U.S. Constitution, 4th Amendment

Cross reference:  
Administrative Guideline 5771 – Search and Seizure

Adopted: 6/18/01  
Revised: 2/11/08



## POSSESSION OR USE OF WEAPONS

- I. No one shall possess, use, or store a weapon or look-alike weapon in or on school property, on school vehicles, or at school-related activities. A dangerous weapon or look-a-like weapon may include any object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could appear to be capable of inflicting bodily harm or endangering the health and safety of students or staff. Ammunition and explosives are included within the weapons category.
- II. Individuals who violate this policy are subject to discipline and possible legal consequences. Weapon(s) or look-alike weapon(s) confiscated from a student shall be reported to parents/guardians, to law enforcement authorities, and the Superintendent. Disciplinary measures may include immediate suspension and referral to the Board for expulsion from school as determined by the Superintendent. Students possessing a firearm shall be brought to the School Board for possible expulsion of not less than one year.
- III. Policy exceptions include:
  - A. weapons under the control of law enforcement personnel;
  - B. weapons properly registered and handled during the community use of school facilities;
  - C. theatrical props used in appropriate settings;
  - D. starter pistols used in appropriate sporting events;
  - E. items pre-approved by the school principal as part of a class or individual presentation under adult supervision. (Firearms and ammunition will never be approved as part of a presentation.)

Legal reference:  
Sections 120.13(1), 120.44, 939.22(10), 948.60, 948.605, 948.61, Wis. Stats.  
Gun-free Schools Act

Cross reference:  
Board Policy 5610 – Suspension and Expulsion

Adopted: 6/18/01  
Revised: 8/11/03; 2/11/08

## STUDENT FUNDRAISING ACTIVITIES

- I. The Board of Education recognizes that student fundraising activities can provide important support for educational and extra-curricular activities without interfering with the educational process. The goal of raising and expending funds by school groups shall be for school and school-related purposes. Such fundraising activities will be kept to a minimum and will require final approval of the District Administrator.
- II. All funds originating from a school-sponsored fundraising activity under the direct supervision of an agent of the School District shall become the property of the School District and are subject to the control and discretion of the Board (through the administrative staff) as to the use and distribution. Every reasonable effort will be made to ensure that funds raised for an approved and specific purpose shall be utilized for that purpose and dispensed in a timely manner. All funds must be accounted for in the Student Activity Fund in accordance with established Board policy and procedures.
- III. The District prohibits student involvement in door-to-door sales.

Legal reference:  
Sections 103.23, 103.64, 118.12, Wis. Stats.

Cross reference:  
Board Policy 6610 – Student Activity Funds

Adopted: 6/18/01  
Reviewed: 11/15/07

## STUDENT ORGANIZATIONS

- I. Student organizations shall generally be encouraged when they meet the criteria of contributing to learning and being initiated and moderated by students. Such organizations shall operate within the framework of the learning program and shall comply with all school rules.
- II. This policy shall require the assignment of a district-employed advisor to each school-sponsored student organization as approved by the building administrator. Board approval is required for any student organization that expends budgeted funds.
- III. This policy applies to on-campus organizations only. It is not intended to restrict the organization of students into groups, which function apart from school.
- IV. Nonschool-sponsored activities – Inasmuch as faculty members and student groups as individuals, may conduct activities, which involve the participation of students or staff during non-school time at or away from school, the Board assumes this position relative to such non-school functions: It is not a reasonable function of the Board to regulate non-school sponsored activities of faculty and students during non school time. The Board will therefore neither sanction nor prohibit such activities or assume any responsibility for them. The name of the School District shall not be used, or implied, in publicity for such activities.

Legal reference:

Sections 118.001, 120.12(2), 120.13, 120.44, Wis. Stats.

Cross reference:

Board Policy 2430 – Extra-curricular Activities

Board Policy 3120.08 – Employment of Personnel for Co-Curricular/Extra-Curricular Activities

Board Policy 3213 – Student Safety and Well-being

Board Policy 3231 – Nonwork Related Activities

Board Policy 4231 – Nonwork Related Activities

Board Policy 5830 – Student Fundraising Activities

Board Policy 7510 – Use of School Facilities

Adopted: 6/18/01

Revised: 1/12/04; 2/11/08

## PUBLIC PERFORMANCES BY STUDENTS

- I. The Board of Education recognizes the value to students of sharing their talents and skills with the community through participation and performances in public events.
- II. The Board endorses such performances when they constitute a learning experience, which contributes to the educational program.
- III. All requests for public performances by students require the approval of the principal.

Adopted: 6/18/01  
Reviewed: 11/15/07

## ACCEPTABLE USE AND SAFETY OF THE INTERNET AND DISTRICT NETWORK

- I. The School Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools, which will be essential to life and work in the future.
- II. To ensure that the School District's computer resources are not used for inappropriate purposes and consistent with the Children's Internet Protection Act, the District has implemented technology protection measures, which block/filter Internet access to visual displays that are obscene, child pornography, or harmful to minors. The District utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.
- III. The Administrative Council has developed administrative guidelines, which address students' safety and security while using e-mail and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.
- IV. Education and awareness will be provided under direction of the Administrative Council so that Internet users are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet.
- V. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.
- VI. The School District computers, the software, and servers are educational tools owned by the District and internet and email communications are public not private in nature. The District reserves the right to monitor and access a student's internet activities and email content.

- VII. The Board designates building principals and the District Administrator as responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the network and the Internet for instructional purposes.

Legal reference:

Sections 120.03(1), 120.44, 943.70, 947.0125, Wis. Stats.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (I), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

Family Educational Rights and Privacy Act of 1974, as amended

Cross reference:

Administrative Guideline 5900 – Computer Use

Adopted: 6/18/01

Revised: 7/15/02; 2/11/08; 6/14/10