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*identifies general policy category; is not represented by policy

STUDENT POLICIES GOALS

The Wonewoc-Center Board of Education wishes to provide an effective educational program for each student. The student's educational development is the central concern of the Board's policies and the administration's regulations.

Therefore, the Board expects the positive involvement of students and staff in the many learning opportunities making up the educational program. Administrators and teachers are expected to devote their time and effort to sound preparation and management of instruction and its many related learning activities. The Board expects a reasonable amount of commitment and effort on the part of all students, commensurate with their ability and skill development. The Board also desires every student to have an opportunity whereby he/she may achieve the maximum benefit from his/her school education.

POLICY CROSS REF: Equal Educational Opportunities

APPROVED:

EQUAL EDUCATIONAL OPPORTUNITIES

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of sex, race, religion, ancestry, creed, color, sexual orientation, national origin, pregnancy, marital or parental status, physical, learning, mental or emotional disability or handicap. Facilities modifications necessary to provide a student with equal opportunities shall be made as required by law and permitted by budgetary limitations.

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

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

Nondiscrimination policies shall be printed in the student handbook, course selection book, enrollment materials, and published annually in August in the local newspaper, to make students and parents aware of their rights.

Concerns regarding alleged violations of this policy shall be referred to the following:

Title IX--Local Vocational Education Coordinator
Section 504--Exceptional Educational Coordinator
Other-Equal Opportunity Coordinator

LEGAL REF.: Section 18.13 Wisconsin Statutes
PI 9 of the Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Act
Civil Rights Act of 1991

CROSS REF.: Student Discrimination Complaint Procedures
Special Education Policy

DISCRIMINATION COMPLAINT PROCEDURES

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

1. Any student, parent, or resident of the district complaining of discrimination against a student as described in Policy 411 shall report the complaint in writing to the principal.
2. If the complaint is against a building principal, the complaint shall be reported in writing directly to the District Administrator who shall assign the investigation to a different building designee for initial investigation and other action as provided in paragraph 4.
3. If the complaint is against the District Administrator, the complaint shall be reported in writing directly to the Board which shall assign the investigation to a person of its choosing who shall report his or her findings to the Board, which shall decide the merits of the case, determine the action, if any, to be taken, and report in writing to the complainant.
4. The principal, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The principal will review with other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the principal shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
5. If the complainant is not satisfied with the building principal's decision, he/she may appeal with the decision in writing to the district administrator. Within 15 days, the district administrator will review the case and make a written decision regarding the case. Copies of the written decision shall be mailed or delivered to the complainant and the building principal.
6. If the complainant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting maybe called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant, the principal and the district administrator.
7. If the complainant is dissatisfied with the Board's decision he/she may with 30 days appeal the decision in writing to the State Superintendent of Public Instruction.
8. Discrimination complaints relating to the identification, evaluation, educational

placement or the provision of free appropriate public education of a child with exceptional educational needs shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

9. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.
10. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction or other appropriate State or Federal agency.

Copies of these complaint procedures shall be included in staff and student handbooks.

LEGAL REF.: Section 118.13 Wisconsin Statutes

PI 9, Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Act
Civil Rights Act of 1991

CROSS REF.: Special Education Handbook

APPROVED:

HARRASSMENT AND/OR BULLYING

The Wonewoc-Center School District considers all forms of harassment, including sexual harassment, to be unacceptable. To ensure that all employees and students work and study in an environment free of all forms of harassment, the board expressly prohibits harassment and will take all the necessary steps to prevent such harassment from occurring. Any employee or student who engages in harassment of any kind will face appropriate consequences.

Harassment and/or bullying of students will not be tolerated in the Wonewoc-Center School District, which includes any property or vehicles owned, leased or used by the schools. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social, socio-economic or family status, physical attributes, disability/handicap or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, requests or demands for sexual favors (whether blatant, subtle or implied) bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website posting, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school, a District employee or a school board member.

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or designee. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion.

In keeping with the regulations, requirements and responsibilities defined by the Equal Employment Opportunities Commission, the district will not tolerate harassment and/or bullying by anyone (supervisors, employees, students or visitors). If students feel they are victims of any such behaviors, they are urged to report them to the counselor or administration. To assure consistency in handling complaints, teachers will report the complaint to the counselor or administration. An investigation of any charges will be conducted. Findings of the investigation may lead to corrective disciplinary action.

The Superintendent will develop administrative rules to implement this policy.

Notice of this policy will be provided to staff & students on an annual basis and incorporated in employee and student handbooks.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 120.13(1)
 120.44
 895.77(2)
 947.0125
 947.013
 948.51(2)
 PI 9, Wisconsin Administrative Code
 Title IX, Education Amendments of 1972
 Title VII, Civil Rights Act of 1964
 Equal Employment Opportunities Commission Guidelines
 (29 C.F.R.-Part 1604.11)

CROSS REF.: 411, Equal Educational Opportunities
 411-Rule, Student Complaint Procedures
 447-Rule, Acceptable Use and Internet Safety
 443, Student Conduct
 443.2, Student Conduct on School Buses
 446.3, Student Suspensions/Expulsions
 511.1, Employee Harassment

APPROVED:

PUPIL DISCRIMINATION/HARASSMENT

As stated in Wisconsin Statute 118.13, "No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability".

Wisconsin Statute PI 9.02 (9) states that "Pupil harassment" means behavior towards pupils based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment".

The Wonewoc-Center School District will strive to protect all persons from all physical and/or psychological abuse. A person who is threatened with harm is to notify the building principal or supervisor immediately, and steps are to be taken at once to protect the safety of that person.

Courteous behavior is expected of all students, all school personnel and any other person visiting the school. No students or staff shall be subjected to aggressive, intimidating, abusive behavior, or bullying by students, other staff or other school patrons, including parents.

Verbal abuse of students, teachers or other school personnel, or insubordination to school personnel, is not permitted. Verbal abuse will be dealt with by normal school disciplinary procedures. Profanity, vulgarity and defiance of rules will not be permitted.

Physical abuse, threatening behavior and/or aggression are considered more serious matters and will require extraordinary attention.

Any instance of physical abuse, threatening behavior or aggression substantiated by the building principal or designee will result in disciplinary action. A student on suspension will be considered for expulsion when appropriate.

LEG REF: WI Statutes 118.13
PI9.02 (9)

APPROVED: April 18, 2005

SCHOOL ADMISSIONS

Any student seeking entrance into the School District must reside within the established boundaries of the district, except as otherwise provided.

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.

The administration shall verify the age and residence of children enrolled in the district schools. Parents and guardians of students admitted to the district's elementary and secondary schools shall present immunization records as required by law.

The building principal shall have authority to determine the grade level at which a student shall be placed. The district administrator, or designee, shall assign a student to a school.

The School District shall not discriminate in admissions to any school, class, program or activity or facilities usage 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 processed in accordance with established procedures.

LEGAL REF.: Sections 115.28(2) Wisconsin Statutes
 115.80
 118.13
 118.14
 140.05 (16)
 PI 9.03 (1), Wisconsin Administrative Code

POLICY CROSS REF.: 420-Rule, Guidelines for Entry/Re-Entry into the Public
 School System from Other Public Schools, Private
 Schools and Home-Based Educational Programs
 411, Equal Educational Opportunities
 411-Rule, Discrimination Complaint Procedures
 421, Entrance Age
 422, Admission of Nonresident Students
 432, Assignment of Students to Elementary
 Schools 452.2, Student Immunizations

APPROVED:

**PROCEDURES FOR ADMISSION OF STUDENTS FROM
OTHER PUBLIC SCHOOLS, PRIVATE SCHOOLS
OR HOME-BASED PRIVATE EDUCATIONAL PROGRAMS**

When a pupil enters or re-enters the Wonewoc-Center School District from other public or private schools, he/she shall be required to comply with the following procedures prior to grade placement and/or class scheduling.

1. Registration. It shall be the responsibility of each parent or guardian of a pupil, or the pupil if of legal age, entering or re-entering the Wonewoc-Center School District, to register at the district office. (Registration includes individual testing and screening. Achievement and ability are tested. Hearing, vision, speech, and language are screened. Information about the pupil's educational history is obtained. Eligibility for various district programs and services are determined as a result of this enrollment process.)
2. Transcripts. Pupils transferring from other school systems (public or private) or home-based educational programs are required to provide a transcript or other records (i.e., report cards) of academic accomplishments. Other available records, including attendance information, level of academic achievement, subjects completed, credits earned and information regarding standardized achievement testing are also vital. (If no information can be secured from the previous school, placement will proceed according to guidelines in #4 below.)
3. Health records and physicals. Parents/guardians of pupils admitted to the Wonewoc-Center School District elementary and secondary schools shall present immunization records required by law.
4. Placement
 - a. The Wonewoc-Center School District reserves the right to determine the grade placement of all pupils entering or re-entering the school system.
 - b. Pupils will be placed on the recommendation of a placement team consisting of two or more of the following, as determined by the principal: principal, guidance counselor, teacher, psychologist, reading specialist.
 - c. Placement will be made on data gathered by the placement team. This data may come from a variety of sources including district office registration, previous records, if any, and parental and pupil interviews.
 - d. Items for placement consideration are also chronological age, functional achievement level, and age appropriate behavior.

- e. Placement will be made as soon as possible, after the enrollment data has been forwarded to the school of entry not to exceed fifteen (15) school days.
 - f. Graduation status will be decided by the principal after reviewing available data.
5. High School Credits
- a. All grades recorded on the student's permanent record card, excluding those for religious courses, shall be used in the determination of class rank.
 - b. High School Valedictorian and Salutatorian Awards. These awards are not available to students who have not attended Wonewoc-Center High School semesters 5, 6, and 7 of their high school career.
 - c. The high school valedictorian and salutatorian are determined by the class ranking at the end of the first semester of the senior year. The ranking is determined by the cumulative GPA from the first semester of the freshman year through the first semester of the senior year.
6. Probationary period. Each pupil entering or re-entering the Wonewoc-Center School District without presenting a transcript from his/her former school shall be given a 90-day probationary period during which time the pupil shall be expected to demonstrate classroom academic skills commensurate with the pupil's placement. During this time, if school officials determine the placement needs to be revised, the principal may make a placement revision.
7. Appeals. In the event that there is an appeal on behalf of the pupil regarding a placement, a written appeal may be made to the district administrator within ten (10) days of the placement decision. The decision of the district administrator shall be final.
8. Home-based students may take a shared time program if private school students are provided the same opportunities and if the parents meet the same request requirements of private schools. Parents of students in home-based education are responsible for the transportation of their students to and from school. Requests for a variance in transportation will be directed towards the district administrator.
9. Course grade determination for students transferring to Wonewoc-Center Schools will occur as follows:
- a. Students who attend two weeks or less in another system will receive a nine weeks' grade on the basis of work done in this system only.
 - b. Students who attend school in another system for 3-5 weeks of a nine weeks' period will have their transfer grades averaged with the grades they earn locally to determine final nine weeks' grades.
 - c. Students who attend school for six weeks or more in another system will receive their transfer grades as final nine weeks' grades.

10. Home-based students may, upon written request from parents, be allowed to participate in Wonewoc-Center School district programs if private school students are provided the same opportunities and if the parents meet the same request requirements of private schools. Such students must then adhere to the same rules and regulations as enrolled students. Home-school students may participate in co-curricular and sporting events if the following criteria are met:
 - a. The student is in compliance with all state laws/rules governing home schooling;
 - b. The student can meet all district eligibility requirements, except for attendance class;
 - c. Students must meet all WIAA eligibility requirements to participate in any sport governed by WIAA rules and regulations;
 - d. Students must meet the same standards of behavior expected of enrolled students, and abide by all school rules and regulations;
 - e. The student must reside within the boundaries of the District.

Parents are responsible for transportation for students attending or participating in these special activities or events.

Home-schooled students may enroll for courses not exempt for enrollment by state law or regulation under the following conditions:

- a. The student is in compliance with all state laws/rules governing home-schooling;
- b. There is adequate space available in the class after all students enrolled in the District have been registered;
- c. Parents agree to be fully responsible for transportation to and from school for any class-related activity;
- d. Students must meet the same standards of behaviors expected of enrolled students, and abide by all school rules and regulations;
- e. The student must reside within the District's boundaries;
- f. The student agrees to be present on school premises only for the time necessary to meet class requirements.

g. The student is allowed to attend two class periods per day.

ENTRANCE AGE

Children who meet the entrance age requirements shall be enrolled in 4K, kindergarten and/or first grade in the Wonewoc-Center School District.

No child may be admitted to 4K, Kindergarten or first grade unless he/she is four, five or six years of age respectively on or before September 1 of the year he/she proposes to enter school.

LEGAL REF.: Sections 115.28 (8) Wisconsin Statutes
 115.80
 118.14
 140.05

GUIDELINES FOR EARLY ADMISSION TO
KINDERGARTEN/FIRST GRADE

Based upon past experience, the Board believes that it is in only the most extraordinary and exceptional case that early admission to school is appropriate or a benefit to the child admitted early. The Board recognizes, however that children do develop at different rates, making early admission into school appropriate for some children. Consequently, a parent/guardian may request early admission to kindergarten or first grade by following the procedures and guidelines listed below:

1. Application for early admission should be made in writing to the appropriate Elementary Principal no later than April 15. Applications filed after this date require Superintendent approval. The April 15 requirement may be waived for persons new to the district; however, no early admissions shall be made after the third Friday in September. Application forms are available at the elementary school offices.
2. A personal interview will be held with the Principal to determine the reason(s) the parent/guardian is requesting enrollment of his/her child prior to legal age and to review the School Board policy and guidelines covering the early admission procedures.
3. Based on the outcome of the interview, an evaluation of the child's potential for success in, and ability to cope with, the school environment shall be initiated. The individual evaluation shall be conducted by a district School Psychologist and the kindergarten teacher, if indicated. The child should generally demonstrate superior intellectual development, superior language skills and advanced physical, social, and emotional maturity. This evaluation will be at no cost to the parent/guardian.
4. After the evaluation has been completed, the Psychologist will convene a conference with the parent/guardian and the Building Principal. At this conference, the psychologist and team members will share their assessment results and make a placement recommendation. Possible alternatives will be given for students who are not recommended for early admission. A written communication of the conference, along with the recommendations, will be sent to the parent/guardian within one week of the conference. A copy will also be given to the Director of Special Services, to be kept on file in the Special Services Office.
5. A child accepted for early admission must meet all other conditions for enrollment in the school district (e.g., immunization requirements, residency requirements, etc.)
6. If early admission is granted, the placement will be reviewed within six weeks of the placement to see if it is appropriate for the child. The child's parent(s)/guardian, classroom teacher and Building Principal will be involved in the review. If placement is found to be inappropriate at that time, the placement may be modified or denied.

7. Appeal Procedures: The decision of the evaluation team not to recommend early admission may be appealed to the Superintendent of Schools no later than June 15. A decision of the evaluation team to terminate a conditional placement also may be appealed to the Superintendent of Schools. The disposition of the appeal by the Superintendent may be appealed to the School Board no later than the Regular July Board Meeting who has final authority for the early admission decision.

**PARENT INFORMATION QUESTIONNAIRE
FOR EARLY ADMISSION TO KINDERGARTEN**

(This applies to children who turn 5 years old after September 1)

Date: _____

Name of Child: _____

Birth date: _____

Parent/Guardian Name (s): _____

Home Address: _____ Home Phone: __

_____ Work Phone: _____

__ Please answer the following questions as accurately as you can.

1. Describe your child's developmental history (age your child began to walk, talk, was toilet trained, used longer sentences).

2. Describe your child's health history (any serious injury, illness, hospitalization, birthing problems, medications).

3. Can your child:

__ Button? __ Snap? __ Zip? Tie?

4. Can your child dress himself/herself?

5. Does your child enjoy:

__ Coloring? __ Pasting? __ Cutting?

6. Does your child often have ideas which are very original in one or more areas (block play, free activities, art)? If yes, give an example.

7. Please comment on your child's favorite:

Indoor activities:

Outdoor activities:

Television programs:

Social activities:

8. Will your child listen to a story for 10 minutes?

9. How long (minutes) will your child work or play independently?

10. List the books you have read to your child during the past month.

11. Does your child prefer to play with:

___ Children of the same age? Older children?

___ Younger children? Adults?

_ Solitary games/activities?

12. Do you see evidence of your child having an unusually good memory/memorizes rapidly?
Give examples.

13. Does your child have a high level of energy/seems to need little sleep?

14. Is your child alert, keenly observant, quick to respond, and curious about many activities and places? Give examples.

15. Does your child prefer complicated games, puzzles?
 Does he/she like jokes and tricks?
 Does he/she like make believe, made-up games, and imaginary friends?
16. About how often does your child have an opportunity to visit a library or museum?
17. About how often does your child have an opportunity to play with other children or participate in group activities with other children?
18. Is your child able to get along with other children while not under adult supervision?
19. Has your child attended day care, nursery school, or other types of pre-school programs?
 Please list dates and places.
20. Can your child follow rules, take turns, share, and play cooperatively?
21. What role does your child take when playing with a group of children?
- | | |
|--|--|
| Leader | Follower |
| <input type="checkbox"/> Parallel play | <input type="checkbox"/> Tries to influence others |
22. Is your child able to draw rather than scribble?
23. Does your child know his/her full name, telephone number, and address?
24. Does your child know all the letters of the alphabet and their sounds?
 Is your child beginning to read?
25. Can your child:
- | | | | |
|---|---------------------------------|--------------------------------|--|
| <input type="checkbox"/> Hop on one foot? | <input type="checkbox"/> Throw? | <input type="checkbox"/> Skip? | <input type="checkbox"/> Catch a ball? |
|---|---------------------------------|--------------------------------|--|

26. Has your child been involved in any activities which would help to develop the following areas? Please list those activities.

Large muscles (dance, swimming, soccer, karate):

Small muscles (painting, crafts, arts):

Listening skills (such as library story hour):

27. How well does your child follow directions at home?
28. What do you consider your child's strong points?
29. What do you consider your child's weaker areas?
30. Has your child expressed an interest in attending school?
31. Please indicate any other information which you feel will aid in assessing your child's readiness for kindergarten:

Admission of International Exchange Program Students

- I. **Sponsoring Organizations.** The Principal/designee and Guidance Counselor shall review each organization annually for approval. Programs applying for approval must submit a request by Sept. 1 of the current school year and will be notified by November 30 of the decision.
- II. Students applying must be at least 15 years old but not over 18 years of age by the first day of the school year of propose admission.
- III. **Required information.** The sponsoring organization must provided the following information in writing:
 - a. Method of student selection.
 - b. English proficiency is expected for all International Exchange Program Students
 - c. Name and address of person responsible for providing the required customs and immigration forms.
 - d. Housing arrangement and the process of selecting the host family.
 - e. Arrival and departure dates of the student.
 - f. Student records and experience required for enrollment. Records shall include:
 - i. academic records;
 - ii. health record;
 - iii. immigration record; and
 - iv. record of extracurricular activities
 - g. Request to participate in high school athletic program, if applicable.
(WIAA guidelines shall be followed.)
 - h. Travel arrangements to and from the United States and while in the United States.
This includes any planned trips organized by the sponsoring organization.
 - i. Insurance coverage including health, accident, and liability for the student, which is affiliated with the U.S. Insurance Underwriters. A copy of the insurance policy will be provided to the school before admission.
 - j. Name, address, and telephone number of host gamily with a statement of the family's responsibilities.
 - k. Purpose and financial status of the sponsoring organization.
 - l. Name, address, and telephone number of the organization's area representative and his/her responsibilities.

- IV. Enrollment Procedure.
 - a. School enrollment must be requested NO LATER THAN June 1 prior to the first day of attendance.
 - b. The program coordinator shall not offer a placement to a host family until the student has been accepted.
 - c. The High School Principal and guidance counselor shall review the student's record prior to admittance. The decision to accept a student will be made within 30 days of the enrollment request but no later than July 1 prior to the first day of attendance.
 - d. The program coordinator and the host family shall arrange an enrollment meeting with the principal or his/her designee prior to the student's arrival.

- V. Number of International Students. The school reserves the right to limit the total number of international students for the year and the number from each country. The school's goal is to have a variety of countries represented, but not to exceed 4 international students per year unless the school board acts upon an exception to exceed this number.

- VI. To achieve a quality experience, classes for international students shall be selected with cooperation between the counselor and student, keeping in mind the student's obligation to learn about American culture and the student's career and educational goals. The international student is expected to make a contribution to our community by sharing his/her culture.

- VII. If the international student fails to abide by school regulations or violates local, state, or federal law, he/she shall not be allowed to continue to attend Wonewoc-Union Center High School.

- VIII. International Exchange Program Students with "senior status" shall receive a certificate of attendance rather than the high school diploma unless all Wonewoc-Union Center graduation requirements are met. Any International Exchange Program Student that intends to earn a Wonewoc-Union Center diploma must make the request prior to the scheduling of classes or the first day of school, whichever is first.

- IX. If the sponsoring organization properly assesses International Exchange Program Students' language skills, English Language Learner (ELL) assistance should not be needed. However, if required, the sponsoring organizations shall be responsible for ELL support. The School District of Wonewoc-Union Center shall not be responsible for tutoring or translation support services.

- X. The school will provide free meal tickets, textbooks, and admission to all school-sponsored activities for foreign students enrolled through organizations with reciprocal exchange provisions.

- XI. Foreign students living with their legal parent or guardian in the district shall not be considered under this policy.

APPROVED: March 17, 2014

SCHOOL DISTRICT OF
WONEWOC AND UNION CENTER
SCHOOL CHOICE

- (1) Public School Open Enrollment
- (2) District Procedures for Dealing with Public School Open Enrollment Applications

Adopted: January 12, 1998

WONEWOC-UNION CENTER PUBLIC SCHOOL
OPEN ENROLLMENT

A. Full-Time Nonresident Student Open Enrollment Applications

I. Enrollment

- a. The parent(s)/guardian(s) of a nonresident student who wishes to attend school in the District shall submit the required application to the School Board. The application may include a request to attend a specific school or program offered by the District. The application shall be submitted in accordance with DPI procedures and applicable state laws.
- b. All applications are submitted using the DPI OPAL System. Applicants are encouraged to apply online but when that is not possible a handwritten application may be presented to the district and the district will input the application in OPAL. Applications will be reviewed by the District Administrator using the acceptance/rejection criteria outlined in Board policy. The District Administrator shall submit recommendations regarding acceptance or rejection of applications to the Board for action. Action shall be taken in accordance with DPI procedures and applicable state laws.
 1. The District must give preference in accepting applications to any nonresident students already attending school in the District and their siblings.
 2. The District will consider the availability of space in the schools, programs, classes or grades within the school district, including class size, student-teacher ratios, nonresident students currently attending district schools whose tuition is paid by other school districts, or enrollment projections established by the school board.
 3. The District will not accept a student who has been expelled by a school district during the current school year or preceding two school years for conduct specified in WI Stats S118.51(5)(a)2 or who has disciplinary proceedings pending on such conduct.

If any of the fore mentioned disciplinary actions occur after initial acceptance of the student and prior to the student starting school in the district, the District will deny enrollment of the nonresident student.

4. When considering the admission of a student with a disability, the district will consider whether the special education program or related services described in the student's IEP are available in the District or whether there is space available in the special education program identified in the student's IEP, including class size, student-teacher ratios or enrollment projections.

If a nonresident student's IEP is created or revised after the student begins attending the district and the special education program or services required by that IEP are not available in the district or there is no space available in the special education program identified in the IEP, the district will discontinue allowing the student to attend school in the district.

5. The District will give consideration to whether the student has been reported or identified as having possible EEN but not yet evaluated by a multidisciplinary team in the resident district.
6. If the District receives more nonresident applications for a particular grade or program than there are spaces available in the grade or program, the district will determine which students to accept on a random basis. The District shall hold a chance drawing of names to determine which students to accept.
7. Once a nonresident student is accepted as an open enrollment student in the District, the district does not require the student to reapply for enrollment.
8. If a non-resident school district determines that a current open enrolled student is habitually truant, the nonresident district may prohibit the student from attending the non-resident district in the succeeding semester or school year.

However, a student can not be denied open enrollment by the non-resident district based upon having been habitually truant from some other school district.

9. Transportation is not provided unless it is required in the IEP of a student with a disability.

- c. After the open enrollment deadline and prior to the notification deadline set by the DPI, the applicant shall be notified in writing advising that the application has been accepted or rejected. If the application is rejected, the notice shall include the reason(s) for the rejection.
- d. If the application has been accepted by the District, and not rejected by the student's resident school board, the District Administrator will determine which school or program the nonresident student may attend in the following year. This de-termination shall be made in consultation with other appropriate staff and in accordance with established district policies and procedures. In accordance with DPI procedures and applicable state laws, the applicant shall be notified, in writing, of the specific school or program that the student may attend in the following school year.
- e. Prior to the deadline date set by DPI, the nonresident student's parent(s)/guardian(s) shall notify the Board of the student's intent to attend school in the District in the following school year.
- f. Annually in accordance with DPI procedures and applicable state laws, the resident district school boards shall be notified of the name of the students from the resident district who will be attending school in the District the following school year.
- g. A four-year old kindergarten student in a non-resident school district is eligible for open enrollment only if the student's resident school district offers the same type of program and the student is eligible to attend that program in the resident district.

B. Full-Time Resident Student Open Enrollment Applications

I. Enrollment

- a. Upon notification of a resident student's application to attend a school or program in another public school district, school office staff shall forward the information to the District Administrator for review and recommendation.
 - 1. The District will deny attendance in another school district if costs of special education services required in the student's IEP would place an undue financial burden on the resident district.
 - 2. If a resident student's IEP changes after the student begins attending a nonresident school district and the costs of the special education program or services required by the IEP would place an undue financial burden on the resident district, the District will discontinue allowing the student to attend school in the nonresident district.

- b. All applications shall be reviewed using the criteria outlined in Board policy. The District Administrator shall submit recommendations regarding acceptance or rejection of applications to the Board for action. If the application is rejected, the applicant and the nonresident school board shall be notified, in writing, that the application has been rejected. This notification shall be made in accordance with DPI procedures and applicable state laws. The notice shall include the reason(s) for the rejection.
- c. The resident school district may deny an open enrollment application if that student was habitually truant in the current or preceding school year.
- d. Transportation is not provided.

C. Part-Time Enrollment Course Options Non-Resident

a. Educational Institutions defined under law covered by Course Options law are:

- 1. A public school in a non-resident district
- 2. The University of Wisconsin System
- 3. A Technical College
- 4. Nonprofit Institutions of higher learning
- 5. A tribal college
- 6. A charter school
- 7. A nonprofit organization that has been approved by the DPI.
- 8. Any program approved by the DPI or by act of legislation.

b. Eligible students (All Grades K-12)

c. A student may attend no more than two courses at any one time in another educational institution under this program.

d. The parent(s)/guardian(s) of a nonresident public high school student who wishes to attend a course under **Course Options** **take a course(s) in the district shall submit the required application to the Board.** may submit an application on a form provided by the DPI, to the educational institution the pupil wishes to attend no later than six (6) weeks prior to the date on which the course is scheduled to commence. The application may be obtained from the DPI website under the **open enrollment Course Options** link. **The application shall specify the course that the student wishes to attend, Special Education Status, Expulsion Status, and current proceedings that could lead to expulsion or as revised by law. and may specify the school(s) at which the student wishes to attend the course. The District shall send a copy of the application to the student's resident board.**

Non-Resident Application

Upon receipt of an application, it will be forwarded to the District Administrator of the resident district, for review and action. All applications shall be reviewed and acted upon using the acceptance/rejection criteria outlined in related Board policies and procedures. No later than one week prior to the date the course is scheduled to commence, the resident District Administrator **and the educational**

institution shall notify the applicant and the resident school board, in writing, of whether the application has been accepted. **The local district must make its decision independent of and concurrent with the educational institution due to timelines of notifications.** **and the school at which the student may attend the course.**

Criteria for Acceptance/Rejection of Application

1. The criteria must be the same as for entry into a course for resident students. The district will give preference in attendance in a course to residents of the district.
2. If the District receives more nonresident applications for a course than there are spaces available, the District shall hold a chance drawing of names to determine which students to accept.
3. A nonresident student shall not be permitted to take a course under this policy during the term of his/her expulsion from the District or from another school to the same extent that the District would deny the student's request, if he/she were a resident of the District, to enroll and take courses as a full-time student during the term of his/her expulsion. Other conduct-related criteria that the District would apply to determine the course eligibility of a resident student shall also be applied to nonresident student applicants.

If the application is accepted, the acceptance applies only for the following semester, school year or other session in which the course is offered.

If the application is rejected, the applicant and the resident school board shall be notified, in writing, that the application has been rejected. This notification shall be made no later than one week prior to the date the course is scheduled to commence. The notice shall include the reason(s) for rejection.

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days after the decision.

- e. The parent(s)/guardian(s) of a nonresident student accepted for enrollment shall notify the district of the student's intent to attend a course in the district prior to the date the course is scheduled to commence.
- f. Transportation is not provided.

Resident Application

Upon receipt of the application by the educational institution, it will be forwarded to the District Administrator of the resident district, for review and action. All applications shall be reviewed and acted upon using the acceptance/rejection criteria outlined in related Board policies and procedures. No later than one week prior to the date the course is scheduled to commence, the resident District Administrator **and the educational institution** shall notify

the applicant and the resident school board, in writing, of whether the application has been accepted. The local district must make its decision independent of and concurrent with the educational institution due to timelines of notifications. and the school at which the student may attend the course.

Criteria for Acceptance/Rejection of Application

The District shall deny a resident student's application to attend a course(s) in another educational institution under the "Course Options" program if:

1. The student's application was not submitted in the manner and within the time limits established by state law;
2. The course conflicts with the student's individualized education program (IEP);
3. The course does not conform to or support the student's formal academic and career plan, if the student has developed any such plan; or
4. The course does not satisfy a high school graduation requirement.

If the application is accepted, the acceptance applies only for the following semester, school year or other session in which the course is offered.

If the application is rejected, the applicant and the resident school board shall be notified, in writing, that the application has been rejected. This notification shall be made no later than one week prior to the date the course is scheduled to commence. The notice shall include the reason(s) for rejection.

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days after the decision.

- e. The parent(s)/guardian(s) of a nonresident student accepted for enrollment shall notify the district of the student's intent to attend a course in the district prior to the date the course is scheduled to commence.
- f. Transportation is not provided.
- a. Upon receipt of a copy of a resident high school student's application to attend a course(s) in another public school district, school office staff shall forward it to the District Administrator for review and action.
 1. Students may attend no more than two courses at any time in a nonresident school district under the law. The District must reject an application to attend a course in another public school district if the course conflicts with the student's IEP.
 2. The District will reject an application to attend a course in another public school district if the cost would impose an undue financial burden on the district.

- b. All applications shall be reviewed using the criteria outlined in Board policy. If the application is rejected, the applicant and the nonresident school board shall be notified, in writing, that the application has been rejected. This notification shall be made no later than one week prior to the date the course is scheduled to commence. The notice shall include the reason(s) for rejection.

If the application is accepted, the District Administrator shall determine whether or not the course(s) satisfies District graduation requirements. If it is determined that the course does not satisfy District graduation requirements, the District Administrator shall notify the applicant of that fact no later than one week prior to the date the course is scheduled to commence.

- c. Appeal of Rejection

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days after the decision.

- d. Transportation is not provided.

C. Rights and Privileges of Nonresident Students

Students attending District schools shall have all of the rights and privileges of students residing in the district and will be Subject to the same rules and regulations as students residing in the District.

Legal Ref: Wisconsin Statutes Sections 118.13
118.145 (4)
118.52
118.53
118.55

APPROVED: January 12, 1998

REVISED:

Public School Open Enrollment

This policy shall be administered in accordance with the state public school open enrollment law.

Nonresident Open Enrollment Students

A nonresident student may apply for full-time enrollment in a district school or program under the open enrollment program in accordance with state law. The district shall consider the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment.

1. The district shall consider the availability of space. Admission of a nonresident student must permit the maintenance of the class size established as educationally optimum in this district.
2. The district, when considering the application of an exceptional educational needs (EEN) student, shall:
 - a. Determine if the special education program and/or related services described in the student's individualized education program (IEP) are available in the district.
 - b. Determine whether space is available in the special education program defined in the student's IEP.

If any student's IEP changes at anytime during his/her attendance in the district and if those IEP changes do not meet the criteria listed above, the district shall discontinue enrollment for that student and return him/her to his/her district of residence.

3. If a nonresident student has been screened for possible EEN or been identified as EEN, but not yet evaluated by a multidisciplinary team (IEP-Team) in the resident district, the district reserves the right to deny enrollment until such time as an IEP has been developed by the resident district. Upon completion of the IEP, the district shall consider the open enrollment application per item (2) above.
4. A four-year old kindergarten student in a non-resident school district is eligible for open enrollment only if the student's resident school district offers the same type of program and the student is eligible to attend that program in the resident school district.

The district shall not accept a nonresident student for full-time enrollment who has been expelled by a district during the current school year or preceding two school years for conduct specified in the law or who has disciplinary proceedings pending on such conduct. (Conduct specified in law includes endangering the health, safety or property of others under certain conditions, conveying or causing to be conveyed a "bomb threat" involving school property and possessing a "dangerous weapon" while at school or under the supervision of a school authority.) If any of these disciplinary actions occur after initial acceptance of the student and prior to starting school in the district, the district shall deny the enrollment of the nonresident student.

The district shall give preference in accepting applications for full-time enrollment to any nonresident students already attending school in the district and his/her siblings. In addition, the district shall give preference in attendance at a school, program, class or grade to resident students. Placement decisions shall be subject to review of the educational records and administration of appropriate educational, physical, social, psychological and psychiatric examinations. Once a nonresident student is accepted for full-time enrollment, he/she shall not be required to re-apply to enrollment.

The district shall not provide transportation to nonresident students participating in the full-time open enrollment program. The district shall provide transportation for EEN students if required in their IEP or otherwise required by law.

A nonresident public high school student may apply for enrollment in a course(s) in the district in accordance with state law and established procedures. The district shall use the same criteria for accepting and rejecting course application for nonresident students as resident students. The district may give preference in attendance in a course to residents of the district.

If the district receives more nonresident student applications for full-time or part-time enrollment than there are spaces available, determination of which students to accept shall be made on a random basis.

Nonresident open enrollment students attending school or classes in the district have all the rights and privileges of resident students and are subject to the same rules and regulations as resident students.

Resident Open Enrollment Students

Resident students may apply for full-time enrollment in another public school district in accordance with state law. The district shall limit the number of resident students attending public school in other districts on a full-time basis to the minimum number allowed by law. If more students apply for full-time open enrollment in public school districts than the allowable number, the district shall select which students will be allowed to leave on a random basis. Preference shall, however, be given to resident students already attending school in the district to which they are applying and to the siblings of such students.

The district may prohibit a student with EEN from attending school in another public school district on a full-time basis if costs of a special education program or services required in the student's IEP would place an undue financial burden on the district. If a resident student's IEP changes after the student begins attending another school district on a full-time basis and the costs of the special education program or services required in the student's IEP would place an undue financial burden on the district, the district shall discontinue allowing the student to attend school in the other school district.

The district shall not provide transportation to resident students participating in the full-time open enrollment program. District high school students may apply for enrollment in no more than two courses in other public school districts in accordance with state law. The district shall reject a student's application to attend a course(s) in another public school district if the course conflicts with the student's IEP. The district may reject a student's application to attend a course(s) in another public school district if the cost would impose an undue financial burden on the district.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 118.51
 118.52
 121.54(10)
 121.58(2)(a)
Chapter 115, Subchapter V

POLICY CROSS REF.: Athletic Handbook
 Student Handbooks
 WIAA Rules/Regulations
 Policy #345.5-Graduation Requirements
 Policy #432 - Assignment of Students to Elementary Schools
 Policy #342.1 - Special Education
 Policy #342.2 - Gifted and Talented
 Policy #342.3 - Children at Risk
 Policy #342.4 - Disadvantaged Children
 Policy #470 - Student Fees and Fines

APPROVED: January 12, 1998

District Procedures for Dealing With Public School Open Enrollment Applications

A. Nonresidents Student Open Enrollment Applications

I. Full-time Enrollment

- a. The parent(s)/guardian(s) of a nonresident student who wishes to attend school in the District shall submit the required application to the School Board. The application may include a request to attend a specific school program offered by the District. The application shall be submitted no earlier than the first Monday of February and not later than the third Friday in February in the school year immediately preceding the school year in which the student wishes to attend. The District shall send a copy of the application to the student's resident school board and to the department of Public Instruction (DP!) on the fourth Monday of February.
- b. Upon receipt of the application, it will be forwarded to the District Administrator for review and recommendation. Applications shall be reviewed using the acceptance/rejection criteria outlined in Board policy. The district administrator shall submit recommendations regarding acceptance or rejection of applications to the Board for action. No action shall be taken on any application until after the third Friday in February.
- c. On or before the first Friday following the first Monday in April following receipt of the application, the applicant shall be notified, in writing, of whether the application has been accepted. If the application is rejected, the notice shall include the reason(s) for the rejection.
- d. If the application has been accepted by the District, and not rejected by the student's resident school board, the district administrator will determine which school or program the nonresident student may attend in the following year. This determination shall be made in consultation with other appropriate staff and in accordance with established district policies and procedures. On or before the second Friday following the first Monday in May following receipt of the application, the applicant shall be notified, in writing, of the specific school or program that the student may attend in the following school year.
- e. The nonresident student's parent(s)/guardian(s) shall notify the Board of the student's intent to attend school in the District in the following school year. This must be done on or before the first Friday following the first Monday in June following receipt of the notice of acceptance.

- f. Annually by June 30, the resident district school boards shall be notified of the names of the students from the resident district who will be attending school in the District the following school year.

2. Part-Time Enrollment

- a. The parent(s)/guardian(s) of a nonresident public high school student who wishes to take a course(s) in the District shall submit the required application to the Board. The application shall specify the course that the student wishes to attend and may specify the school(s) at which the student wishes to attend the course. The application shall be submitted no later than six weeks prior to the date the course is scheduled to commence. The District shall send a copy of the application to the student's resident board.
- b. Upon receipt of the application, it will be forwarded to the high school principal for review and action. All applications shall be reviewed and acted upon using the acceptance/rejection criteria outlined in related Board policies and procedures. No later than one week prior to the date the course is scheduled to commence, the high school principal shall notify the applicant and the resident school board, in writing, of whether the application has been accepted and the school at which the student may attend the course. If the application is rejected, the notice shall include the reason for the rejection. If accepted, the acceptance applies only for the following semester, school year or other session in which the course is offered.
- c. The parent(s)/guardian(s) of a nonresident student accepted for enrollment shall notify the District of the student's intent to attend a course in the District prior to the date the course is scheduled to commence.

B. Resident Student Open Enrollment Applications

I. Full-Time Enrollment

- a. Upon receipt of a copy of a resident student's application to attend a school or program in another public school district, school office staff shall forward it to the district administrator.
- b. All applications shall be reviewed using the criteria outlined in Board policy. The district administrator shall submit recommendations regarding acceptance or rejection of applications to the Board for action. If the application is rejected, the applicant and the nonresident school board shall

notification shall be made on or before the first Friday following the first Monday in April. The notice shall include the reason(s) for the rejection.

2. Part-Time Enrollment

- a. Upon receipt of a copy of a resident high school student's application to attend a course(s) in another public school district, school office staff shall forward it to the high school principal for review and action.
- b. All applications shall be reviewed using the criteria outlined in Board policy. If the application is rejected, the applicant and the nonresident school board shall be notified, in writing, that the application has been rejected. This notification shall be made no later than one week prior to the date the course is scheduled to commence. The notice shall include the reasons(s) for the rejection.

If the application is accepted, the high school principal shall determine whether or not the course(s) satisfies District graduation requirements. If it is determined that the course does not satisfy District graduation requirements, the high school principal shall notify the applicant of that fact no later than one week prior to the date the course is scheduled to commence.

C. Appeal of Rejection

If an application for enrollment is rejected as outlined above, the student's parent(s)/guardian(s) may appeal the decision to the DPI within 30 days after the decision.

ADMISSION OF STUDENTS EXPELLED FROM OTHER DISTRICTS

Whenever a student seeks to enroll in the Wonewoc-Center School District, the District Administrator or building principal, prior to the student's admission or enrollment, shall inquire as to whether or not the student is currently under expulsion from another District. The District Administrator or Principal shall contact the student's prior school district to obtain the following information.

1. Whether or not the student is currently expelled from the school district.
2. Whether the student was expelled from a previously attended school district and, if so, whether the term of the student's expulsion is still in effect or has lapsed.
3. If the student is currently under expulsion from a previously attended school district, the District Administrator or Principal, as the designee of the School Board, shall also obtain the written findings and order of expulsion, a written explanation of the reasons for which the student was expelled and the length of the term of the expulsion.

Upon receipt of the foregoing information, the District Administrator will contact the School Board President who will, as soon as practicable, cause the issue of whether to enroll the student to be brought before the Board. No student who is under expulsion from another school district at the time he or she seeks to enroll in the Wonewoc-Center School District will be admitted to enroll in the School District unless the Board determines by majority vote to admit the student or the District is otherwise required by law to provide educational services to the student.

The School Board shall have exclusive discretion to determine, on a case by case basis, whether or not to admit a student currently under expulsion from a previously attended school district except as otherwise may be required by law. In making its determination as to whether or not to permit the student to enroll, the Board may consider the written information submitted pertaining to the expulsion, the recommendations of the District Administrator, building principal or other staff, the advice of legal counsel or such other information it deems relevant. The Board may also consider whether or not the behavior for which the student was expelled from the previously attended school district would result in expulsion if such behavior occurred at the Wonewoc-Center School District. The Board shall make its decision as soon as practicable after a request for admission is made.

REF.: Wisconsin Statute section 120.13(1)(f)

APPROVED:

Admission of Students 21 years of age

The Wonewoc-Center School District would like to assist individuals who wish to advance their education with consideration of the following factors.

- 1) Local school districts receive no state assistance for students 21 years of age & older.
- 2) It is socially and emotionally inappropriate to have individuals 21 years of age & older within the student population.
- 3) Technical schools & Job Service agencies offer related programs such as GED & vocational training.
- 4) The local district could provide guidance to assist the individual on an individual basis.

Given these factors individuals 21 years of age & older will not be enrolled as a student at Wonewoc.Center schools.

STUDENT ATTENDANCE

The Board and staff of the Wonewoc-Center District believe that a student's education is one of the most important things in his/her life and that the quality of the student's education depends upon the student's physical attendance at school. Because each day of school missed can never be fully made up, it is essential that students attend school regularly.

In accordance with state law, all children between 6 and 18 years of age must attend school full-time, unless they have a legal excuse.

Procedures shall be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures shall be in accordance with recommendations of the Juneau County Truancy Committees and state law, and shall be approved by the Board.

This policy, along with its implementing procedures, shall be included annually in student and staff handbooks and shall be reviewed with students and staff at the beginning of each year by the building principal or his/her designee. The policy will also be published prior to the beginning of each school year in *The Indian Informer*.

LEGAL REF.: Sections 118.15 Wisconsin Statutes
 118.153
 118.16
 118.162
 118.163
 118.165

CROSS REF.: 431-Rule (!), Student Attendance Guidelines
 431-Rule (2), Student Withdrawal Procedures
 342.3, Program for Children At Risk
 432, Assignment of Students to Elementary Schools
 433, Student Dismissal Precautions

APPROVED:

STUDENT ATTENDANCE GUIDELINES

A. Student Absences and Excuses

1. Regular attendance is a responsibility that should be shared by parents, students and the school.
2. Students will be required to attend all their scheduled classes, activities and study halls, unless they have legal permission and a pass approved by a building administrator.
3. A student may be excused from school attendance as follows:
 - a. Absences authorized solely by parent/guardian: A student is excused from school attendance if his/her parent/guardian submits a written excuse to the school prior to the student's absence from school. A student may be excused under this provision for not more than 10 days in the school year.
 - b. The school attendance officer or designee is empowered to approve a legal excuse to any student for the following reasons:
 - c. Illness or injury of the student, including hospitalization or day hospitalization for mental health or AODA issues (a note from a doctor, school nurse, or treatment director will re required after five (5) consecutive absences or seven (7) absences in any nine-week period.)
 - d. Accidents, serious illness, or death in the family.
 - e. Suspension from school.
 - f. Religious observances.
 - g. Court appearances or other legal proceedings or related matters.
 - h. Health appointments (e.g., medical, dental, chiropractic, optometrical).
 - i. School-sponsored activities.
 - J. College visitation with counselor approval.
 - k. A quarantine as imposed by a public health officer.
 - l. Special circumstances that show good cause. Such circumstances shall be

considered on a case by case basis.

4. Students whose absence from school does not fall under the reasons listed above shall be considered unexcused (truant).
5. When a student is absent, his/her parent(s), guardian, or the student, if he/she is 18 or an emancipated student, shall contact the school prior to 9:00 a.m. Failure to contact the school will result in a school contact to the home or place of employment before the end of the second day of absence.
6. Parents/guardians will be expected to provide a written explanation of absences at the time the student returns to school, or in the case of absences authorized by the parent, prior to absence.
7. Students with excused absences shall be entitled to make up the work missed, including examinations, and shall be responsible for doing so.
8. Students that leave school grounds without notification and authorization will be considered as unexcused absence/truant.
9. Students with unexcused absences will be allowed to make up work missed, including examinations. Examinations and work missed shall be completed at a time mutually agreed upon by the student and the teacher, b\lt within the number of days absent.
10. Students who are absent as a result of a suspension shall be permitted to take any quarterly, semester or grading period examination missed during the period of suspension and shall be permitted to make up course work missed during a period of suspension under the following conditions:
 - a. A quarterly, semester or grading period examination missed as a result of a suspension shall be made up on the first day on which the student returns to school after the period of suspension terminates unless a different date is established by the teacher.
 - b. Course work missed during a period of suspension shall be made up within the time required by the teacher of the course.
11. Excused Absences for trips with Parents - If a parent/guardian plans to travel out of the Wonewoc-Center School District for business or recreational purposes and plans to remain away from his/her residence for a period of time, he/she may request that his/her child (or children) accompany him/her.
 - a. The parent/guardian should send a note to school requesting that his/her child be excused and explaining the reason for the trip and the dates

involved. This note must be submitted prior to leaving in order to legally excuse the student. When possible students are strongly encouraged to acquire the pre-arranged absence form from the office and obtain make-up assignments from teachers.

B. School Attendance Officer

- I. The building principal, or designee, will serve as the school attendance officer for each school in the district and deal with all matters relating to school attendance and truancy.
2. The school attendance officer shall determine daily which students enrolled in the school are absent and whether that absence is excused in accordance with Board policy and established procedures.
3. The school attendance officer shall notify the parent or guardian of a child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be made by personal service, mail or telephone call on which a written record is kept.

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

4. The school attendance officer shall notify the parent or guardian of a child who is a habitual truant at the time the child becomes a habitual truant. This will be done by registered or certified mail. "Habitual truant" means a student who is absent from school without an acceptable excuse for part or all of five days. The notice shall include the following:
 - a. A statement of the parent's or guardian's responsibility under state law to cause the child to attend school regularly.
 - b. A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk.
 - c. A request that the parent or guardian meet with the appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet; a date, time and place for the meeting; and, the name, address and telephone

number of a person to contact to arrange a different date, time, or place.

- d. A statement of the penalties under state law that may be imposed on the parent or guardian if he/she fails to cause the child to attend school regularly as required by state law and Board policy.
5. The school attendance officer may visit any place of employment in the school district to ascertain whether any minors are employed there contrary to state law. He/she shall require that school certificates and lists of minors who are employed there, be produced for inspection, and shall report all cases of illegal employment to the proper authorities and to the Department of Industry, Labor and Human Relations.
6. The school attendance officer may have access to information regarding the attendance of any child between the ages of six (6) and eighteen (18) years who is a resident of the school district and claims to be in attendance at a private school located in the school district, including home-based private educational programs.
7. Annually, on or before August , the school attendance officer shall determine how many students enrolled in each school in the district were absent in the previous year and whether the absences were excused. This information will be forwarded to the Department of Public Instruction.
8. The school attendance officer shall furnish student attendance information to the county welfare agency as requested for implementation of Wisconsin's Learnfare Program. Student attendance information shall only be released if appropriate "release of confidentiality" forms have been filed with the district in accordance with provisions of state law and the district's student records policy.
9. The school attendance officer shall provide parents and students with information regarding program and curriculum modifications, including the types of modifications available, the procedures to be used in requesting and obtaining approval for modifications, their rights to request that the school board review decisions made in response to such requests and the time lines and procedures applicable to such board review.

C. Truancy Prevention Procedures

Upon a student's return to school after a truancy or repeated truanies, school personnel will take positive measures to help prevent additional truanies by the student. These measures may include:

1. A student conference with the school attendance officer in regards to truancy.
2. A student conference with guidance staff, psychologist, social worker or other

designated personnel in regards to personal or social problems that may be influencing non-attendance or truancy.

3. A parental conference set up with the student and his/her parent(s)/guardian(s) to discuss the problem of truancy.
4. Enrollment of the student(s) in the district's children at risk program.
5. Evaluation of the student to discover if he/she is in need of special educational support services.
6. A meeting with the student and his/her parent(s) or guardian to discuss alternative education programs that are available within the district and county.

D. Procedure Toward Legal Referral

Prior to any legal proceeding being brought against a student or against the student's parent or guardian, the school attendance officer shall provide evidence that the appropriate school personnel in the district have, within the school year during which the truancy occurred:

1. Met with the student's parent(s) or guardian to discuss the student's truancy, or attempted to meet with the student's parent(s) or guardian and has been refused.
2. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy, and considered curriculum modifications.
3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals.
4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals.

E. Legal Referral

1. Following receipt of evidence that activities under Section D have been completed, the school attendance officer may make a referral to the county authorities in which the student resides. This will be in accordance with each respective county truancy policy.
2. The school attendance officer may make referrals for prosecution of misdemeanor actions related to school truancy directly to the district attorney's office. Any referral should contain as complete and clear a statement of supporting facts as is possible and identify the author of the referral, telephone number and address at which he/she may be contacted for further information. The County District Attorney shall respond within thirty (30) days to any referral received in accordance with these recommendations.
 - a. Referrals may be made to the district attorney's office for prosecution of

children and/or their parents under state law (section 118.15(5)). These referrals must include documentation that the activities required in Section D above have been completed by the school. In addition, the referral must indicate that the evidence unequivocally shows that the disobedience of the child has not rendered the parent(s), guardian(s), legal custodian(s) or other allegedly responsible party unable to comply with the law. This proceeding may not be pursued against a person with regard to a child who has been sanctioned under Wisconsin's Learnfare law.

- b. Referrals may be made to the district attorney's office for persons contributing to a child's truancy. Any person eighteen years of age or older who, by any act or omission, knowingly encourages or contributes to the truancy of a child may be subject to a fine not to exceed imprisonment not to exceed thirty (30) days, or both. Referrals containing allegations of evidence supporting such a charge may be referred directly to the district attorney's office, reported to local law enforcement agencies for further investigation, or included with information referred to the Department of Human Services in conjunction with other referred matter.

LEGAL REF.: Section 118.15(3)(c)

118.15(1)(f)

118.16(4)(b)

CROSS REF.: 431-Rule(2) - Student Withdrawal Procedures

443.3 - Student Drug and Alcohol Abuse

452.6 - Student Assistance Program

342.3 - Program for Children at Risk

347 - Student Records

APPROVED:

STUDENT WITHDRAWAL PROCEDURES

A. Student Withdrawal Permission

1. A student who has reached the age of 16 may be excused from school attendance under the following conditions.
 - a. The student has requested permission to withdraw and has the written approval of his/her parent or guardian; and
 - b. The student and his/her parent or guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation. Program or curriculum modifications include the following:
 - (1) Attendance at a vocational, technical and adult education school in lieu of high school or on a part-time basis;
 - (2) Modifications within the child's current academic program;
 - (3) A school work training or work study program;
 - (4) Enrollment in any alternative public school or program located in the school district;
 - (5) Enrollment in any nonsectarian private school or program located in the school district which complies with federal nondiscrimination requirements (Title VI of Civil Rights Act).
 - (6) Home-bound study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the school district; or
 - (7) Enrollment in any public educational program outside the school district.
2. A student who is 17 years of age or over may be excused from school attendance under the following conditions:
 - a. The student has requested permission to withdraw and has the written approval of his/her parent or guardian; and
 - b. The student and his/her parent or guardian agree, in writing, that the

student will participate in a program or curriculum modification leading to the student's high school graduation or leading to a high school equivalency diploma. Program or curriculum modifications include those identified above.

B. Withdrawal Procedures

1. Prior to withdrawal from school, the guidance counselor will discuss the program or curriculum modification options with the student and his/her parent or guardian.
2. The guidance counselor will inform the district administrator, in writing, of the withdrawal request and of the program or curriculum modification(s) leading to high school graduation or a high school equivalency diploma tentatively agreed upon by the student and his/her parent or guardian.
3. The district administrator will present the request and high school equivalency or high school graduation program proposal to the Board for approval.
4. A written agreement must be signed by the student, his/her parent or guardian, the Board and a representative of the high school equivalency program or program leading to the student's high school graduation. The agreement must be signed prior to the student's admission to such program.
5. At least once each semester, the guidance counselor will review compliance with each student's agreement. If it is determined that a student is not complying with the agreement, the student and his/her parent or guardian and the high school equivalency program or program leading to high school graduation will be notified that the agreement may be modified or suspended in thirty (30) days.
6. If the agreement is suspended, the student will be expected to attend school on a regular basis in accordance with state law, Board policy and established procedures.

C. Evaluation of Credits Earned at Wonewoc-Center High School

Students withdrawing from Wonewoc-Center High School shall have their credits evaluated as follows:

- I. A passing record shall be required to obtain credit.
2. First Nine Week Withdrawal: No credit shall be granted unless the entire nine-week period has been completed. Only then will one-fourth (1/4) of the semester or normal yearly credit for that course be granted.

3. Second Nine Week or First Semester Withdrawal: At least seven weeks of the second nine-week period must be completed in order to receive one-half ($1/2$) of the yearly credit.
4. Third Nine Week Withdrawal: At least seven weeks of the third nine-week period must be completed to receive three-fourths ($3/4$) of the normal yearly credit.
5. Fourth Nine Week Period or End of Second Semester Withdrawal: At least six weeks of the fourth nine-week period must be completed. In addition, a passing grade in a final written examination must be earned in order to receive full year's credit.

ALTERNATIVE COMPULSORY ATTENDANCE POLICY AND PROCEDURES

A. Alternative Program Permission

1. A student who has reached the age of 16 may be excused from school attendance under the following conditions:

- a. The student has requested permission to be excused and has the written approval of his/her parent or guardian; and
- b. The student and his/her parent or guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation as designed and agreed to by the school district administrator. Program or curriculum modifications include the following:
 - (1) Attendance at a vocational, technical, and adult education school in lieu of high school or on a part-time basis only if the child has been identified as at-risk (for 16 year olds);
 - (2) Modifications within the child's current academic program;
 - (3) A school work training or work study program;
 - (4) Enrollment in any alternative public school or program located in the school district;
 - (5) Enrollment in any nonsectarian private school or program located in the school district which complies with federal nondiscrimination requirements (Title VI of Civil Rights Act).
 - (6) Home-bound study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the school district; or
 - (7) Enrollment in any public educational program outside the school district.

2. A student who is 17 years of age or over may be excused from school attendance under the following conditions:

- i. The student has requested permission to be excused and has written approval of his/her parent or guardian; and

- b. The student and his/her parent or guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation or leading to a high school equivalency diploma. Program or curriculum modifications include those identified above.

B. Procedures

1. Prior to being excused from school attendance, the guidance counselor will discuss the program or curriculum modification options with the student and his/her parent or guardian.
2. The guidance counselor will inform the district administrator, in writing, of the request and of the program or curriculum modifications(s) leading to high school graduation or a high school equivalency diploma tentatively agreed upon by the student and his/her parent or guardian.
3. The district administrator will present the request and high school equivalency or high school graduation program proposal to the Board for approval.
4. A written agreement must be signed by the student, his/her parent or guardian, the Board, and a representative of the high school equivalency program or program leading to the student's high school graduation. This agreement must be signed prior to the student's admission to such program.
5. At least once each semester, the guidance counselor will review compliance with each student's agreement. If it is determined that a student is not complying with the agreement, the student and his/her parent or guardian and the high school equivalency program or program leading to high school graduation will be notified that the agreement may be modified or suspended in thirty (30) days.
6. If the agreement is suspended, the student will be expected to attend school on a regular basis in accordance with state law, Board policy, and established procedures.

C. Evaluation of Credits Earned at Wonewoc-Center High School

Credits for each alternative program (if any) are to be awarded as part of each program agreement on a case-by-case basis. Pre-approval of such credit must be obtained from the building principal for each case.

APPROVED:

FULL DAY'S ABSENCE

The Wonewoc-Center Junior High/High School defines a half-day's absence as being out of the building for between three and six periods per day. At six periods per day, the absence now is credited as a full day. This is based on an eight period day for the high school.

At the Elementary School level, if the child is absent for half of the day, it is counted as a half-day's absence. If they are gone the entire day, it is a full day's absence.

APPROVED:

FULL-TIME STUDENT WONEWOC-CENTER SCHOOL DISTRICT

The minimum class load at Wonewoc-Center **Junior High**/High School (Grades **7-12**) is seven classes per semester. Semester classes can be a combination of block (90+ minutes) or traditional (47 minutes) class offerings. "Classes" may include directed study halls, independent study courses, work study and school-to-work programs as well as classes offered in the Wonewoc-Center **Junior High**/High School curriculum.

Students in grades **K-6-8** must be enrolled in the basic curriculum courses for their respective grade level.

Students participating in the following Board approved programs shall also be considered full-time:

- a. Homebound (**Usually attributed to a medical condition**)
- b. Students eligible to be provided appropriate special education and related services to meet their needs as identified in their Individual Education Plans (IEP).
- c. Students participating in alternative education programs such as at-risk programs, (eg. JCCS and JCAN) and attendance in programs leading to high school equivalency diplomas (eg. **GOAL Technical College GED/HSED** Programs).
- d. Students participating in the Youth Options Classes

APPROVED: March 21, 2005

STUDENT DISMISSAL PRECAUTIONS

No student shall be permitted to leave the school grounds during the school day without permission from his/her parent or guardian in writing. Before leaving the school building, students must report to the school office and obtain the necessary permission to leave the building.

POLICY CROSS REF.: Student Attendance

APPROVED:

STUDENT DUE PROCESS RIGHTS

Before any disciplinary action such as expulsion or suspension is taken against a student, the student has a right to the due process guaranteed him/her by law. Any student accused of any action and threatened with punishment for this action has the right to request a hearing before the district administrator, or his/her designee, with the student's parent or guardian attending if he/she desires.

If a student is still dissatisfied, he/she may request a hearing before the Board.

Prior to any suspension (includes expulsion), the pupil shall be advised of the reason for the proposed suspension. The pupil may be suspended if it is determined that the pupil is guilty of noncompliance with a school board rule, or a legally adopted rule, or of the conduct charged, and that the pupil's suspension is reasonably justified. The parent or guardian of a suspended minor pupil shall be given prompt notice of the suspension and the reason for the suspension.

- a. Due process allows a suspended student to have a conference with the superintendent or his/her designee within 5 days following the commencement of the suspension (120.13(1)(b)4).
- b. Upon the enforcement of a suspension prior to an expulsion, the board must hold an expulsion hearing that satisfies the notice, hearing and expulsion order requirements contained within 120.13(1).

LEGAL REF.: Section 120.13(1) Wisconsin Statutes

POLICY CROSS REF.: Due Process Hearing Procedures 441-Rule

DUE PROCESS HEARING PROCEDURES

In order to assure a student of his/her constitutional rights and the protection of due process of law, the student shall be given an opportunity for a hearing should the student or the student's parent or guardian desire to have one. The hearing shall be held to allow the student to contest the severity of the sanction handed down by the disciplinary authority. Upon request of the student, or the student's parent or guardian, the hearing shall be closed to the public.

The following procedural guidelines shall govern the hearing:

1. Written notice of charges against a student shall be supplied to the student and his/her parent or guardian.
2. The hearing officer shall ascertain the facts and if the facts indicate the student's guilt, the hearing officer shall review the designated punishment to determine its fairness.
3. The parent or guardian may be present at the hearing.
4. A record shall be kept of the hearing.
5. The findings of the hearing officer shall be reduced to writing and sent to the student and his/her parent or guardian.
6. The student and his/her parent or guardian shall be made aware of their right to appeal the decision of the hearing officer to the next highest level.

LEGAL REF.: Section 120.13(1) Wisconsin Statutes

POLICY CROSS REF.: Student Suspensions/Expulsions

APPROVED:

STUDENT GOVERNMENT

The Wonewoc-Center Board of Education sanctions and recommends the organization of student councils in the junior high and high school. The primary purposes of each student council shall be to:

- a. Unify student activities under one body of control and promote the general activities of the school.
- b. Aid in the internal administration of the school.
- c. Teach students the values of working in a democracy.

Student council members shall be elected democratically. An advisor to each student council shall be assigned by the administration.

LEGAL REF.: Section 120.13.(1) Wisconsin Statutes

APPROVED:

STUDENT CONDUCT

In support of the aims of public education, the Board believes the behavior of students attending the Wonewoc-Center Schools shall reflect standards of good citizenship demanded by members of a democratic society. Self-discipline, which implies responsibility for one's actions, is one of the important, ultimate goals of education. Therefore, the schools shall hold students accountable for their actions.

Students shall be expected to abide by school rules and regulations established by the building principal/unit leader.

The Wonewoc-Center School District shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, national 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.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 120.13(1)
 121.51(2)
 PI 9.03(1), Wisconsin Administrative Code

POLICY CROSS REF.: Discrimination Complaint Procedures
 Student Discipline

APPROVED:

STUDENT DRESS CODE

Responsibility for the personal appearance of students enrolled in the Wonewoc-Center School District shall normally rest with the students themselves. Student dress or grooming should not, however:

- a. Affect the health or safety of students;
- b. Prevent the student from doing his/her work because of blocked vision or restricted movement; or
- c. Disrupt the learning process within the classroom.

Each building principal shall have authority to issue rules, as part of the student handbook, implementing the terms of this policy.

LEGAL REF.: Section 120.13(1) Wisconsin Statutes

APPROVED:

STUDENT CONDUCT ON SCHOOL BUSES

Students shall conduct themselves while on the school bus in a manner consistent with established student behavior standards. Misbehavior of any kind will not be tolerated.

When a student fails to conduct him/herself properly on the school bus, such misconduct shall be brought to the attention of the building principal. Where continuing or serious problems exist, the student's bus riding privileges may be suspended. Due process procedures shall be utilized in disciplining students regarding misconduct on school buses.

LEGAL REF.: Sections 120.13(1) Wisconsin Statutes
121.41(2)

APPROVED:

TOBACCO AND E-CIGARETTE USE AND POSSESSION BY STUDENTS

Possession, Smoking and other use of tobacco, or possession/use of e-cigarettes by students shall not be allowed on school grounds, school buses, or in other areas in which school-sponsored activities are taking place.

The district administrator shall hold the building principal responsible for effectively implementing this policy in all areas of the district. Students who violate this policy shall be subject to disciplinary action. The administration shall establish procedures for handling students in violation.

LEGAL REF.: Sections 10 1. 123 Wisconsin Statutes
120.13(1)

CROSS REF.: 372-Rule, Social Events Regulations
375-Rule, Student Athletic Code

APPROVED:

DANGEROUS WEAPONS IN THE SCHOOLS

The Wonewoc-Center School District prohibits students and non-students from possessing any type of dangerous weapon on school property, on school buses, or at any school related event.

By definition, a dangerous weapon includes gun, knife, razor, karate stick, nunchuk, metal knuckles, pepper gas, or any other object which by the manner in which it is used or intended to be used, is capable of inflicting bodily harm.

The Wonewoc Police Department is to be notified when anyone is found to be in possession of a dangerous weapon. The parents or guardian of the student(s) in possession of the weapon(s) will be notified.

This prohibition does not apply *to*:

1. Military personnel or law enforcement personnel who are discharging their official duties.
2. Veterans Organizations who are involved with ceremonial duties such as: Veterans Day, Color Guard.
 - Veterans may possess and discharge blank cartridges as a part of their ceremonies.
3. Hunter Safety Classes as sponsored by the school district or community.
 - Only instructors may possess, handle firearms or bring firearms to class on school property.
 - Safety locks will be present on the trigger, except when being used directly for instruction or demonstration purposes.
 - No live ammunition will be allowed on school property.
 - Firearms brought to school will be either cased or broken down.
 - Prior notice will be provided by the instructor to the District Office of the date when he/she will bring firearms into the building and when they are removed. No firearms will be allowed to be stored in the school building or on school property.
4. Instruction at a licensed range designed for the purpose of discharging firearms. Firearms and ammunition may not be on school grounds or transported to the site using school vehicles.
5. Instruction as a part of curriculum with the same safeguards as listed in #3 above. No weapon may be discharged on school property with the exception of bow and arrow used in an instructional setting, or a starter pistol under the direct supervision of a teacher or coach.
6. A starter pistol and blank ammunition may be possessed and stored on school property as a part of our athletic and instructional programs. The starter pistol and ammunition will be under the direct supervision and control of a teacher, coach or administrator.
7. Other individuals or organizations must have the prior approval of the Wonewoc-Center Board of Education for any activity involving the use of a firearm

or weapon on school property, except as where authorized by law.

Student(s) or any other person violating this policy will be prosecuted through the Juneau County District Attorney's Office. Students violating this policy will be subject to discipline to include suspension and/or expulsion. Staff violating this policy will be subject to discipline to include reprimand, suspension and/or termination.

LEGAL REF.: Wisconsin Statute, Section 984.605
948.61

STUDENT SEXUAL HARASSMENT

It is the Board of Education's desire to maintain and insure a learning environment free of any form of sexual harassment or intimidation.

The School District of Wonewoc-Center shall not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders and referral to law enforcement agencies.

Sexual harassment includes, but is not limited to, the following:

- a. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another or other individual(s).
- b. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or educational status.
- c. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes, that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes, gestures or actions that offend others.
- d. Engaging in any type of sexually oriented conduct that would interfere with another's work or educational performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
- e. Creating a work or learning environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attentions. Also, the existence or display of sexually suggestive or graphic materials including, but not limited to, photographs, magazines and posters.
- f. Unwelcome verbal or physical conduct directed at another individual because of that individual's gender, other than the conduct described above, that has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment or has the purpose or effect of substantially interfering with that individual's work or school performance.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee should report the incident to the building principal. It is the intent of the District to create an atmosphere where complaints and alleged complaints will be treated fairly and quickly.

If a student is not comfortable with making a complaint to the principal, the complaint may be made to any other adult employee. The employee will report the complaint to the appropriate person. All complaints will be recorded on the attached form. All complaints shall be investigated and acted upon in a timely manner, generally within 3 school days unless investigation requires more time. Students may appeal decisions regarding the complaint through appropriate administrative channels. Appeals beyond the District may be made in accordance with state and federal laws.

The identities of the parties involved shall be kept confidential to the extent possible.

No District employee, school board member, or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or their witness during or after the presentation, processing, and resolution of a complaint.

LEGAL REF.: Wisconsin Statutes 118.13

120.13(1)

111.32(13)

111.36

PI 9.04 Wisconsin Administrative Code

Title IX Education Amendment of 1972

**WONEWOC-CENTER SCHOOL DISTRICT
SEXUAL HARASSMENT OF STUDENTS**

This form is to be used by students and/or their parents only after discussing the basis for the complaint with the Principal/designee.

Name _____ Date _____

Address _____

Telephone (Home) _____ (School or Work) _____

Status of person filing complaint (*check one*):

_____ High School Student or Parent

_____ Junior High School Student or Parent

_____ Elementary School Student or Parent

Reason(s) for Complaint:

Statement of Complaint (include type of harassment charged and the specific incident(s) in which it occurred):

What happened (including the specific nature of the complaint)?

When did it happen?

Day _____

Date _____

Time _____

Where did it happen?

Who was involved?

Were there any witnesses?

Relief requested:

Signature _____

Date _____

I (*circle one*) agree / do not agree that my name may be disclosed to the person against whom this complaint is being filed. I understand that if I do not agree to this disclosure, it may be impossible to process or investigate this complaint and the complaint may be dismissed. Your name will be disclosed if there is no compelling reason to disclose it or if you do not consent to such disclosure.

Signature of complainant _____

Date complaint filed _____

Submit signed complaint to the District Administrator. The person receiving the complaint will sign, date, and number the complaint. One copy will be sent to the school or department affected by the complaint.

Signature of person receiving complaint _____

Date received _____

Complaint number _____

_ Complaint authority:

ELECTRONIC COMMUNICATION DEVICES

The Wonewoc-Center School Board prohibits using or possessing an electronic paging or two-way communication device while on premises owned or rented by, or under the control of Wonewoc-Center School District. The Board may allow for the use, for possession of, such device if the School Board or its designee determines that the device is used or possessed for a medical, school, educational, vocational, municipal (i.e. police, fire department), or other legitimate use.

Annually, the Wonewoc-Center School Board shall make copies of the rules available. The Board shall submit a copy of the rules to the State Superintendent when it is first adopted and whenever the rule is amended.

LEGAL *REF.*: 118.258 Wisconsin Statutes

USE OF WIRELESS ELECTRONIC DEVICES

Philosophy

The Wonewoc-Union Center School District recognizes the value technology devices add to the educational experience. Therefore, the use of personally-owned Wireless Electronic Devices (WED) including laptops, netbooks, iPods, Ipads, cell phones, or similar developing technologies - that are approved by the administration - are permitted for student use.

Technology that has no direct educational applications - such as pagers and any other devices deemed by the administration to not be categorized as having a direct educational applications - are prohibited.

Limitations/Privileges/Privacy

The school district will not be responsible for loss, damage, or theft of any personally-owned electronic devices brought to school.

Such possession or use of WED may not, in any way:

1. Disrupt the educational process
2. Endanger the health or safety of others
3. Invade the rights of others at school including but not limited to:
 - For legal reasons, taking photos or videos in commonly accepted private locations such as locker room and restrooms is not appropriate.
 - For personal privacy reasons, taking photos or videos in any classroom without explicit teacher approval is not appropriate.
4. Involve illegal or prohibited conduct of any kind
5. Involve cyber-bullying

Rights and Responsibilities

Students shall be expected to use appropriate behavior with WED. Inappropriate behavior will be dealt with per policy regarding not following directions, insubordination, or other applicable school rules. Student use of WED will always be at the discretion of the teacher or staff member.

In the event that students are provided a school owned WED, school staff will ensure proper maintenance of the devices and all guidelines provided regarding personally-owned devices apply to school owned devices. Conditions, rules, agreements, etc. regarding school owned devices will follow administrative rules as they are developed.

CIPA (Children's Internet Protection Act)

It is the Policy of the Wonewoc – Union Center School District to:

- (a) prevent access to or transmission of inappropriate content in its computers and over its network through electronic mail or other forms of communication;
- (b) promote the safety and security of minors using the District's computers, electronic mail, chat rooms, text messaging, instant messaging and other forms of communications;
- (c) prevent unauthorized access (such as "hacking") and other unlawful activities;
- (d) prevent unauthorized online disclosure, use, or dissemination of student personally identifiable information; and
- (e) comply with CIPA—the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and all other applicable laws.

The District uses an Internet content filtering system to limit access to material that is harmful to students, obscene or disruptive to the educational or work environment, and to a lesser degree, high risk activities and software designed to filter and block access to pornographic Internet sites.

The District uses commercially reasonable technology protection measures designed to comply with CIPA's requirements and reserves the right to block sites that do not enhance educational activities or are not in compliance with CIPA. No technology measure can block 100% of inappropriate content so the District emphasizes the importance of responsible use and of parent and staff supervision in monitoring use of technology.

Education, Supervision and Monitoring

Student use of WED will always be at the discretion of the teacher or staff member.

It shall be the responsibility of all instructional members of the District and parents to educate, supervise and monitor appropriate use of the online computer network and access to the Internet in accordance with this Policy.

The District will promote safe online activity for students and educate students about appropriate online behavior, including interacting with other individuals on social networking websites and cyber-bullying awareness and response. This includes, but is not limited to:

- (a) Teaching students how to locate and evaluate appropriate electronic sources;
- (b) Teaching students information literacy skills, including understanding of safety, copyright, ethical practice and data privacy; and,
- (c) Teaching students proper safety procedures when using e-mail, social networking websites, texting, and other forms of direct electronic communication.

If Internet expression creates a substantial disruption at school, offenders maybe subject to school disciplinary action and/or legal action. The scope of responsibility may include but is not limited to home, personal, Internet or other communication tool technologies that may have impact on the District, school and others due to the users actions.

LEGAL REF.: Section 188.258 Wisconsin Statutes

APPROVED:

YOUTH GANGS

The Wonewoc-Center School District recognizes that a school must create and maintain a safe and orderly environment in which learning can take place. The presence of gangs, gang affiliations and gang-related activities within a school disrupts that learning environment by threatening the safety of students, staff, and parents in the school building and causing a disruption to and interference with the academic process. In order to provide a safe environment for all students and staff, the display of street gang-related graffiti or identification, and participation in related street gang activities are prohibited from Wonewoc-Center school buildings, grounds and activities.

No gang insignia may be worn, possessed, used; distributed, displayed, carried or sold by any student on school grounds or at school-related activities at any time. This includes:

- a. Hats, caps, jackets, headbands, shirts, or other clothing that have come to be identified with a gang.
- b. Medallions, or other jewelry which identify members or gang affiliation or which have come to represent a gang.

Students are not permitted to send gang signs either through their body language or in the manner in which they wear their clothing.

Gangs are not permitted to meet or congregate on school premises or at school-related activities at any time. Such meeting or congregation is contrary to, disrupts and interferes with the purpose of an educational institution and will be considered trespassing. Trespassers will be prosecuted to the fullest extent of the law.

LEGAL REF.: Section 65 48.396 (7) (b) Wisconsin Statutes

POLICY CROSS REF.: Electronic Communication Devices

PROCEDURES FOR DEALING WITH GANG-RELATED ACTIVITIES

1. Drawing street gang-related graffiti on school property will result in appropriate administrative and/or police action. As in all similar situations, restitution may be required from those responsible for related damages.
2. No hats, caps, bandanas, headbands, coats or jackets may be worn in the school building during classes. They must be kept in school lockers. Wearing (or the display in any manner) of any clothing which depicts gang affiliation is prohibited. All persons attending activities in the gymnasium will be asked to remove their hats, caps, bandanas and/or headbands.
3. Immediate and appropriate school disciplinary and/or police action will be taken against any student found participating in gang-related activities which intimidate others or which compromise the health, safety and welfare of students, staff or other persons within the school buildings, on school ground or at school-related activities.
4. No pagers shall be permitted without administrative approval.

VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS

Videotaping and/or photographing may be used in and by the District as a facet of instruction for enhancing learning, to assist in providing a safe and secure learning environment, and to monitor/record student achievement/behavior. Such videotaping/photography may be announced or unannounced on a random basis.

The District shall observe measures intended to protect the rights of individuals regarding participation in, and use of, videotaping, photographing, and filming to which they or their parents/guardians might reasonably object under the Law. The following provisions outline the extent to which that protection can, and will be, provided:

- (1) video cameras are in use to monitor public areas of a school facility (i.e., hallways, entrance areas, parking areas, cafeterias, and so forth) for security purposes, signs shall be posted at the facility entrances to notify persons utilizing the facility of this security measure.
- (2) Students shall only be videotaped and/or photographed in accordance with established District procedures. Such procedures shall identify conditions under which parental consent shall be required.
- (3) Videotapes and/or photographs of students shall be kept confidential to the extent required by state and federal Laws and the District's student records policy and procedures.
- (4) Videotaping will not be conducted in private areas such as bathroom, locker rooms, athletic locker rooms, and changing rooms.
- (5) Videotaping and/or photographs may be used for investigative/monitoring purposes for any/all activities that can result in disciplinary action (i.e., smoking, fights, vandalism, truancy, and so forth).

LEGAL REF.: Section 118.125 Wisconsin Statutes

VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS

Special use of Videotapes and/or Photographs of Students by District Personnel:

1. Videotapes and photographs of students may be utilized by teachers, administrators, or their designees within the District for educational purposes without advance consent of a student's parent/guardian. Such school district personnel shall maintain the confidentiality of these student records in accordance with state and federal laws and established District student records procedures.
2. An individual teacher or other certified staff member may utilize and maintain videotapes and photographs of students for his/her own professional use without advance consent of a student's parent/guardian. Examples of educational photographs/videotapes include documenting science experiments and drama performances, and so forth.

Other Videotaping and/or Photographing of Students:

3. Waiver forms of release shall be required from parent/guardian when:
 - a. Students participating in class activities are videotaped or photographed and the videotapes or photographs are going to be viewed by individuals other than those authorized in paragraphs one and two above.
 - b. Students are to be involved in formal interviews approved by District authorities using videotapes or photographs by outside news media sources.
 - c. Students identified as having exceptional educational needs (EEN) are videotaped or photographed under circumstances which would, by the nature of such circumstances, identify them as having such needs.
4. Parent/guardian permission shall not be required when:
 - a. A student has voluntarily chosen or been allowed by his/her parent/guardian to participate in, or be a spectator at, a school-related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, and so forth.
 - b. The student has chosen to be an officially designated school leader or role model, such as athlete, member of homecoming court, student council, and so forth for which there is the potential for informal contact with news media.
 - c. The student has voluntarily chosen to participate in a class or school project or event.
 - d. School videotape footage or generic pictures (i.e., yearbook individual and group pictures) are being obtained in public places (i.e., hallways, auditoriums,

gymnasiums, parking areas, general classroom areas, playgrounds, athletic fields, and so forth) by the school district.

- e. Outside news media videotape or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields, and so forth.

- f. Video cameras are in use to monitor public areas of a school facility.

POLICY CROSS REF.: Videotaping and/or Photographing of Students

STUDENT INTERVIEWS

Individual students may not be interviewed by any person, except an employee of the Board or as provided below.

Student interviews shall be granted when:

- a. It is deemed to be essential to the welfare of the child.
 - 1) Legally approved agencies may interview a child at school to determine if a child is in need of protection or services.
 - 2) For an interview to take place the agency will either provide a waiver to the school or will notify the parents before the interview takes place.

- b. A Court Order or police warrant has been issued.
 - 1) Law enforcement agencies may interview a child at school if required in the performance of their duties.
 - 2) The agency involved must provide the school with a copy of the court order or warrant prior to a private interview being granted, or must contact the parent prior to the interview taking place.

Interview Criteria:

- 1) The building principal or his designee will approve all student interviews conducted at school.
- 2) Except in the cases of molestation or any other abuse, (where investigating agencies legally request a private interview), parents will have the opportunity to be present.
- 3) The student will always have the right to refuse to speak to any representative of an outside agency while at school.
- 4) An employee of the school district shall be present during student interviews conducted at school unless the parent, or student if he is 18 years old, requests that a school representative not be present.

LEGAL REF.: Sections 49.981 Wisconsin Statutes
120.13 (1)

APPROVED:

STUDENT CONDUCT

Students in the School District shall be expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, show consideration for fellow students, and create a harmonious school atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations, and discharge them in accordance with school regulations.

Students are expected to abide by the code of conduct and behavior as outlined in the student handbook, and/or as stated in the rules and regulations established by the building principal for each school.

All employees shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct established by the building principal. In enforcing rules for student conduct, staff members shall place particular emphasis upon educating students in the ability to control themselves.

The School 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 processed in accordance with established procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 120.13(1)
 120.52(2)
 PI9.03(1) of the Wisconsin Administrative Code

POLICY CROSS REF.: Student Discrimination Complaint Procedures

CORPORAL PUNISHMENT

Corporal punishment shall not be used as a form of discipline in the Wonewoc-Center School District. "Corporal punishment" means the intentional infliction of physical pain which is used as a means of discipline including, but not limited to, paddling, slapping or prolonged maintenance of physically painful positions, when used as a means of discipline. "Corporal punishment" does not include actions consistent with an individualized education program developed under Wisconsin Statute Section 115.80(4) (a) or reasonable physical activities associated with athletic training.

Notwithstanding the above, employees, officials and agents of the School District are allowed to:

1. Use reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person.
2. Use reasonable and necessary force to obtain possession of a weapon or other dangerous object within a pupil's control.
3. Use reasonable and necessary force for the purpose of self-defense or the defense of others under Wisconsin Statute Section 939.48.
4. Use reasonable and necessary force for the protection of property under Wisconsin Statutes Sections 939.49.
5. Use reasonable and necessary force to remove a disruptive pupil from a school premises or motor vehicle, as defined in Wisconsin Statute Section 125.09(2) (a) 1 and 4, or from school-sponsored activities.
6. Use reasonable and necessary force to prevent a pupil from inflicting harm on himself or herself.
7. Use reasonable and necessary force to protect the safety of others.
8. Use incidental, minor or reasonable physical contact designed to maintain order and control.

LEGAL REF.: Sections 118.31 Wisconsin Statutes

115.80 (4) (a)
939.48
125.09 (2) (a)
1993 Wisconsin Act 334

MANAGEMENT OF AGGRESSIVE STUDENT BEHAVIOR

The Wonewoc-Center School District recognizes the need to deal appropriately with aggressive student behavior when it disrupts the educational program and/or has the potential to cause physical and/or psychological harm to other students, school staff or the students themselves.

In addition to the need to provide classrooms in which students can study and teachers can teach with minimal disruption, the overall safety of students and staff is of major concern to the school district. Staff development training in proper ways of working with disruptive/aggressive students will be made available to professional and support staff members in the district.

In order to maintain a productive and safe educational environment, those students engaging in aggressive behavior which presents a danger to others or to themselves will be dealt with in accordance with established procedures. School district employees may be entitled to damages under the law.

LEGAL REF.: Section 120.13 **(1)** (a) (b)
 Section 939.48
 Section 895.035

POLICY CROSS REF.: Procedures for Managing Aggressive Student Behavior

PROCEDURES FOR MANAGING AGGRESSIVE STUDENT BEHAVIOR

It is the intent of the Board of Education to provide building staff with the necessary support to deal with aggressive student behavior. The frequency of such student behavior is to be minimized as much as possible through preventive measures.

The following procedures are to be implemented when students present a physical threat to the safety of building staff, self, or other students:

1. The student should be temporarily removed from school until an investigation can be made to review the situation. Written reports (accident, and so forth) from staff involved should be filed in the student's behavioral record and copies routed to the district administrator.
2. The appropriateness of the placement of the student in the building and/or classroom(s) in which the behavior occurred should be assessed.
3. Instruction should continue to be provided to the student involved during the course of the investigation (i.e. in-school suspension, instruction at home or at another site.)
4. The placement of the student should be changed if the assessment indicates that the child is inappropriately placed given his/her current condition. This will be done only with the involvement of appropriate building level and district staff. Specific due process procedures must be observed.
5. If the assessment indicates that the original placement is appropriate, the student may be returned to the classroom under these conditions:
 - a. The building administrator will submit a written report which includes an assessment of the student's ability to return safely to the classroom, along with corrective measures to be taken (for internal confidential use) with signatures of staff members involved required. For students with exceptional educational needs (EEN), multidisciplinary team (IEP-Team) reports will serve this purpose; individual IEP-Team member reports are required.
 - b. Staff involved with the returning student shall be apprised of the total situation.
 - c. Staff will be given training to assist in the management of the student.
6. School personnel may use physical force in accordance with Board policy (i.e. self-defense, preventing self-inflicted harm or harm to other students, restraining students from damaging property and forcibly removing dangerous or unlawful objects.)

The following procedures regarding the management of currently enrolled students along with new enrollees shall also be adhered to in the district:

1. District administrator/designee shall initiate IEP-Team reviews of the appropriateness of placements, including referral to other agencies as necessary.
2. Copies of all reported incidents of physical/verbal aggression shall be placed in student behavioral files. Law enforcement assistance will be sought if necessary.
3. There shall be a minimum of a 24-hour delay on placement when new students arrive to enroll. Lack of records could result in further delays as necessary. Exceptions: (a) advance receipt of records with pre-conference to determine appropriate placement, or (b) principal determination that immediate admission is acceptable
4. There shall be a telephone review of records when the actual records are not available and placement is required.
5. Homebound instruction will be initiated when school placement is deemed inappropriate. IEP-Team procedures are required in this instance.
6. A psychiatric referral/assessment will be initiated at district expense if necessary. However, ongoing psychiatric treatment is not a district responsibility.

Assistance for Staff Having Been Physically Attacked by Students

Everything possible must be done to prevent such attacks by carefully monitoring behavior, being fully aware of increasingly severe acting out behavior, adding written evidence of such to the student's behavioral record, seeking district office assistance as necessary, calling IEP-Team meetings to review appropriateness of placement/management techniques, and implementing M-team findings in a thorough manner.

If an employee is physically attacked, the following steps should be undertaken:

1. Suspend the student for a minimum of three days and initiate an investigation.
2. Remove the employee from the school for the day, contact spouse or family immediately, provide first aid assistance, call in the nurse for an immediate assessment or call rescue squad if the injury appears serious, and if necessary, call in a substitute employee.
3. Ask staff involved to write a description of the event as soon as possible. Note: The individual employee directly attacked may be in no condition to do so until a day or two later. Delay in this case as necessary.
4. Contact the district administrator/designee as soon as possible to inform and seek assistance as needed.

5. Finalize all disciplinary action with the district administrator/designee.

Limitations for Exceptional Educational Need (EEN) Students

School district options for disciplining handicapped students are limited by state and federal regulations and statutes. School districts must keep disruptive handicapped students in the placement developed for them pursuant to individual education plan(IEP) requirements pending completion of review proceedings unless the parents/guardians and school officials otherwise agree, or until the school can demonstrate to a court that the placement must change. Under the federal Education of All Handicapped Children's Act's "stay-put" provisions, there are no exceptions for dangerous students. Further, the U.S. Supreme Court has held that the language of P.L. 94-142 is "unequivocal" and therefore that no exceptions to the maintenance of status quo are contained in the statute.

The following alternatives for dealing with EEN students are currently available:

1. Program placement may be altered if recommended by an IEP-Team as provided by law.
2. EEN students may be temporarily excluded from their current placements through the use of a three-day suspension.
3. An IEP-Team meeting may be called immediately to address three questions:
 1. Is the current placement appropriate?
 2. Is their conduct related to their disability?
 3. Is there an alternative placement or disciplinary plan?

If the IEP-Team find that the behavior in question is not related to the handicapping condition, the district may suspend the student for a maximum number of days as provided by law if it intends to proceed to an expulsion hearing.

4. In the case of emotionally disturbed students deemed "dangerous" as evidenced by their behavior, the district may seek a psychiatric evaluation to better assess the appropriateness of placement and current classroom management techniques. This will assist the staff's ability to protect the interests of the student, other students and the teaching staff.

STUDENT SUSPENSIONS/EXPULSIONS

Suspension

A student may be suspended from school for a violation of reasonable school rules; or for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or for conduct by the pupil while at school or while under the supervision of a school authority which endangers the property, health or safety of others, or for conduct while not at school or while 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 or endangers the property, health or safety of any employee or school board member of the Wonewoc-Center School District. The district administrator or building principal shall be authorized to suspend a student for a period not to exceed three school days as provided by law. Except as otherwise specifically provided by law, a student may be suspended for up to fifteen school days when an expulsion hearing notice has been sent and an expulsion hearing is pending. Students may be assigned to in or out of school suspensions.

Prior to any suspension, the student shall be advised of the reason for the proposed suspension. The student's parent or guardian shall be given prompt notice of the suspension in accordance with state law and established procedures.

Suspended students shall be allowed to make up any quarterly, semester or grading period examinations and to complete course work missed during a suspension period in accordance with established policy.

Expulsion

- A. A student shall be expelled from school by the Board of Education whenever the Board finds that the student has engaged in conduct for which expulsion is mandated by law. In these circumstances, the pupil shall be expelled for at least the minimum term required by law.
- B. Except as otherwise specifically provided by law, a student may be expelled from school by the Board of Education whenever the Board finds:
 - a. The student guilty of repeated refusal or neglect to obey the rules of the school or District; or
 - b. That a student knowingly conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; or

EXPULSION PROCEDURES

Except as or unless an alternative procedure is otherwise specifically provided by law, the expulsion procedures required by state law shall be used by the Wonewoc-Center School District and employees of the Wonewoc-Center School District whenever the expulsion of a student is recommended, considered or ordered.

LEGAL REF.: Section 120.13 (!), Wisconsin Statute

CLOSED DOOR STUDENT CONFERENCES

Under no circumstance may an administrator/teacher hold a closed door conference with a student(s) without either a clear view of the participants by another administrator/teacher/staff member or another administrator/teacher is present in the room.

STUDENT AID PROGRAMS

School children who claim that the financial condition of their families is such that they cannot afford to pay for the required materials and supplies may request financial assistance from the school district.

Before any financial assistance is given to such children, the parent or guardian of the child(ren) shall submit a statement of need to the district administrator for evaluation. If the student's family is on welfare or is receiving aid from any of the welfare organizations, this fact should be noted on the statement. Requests for financial assistance shall be filed in the administrative office. The parent or guardian of the child(ren) shall be advised of any action taken by the administrative office.

The administrative office shall report the names of indigent children to the authority administering general relief for the county.

LEGAL REF.: Sections 118.17 Wisconsin Statutes
120.12 (11)

APPROVED: 3/27/01

REPORTING CHILD ABUSE AND NEGLECT

The Wonewoc-Center Board of Education recognizes the serious local, state and national problems associated with child abuse and neglect. The Board also recognizes the legal responsibility for reporting suspected cases of child abuse to the proper constituted state, county and local authorities.

Since school employees are in a position to identify potential cases of abuse and/or neglect of children, responsible action by school employees can be achieved through recognitions and understanding of the problem, knowing the reporting requirements, and participating in the information programs on child abuse provided for school employees.

Based on these legal requirements and moral commitments, the Board directs the administration to develop guidelines which will define child abuse and/or child neglect. Such guidelines should make staff personnel aware that by state statute they are immune from civil and/or criminal liability when reporting suspected child abuse cases. Failure to report suspected abuse may result in legal action.

To maintain awareness on the part of all professional staff members, the School District of Wonewoc and Union Center will cooperate with other appropriate community agencies in providing periodic staff development on the subject of child abuse and neglect.

LEGAL REF.: Sections 48.981 Wisconsin Statutes
940.203
940.225
944.30

APPROVED: 3/27/01

STUDENT AUTOMOBILE USE

The Wonewoc-Center School District provides bus transportation for eligible students in accordance with the state laws governing school transportation. Students entitled to ride the bus are encouraged to utilize this service regularly.

Students who drive to school and park on school grounds shall be required to observe established regulations.

APPROVED: 3/27/01

STUDENT SCHOLARSHIPS

Students in the Wonewoc-Center School District shall be informed annually of any available academic scholarships.

Literature concerning available scholarships shall be posted in the school building. The high school guidance counselor shall maintain records of available scholarships and shall notify students of such scholarship opportunities.

Criteria for school district scholarships shall be developed consistent with school district goals and objectives.

The Wonewoc-Center School District shall not discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, national 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.

LEGAL REF.: Section 118.13 Wisconsin Statutes
PI 9.03 (1), Wisconsin Administrative Code

CROSS REF.: Discrimination Complaint Procedures

APPROVED: 3/27/01

STUDENT FEES AND FINES

The Wonewoc-Center Board of Education provides a total education program for students in the district. Certain activities, courses, and services may require additional funding; therefore, the Board may charge accordingly.

All student course fees must be collected and available for use the first week of classes. Under no circumstances may items be ordered without these funds on hand.

Annually, the Board shall evaluate and set fees for the following:

- a. Hot lunch
- b. Extracurricular transportation
- c. Band uniform and instrumental rentals
- d. Labs and other projects
- e. Workbooks
- f. Other fees as established by the district

LEGAL REF.: Sections 18.03(1)(a) Wisconsin Statutes

120.13(10)

121.54(7)

APPROVED: 3/27/01

BAND AND ATHLETIC PARTICIPANT FEES

The yearly fees to all band and/or athletic participants, **which includes cheerleaders**, are as follows:

A \$35.00 yearly equipment replacement fee will be charged to band students who rent school owned brass and woodwind instruments.

A \$15.00 yearly equipment replacement fee will be charged for band students who are percussionists.

A \$10.00/sport equipment replacement fee will be charged for any student participating in a school sponsored sport **which includes cheerleading**.

This fee must be paid in advance to the high school office in order for students to participate in band, sports or cheerleading. (NO EXCEPTIONS). The band fees will stay in the band program for maintenance and the athletic/cheerleading fees will go into a uniform rotation program.

These fees are subject for review by the Board of Education on a regular basis.

APPROVED: 3/27/01

Revised: 8/19/02

