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SURING PUBLIC SCHOOL DISTRICT

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STUDENT POLICIES GOALS

411

Equal Educational Opportunities

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.

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, physical, mental, emotional and learning disability.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race, national origin, color), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

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. Facility modifications necessary to provide a student with equal opportunities shall be made as required by law and permitted by budgetary limitations.

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the district shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the district. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

SURING PUBLIC SCHOOL DISTRICT

411

Equal Educational Opportunities cont.

The superintendent shall ensure that an employee is designated annually to receive complaints filed under S. 118.13, Wisconsin Statutes, PI 9, Wisconsin Administrative Code, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district’s compliance with S. 118.13, Wisconsin Statutes is completed every five years under PI 9, Wisconsin Administrative Code and submit the appropriate form to the Department of Public Instruction annually.

Notice of this policy and its complaint procedure shall be published annually in August in the local newspaper, to make students and parents aware of their rights. Nondiscrimination policies shall be printed in the student and staff handbooks, course selection books, enrollment materials, and other published materials distributed to the public describing school activities and opportunities.

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

- Title VI--Principal
- Title IX--Principal
- Section 504--Exceptional Educational Needs Coordinator
- Americans with Disabilities Act of 1990-Exceptional Education Needs Coordinator
- Discrimination complaints under Wisconsin State Statute 118.13 – District Administrator

- LEGAL REF.: Wisconsin Statutes Section 118.13  
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 Act  
Civil Rights Act of 1991  
PI 41 McKinney-Vento Homeless Education Assistance Act
- CROSS REF.: 411-Rule, Discrimination Complaint Procedures  
411-Exhibit, Public Notification of Nondiscrimination Policy
- APPROVED: OCTOBER 28, 1987
- REVISED: JANUARY 10, 2001
- REVISED: AUGUST 13, 2008

## SURING PUBLIC SCHOOL DISTRICT

411-Rule

### Discrimination Complaint Procedures

Any complaint regarding the interpretation or application of the district's equal educational opportunities policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing to the district administrator.
  - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with disabilities shall be processed in accordance with established appeal procedures available through the district office.
  - b. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.
2. The district administrator, upon receiving such a written complaint, shall immediately inform the individual designated in policy 411 and undertake an investigation of the suspected infraction. The district administrator will review with the ~~building~~ principal, or other appropriate persons, the facts comprising the alleged nondiscrimination. Written acknowledgement of a student discrimination complaint must be made within 45 days of receipt of the written complaint.
3. A determination of the complaint must be made within 90 days of receipt of the written complaint unless the parties agree to an extension of time.
4. If the complaint has not been satisfactorily resolved, the complainant may appeal within 30 days to the school board. The School Board shall render a decision within 30 days of receipt of a complaint.
5. If the complaint has not been satisfactory resolved, the complainant may appeal within 30 days to the Department of Public Instruction, State Superintendent of Public Instruction, PO Box 7841, Madison, WI 53707.

SURING PUBLIC SCHOOL DISTRICT

411-Rule

Discrimination Complaint Procedures cont.

Nothing in these procedures shall preclude individuals from filing a complaint Directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to: Office of Civil Rights, U.S. Department of Education, 111 N. Canal Street Suite 1053, Chicago, Illinois, 60606-7204.

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

Maintenance of Grievance Records

The district administrator shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint. The records should include:

1. The name of the grievant or complainant and his/her title or status.
2. The date the grievance was filed.
3. The specific allegation made and any corrective action requested by the grievant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

APPROVED:           OCTOBER 28, 1987  
REVISED:            JANUARY 10, 2001  
REVISED:            AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

411-Exhibit

Public Notification of Nondiscrimination Policy

It is the policy of the School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, 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 as required by section 118.13 of the statutes. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The School District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the student nondiscrimination policy in the School District.

Any questions concerning this policy should be directed to:

Superintendent  
Suring Public School District  
PO Box 158  
Suring, WI 54174

APPROVED: JANUARY 10, 2001

REVISED: AUGUST 13, 2008

## SURING PUBLIC SCHOOL DISTRICT

411.1

### Student Harassment/Sexual Harassment

The Suring Public School District's policy is to maintain and ensure a safe learning and working environment free of any form of harassment or intimidation toward and between students, employees, School Board Members, parents, volunteers, independent contracted service workers and applicants for employment. It is therefore the policy of the District that neither students nor employees will be allowed to engage in any form of harassment/sexual harassment or intimidation toward students or school employees.

Student harassment means any behavior towards students or staff 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 student's school performance or creates an intimidating, hostile or offensive school environment.

Sexual harassment includes unwelcome sexual advances, request for sexual favors, uninvited telephone calls or letters, and other verbal, visual, or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

No employee or student shall threaten or insinuate, either explicitly or implicitly, that a student's refusal to submit to sexual advances will adversely affect that person's school performance, employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment or career or educational development. Similarly, no employee or student shall promise, imply, or grant any preferential treatment in connection with another student engaging in sexual conduct.

Any student or any parents/guardians who believes their student has been subjected to any form of harassment, should report the incident(s) to the principal/designee. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a teacher, counselor, or psychologist with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to the principal/designee. No retaliation or intimidation directed towards anyone who makes a complaint or participates in any way in an investigation will be tolerated. Any student or employee who is determined after an investigation to have engaged in harassment in violation of this policy will be subject to appropriate response, which may include suspension or expulsion.

SURING PUBLIC SCHOOL DISTRICT

411.1

Student Harassment/Sexual Harassment cont.

Third party witnesses are strongly encouraged to report observed incidents of harassment to the administration. Every effort will be made, when requested, to maintain the confidentiality of witness identity unless the witness is requested to testify at a hearing.

Student and Staff Responsibility

Any student or employee who witnesses any form of harassment between students, needs to respond in a proactive manner even in the absence of a student complaint.

Failure of the administration and/or staff to take adequate steps to stop harassment of any kind that they are aware of, or of which it has been notified, can constitute unlawful discrimination.

Any School District employee who suspects sexual abuse, including sexual exploitation of students, must report the incident to the Department of Health and Social Services or Police Department.

LEGAL REF.: Title VII of 1964 Civil Rights Act Section 703  
Title IX of 1972 Education Amendments  
118.13 Wisconsin State Statute  
Wisconsin Child Abuse and Neglect Act Section 48.981  
Wisconsin Administrative Code PI 9

CROSS REF.: 447, Student Discipline  
454, Reporting Child Abuse and Neglect

APPROVED: AUGUST 13, 2008  
REVISED: AUGUST 11, 2010  
REVISED: SEPTEMBER 12, 2012

## SURING PUBLIC SCHOOL DISTRICT

### 411.1-Rule

#### Student Harassment/Sexual Harassment Complaint Procedures

The Suring Public School District is committed to maintaining and ensuring a learning and working environment free of any forms of harassment.

Student harassment means any behavior towards students or staff 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 student's school performance or creates an intimidating, hostile or offensive school environment.

#### Sexual harassment is:

- 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 individual.
- Unwelcome requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or request for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence.
- Verbal abuse or joking that is sexually orientated 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 tasteless, sexually-orientated comments, innuendos, or actions that offend others.
- Engaging in any type of sexually-orientated conduct that would unreasonably interfere with another's school or work performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
- Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually-orientated conversations, suggestions, requests, demands, physical contacts, or attentions.
- Creating a work environment that is intimidating, hostile, or offensive because of the existence at the school-site of sexually-orientated materials including, but not limited to, photographs and posters.

## SURING PUBLIC SCHOOL DISTRICT

### 411.1-Rule

#### Student Harassment/Sexual Harassment Complaint Procedures cont.

#### Hazing is defined for purposes of this policy as:

- Any intentional, knowing or reckless act meant to induce physical pain embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, or that results in property damage or theft, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in (collectively call initiation activities), or maintaining membership in any organization, club or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.
- Hazing is prohibited and applies to any and all student-sponsored and adult sponsored activities that have been approved by the District. An example of an approved school-sponsored initiation activity is the ceremony for the induction of students into the National Honor Society.

Students engaging in any hazing or hazing-type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions in accordance with Board policy, up to and including suspension or expulsion. Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook or other such publications, such as the schools bully policy.

#### Prohibition:

- In keeping with the commitment of Equal Employment Opportunity, the Board will not tolerate such unlawful behavior by anyone-supervisors, other employees, students, or visitors. If employees or students feel that they are the victims of any above-described behavior, they are urged to utilize the Harassment/Sexual Harassment Complaint Procedures described in 411.1-Rule.

#### Dissemination

- Every student or student's parent/guardian will receive a copy of the Policy and Procedures.
- The principal (or his/her designee) shall be responsible for the display of the policy in a prominent place. It is recommended that the policy and additional copies be posted in conspicuous locations where students have ready access. Students will be informed about harassment/sexual harassment and positive, caring and constructive interpersonal relationships will be encouraged.
- Students shall be informed of the process they are encouraged to follow if they perceived that harassment/sexual harassment has taken place. The complaint procedure will be made available to any student or parent/guardian wishing to file a complaint.

## SURING PUBLIC SCHOOL DISTRICT

### 411.1-Rule

#### Student Harassment/Sexual Harassment Complaint Procedures cont.

- Discussion of harassment/sexual harassment will be included age appropriately with all students. Building administrator and staff will be responsible for the appropriate delivery of information and instruction. Education of students regarding the policy will need to be planned, structured, and scheduled yearly.
- Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.
- The policy and rules will also be reviewed each year with employees.

#### Confidentiality

Students shall know that the complainant will remain confidential unless there are compelling reasons to disclose such identity. If there are compelling reasons to disclose the identity of the complainant, then the complainant shall be asked if he/she wants his/her identity disclosed. If the complainant does not want his/her identity disclosed, then the identity of the complainant shall be kept confidential. If a formal complaint is submitted, it may be necessary to identify the name of the complainant.

#### Retaliation

Individuals reporting incidents of harassment/sexual harassment will be protected from retaliation. Any individual who engages in retaliatory conduct against a complainant will be subject to discipline under this policy.

#### Informal Complaint Procedure

If any form of harassment occurs, the following steps may be taken:

1. Clearly say “no” to the person whose behavior is unwelcome and unwanted and tell a trusted adult immediately.
2. Also, speak with a trusted adult at school, such as a teacher, counselor, psychologist, or administrator.

When speaking with the adult at school, include the following information:

- a. Give the name of the person whose behavior was unwanted and unwelcome.
  - b. Tell the nature of the harassment.
  - c. Give the date(s) of the event(s).
  - d. Tell briefly what happened and tell any other incidents of harassment, which have occurred.
3. The school contact person will make the appropriate individuals aware of the situation to discuss the case and determine the follow-up. Students must be informed that there is a Formal Complaint Procedure. All efforts will be made to handle the situation in a discreet manner and maintain appropriate confidentiality.

SURING PUBLIC SCHOOL DISTRICT

411.1-Rule

Student Harassment/Sexual Harassment Complaint Procedures cont.

4. Any student or employee who witnesses harassment of or between students needs to respond in a proactive manner even in the absence of a student complaint. Failure of the staff to take adequate steps to stop harassment of which it is aware, or should be aware, or of which it has been notified, can constitute unlawful discrimination.

Formal Complaint Procedure

Formal complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving office or designee.

Step 1

A written statement of the complaint shall be prepared by the complainant. The complainant may have assistance of a trusted school adult and/or parent/guardian in preparation of this complaint.

The formal complaint should include:

- a. Name of the person whose behavior was unwanted and unwelcome.
- b. Nature of the harassment.
- c. Date(s) of the event(s).
- d. Brief details of the harassment and other incidents of harassment which have occurred.
- e. Signature of the complainants.

Step 2

The complaint shall be presented to the Principal/Designee. The Principal/Designee shall send a written report to the complainant after completion of an initial review. This report is to be sent within 15 school days after receiving the complaint.

Step 3

If either party is not satisfied with the resolution in step 2, the party may file a request for review with the Superintendent within 15 school days after receiving the Principal's report.

Step 4

If either party is not satisfied with the decision, the party may file a request for formal review by the Board of Education. The appeal must be filed within ten (10) calendar days or receipt of the prior decision. The Board shall conduct a hearing within thirty (30) calendar days of the receipt of the appeal.

Step 5

If either party is not satisfied with the decision of the Board of Education. The party may pursue further review by filing a request with the State Superintendent of Public Instruction under the Statutes, rules, and procedures applicable to the Department of Public Instruction.

APPROVED: AUGUST 13, 2008

REVISED: AUGUST 11, 2010, SEPTEMBER 12, 2012

## SURING PUBLIC SCHOOL DISTRICT

412

### School Count

Each year during the month of June an annual census of all residents aged from birth to 21 will be recorded and maintained in the District Office. Residents selected from the election appointment areas will take the census and be paid at a rate set by the school board. Notation will be made on the census of any resident thereon who has any known physical or mental handicap.

LEGAL REF.: Wisconsin Statutes Sections 43.70, 115.28(14), 120.18(1)(a)

APPROVED: DECEMBER 13, 1995

REVISED: MARCH 14, 2001

REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

412.1

Full-Time Student

Every student attending the Suring Public School District must meet the following requirements:

A. Age

The student is eligible to attend school in accordance within Wisconsin law and other legal stipulations by which the district is or may be bound.

B. Residence

The student is a resident of the district, except as otherwise provided. Children who are not residents of the district may attend school in the district under the state's open enrollment program, on a tuition basis (an approved tuition agreement must be on file in the district office), on a tuition waiver basis or under certain arrangements if the child is a child with disabilities.

Under full-time open enrollment students attending a nonresident public school district under the open enrollment law are considered full-time students in the district for state aid purposes.

C. Enrollment

The student is properly enrolled in an approved program.

D. Preschool and Kindergarten Enrollment Policy

A preschool and kindergarten student will be considered full-time if he/she participates in required programs provided for preschool and kindergarten children.

The Suring Public School District shall provide physical facilities, equipment, and materials to operate a kindergarten program. The program shall provide opportunities which include learning basic concepts and skills in language arts, opportunities which include learning basic concepts and skills in language arts, fine arts, social studies, science, mathematics, health, and physical education.

The teacher shall be licensed with the Department of Public Instruction. The program shall be open to all children who are 5 years old on or before September 1 of the year they enter kindergarten.

SURING PUBLIC SCHOOL DISTRICT

412.1

Full-Time Student cont.

- E. Students in the District shall be considered full-time if they can be classified into at least one of the following categories:
1. Elementary - Grades One through Five  
A student shall be considered full-time if he/she is scheduled for a full school day. The students must meet all of the stipulations cited above and must participate in required programs and may participate in selected elective areas at the elementary level.
  2. Junior High School  
A student shall be considered full-time if he/she is scheduled for the full school day. The students must meet all of the stipulations cited above and must participate in required programs and may participate in selected elective areas where available for junior high school students. The student may be assigned to a program which, though full time, might not require the individual's presence for the full length of the established school day.
  3. High School  
A student shall be considered full-time if he/she is scheduled for the full school day. The individual student must meet all of the stipulations cited above. The individual must participate in required programs and may participate in selected elective areas for senior high school students. The student may be assigned to a program which, though full time, might not require the individual's presence for the full length of the established school day. The individual must participate in a program which requires a program of five units of instruction per semester or the equivalent thereof.
  4. Students with a Disability  
Students may have a less than minimum program if IEP-team prescribed. The Board of Education recognizes the wide variation between and among students concerning educational need. Therefore, alternatives to the regular school program and daily schedule are permitted and will be given full time status where written documentation supports such need, such need to be determined by the professional staff through a recommendation to the superintendent. Examples of alternative or differing programs are, but not limited to, the following:
    - a. A program of studies assigned through a staff evaluation of the student's needs.
    - b. A program which includes an improved work study assignment.
    - c. A program based upon a contractual agreement in an alternative program where an equivalency has been established.

The names of all students who are involved in programs such as those identified above, along with documentations supporting the assignment, must be on file in the building.

SURING PUBLIC SCHOOL DISTRICT

412.1

Full-Time Student cont.

5. Nondisabled Students Scheduled for Less than a Full School Day  
A nondisabled student scheduled for less than a full school day as approved by the Board shall be considered full time.

LEGAL REF.: P.I. 8.01(2) d of the Wisconsin Administrative Code  
Wisconsin Statutes Sections 121.004(5), 118.15(1)I(d)

CROSS REF.: 332, School Day  
421, Entrance Age  
421-Rule, Procedures for Early Admission to Kindergarten and First Grade

APPROVED: DECEMBER 13, 1995

REVISED: MARCH 14, 2001

REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

420

SCHOOL ADMISSIONS

Any student seeking entrance into the School District must reside within the established boundaries of the district, except as allowed by state law.

The school district shall accept elementary and secondary transfer students from other schools and home-based private educational programs. 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 school. Parents and guardians of students admitted to the district’s elementary and secondary school shall present immunization records as required by law. The school board shall request each student entering kindergarten to provide evidence that the student has had his/her eyes examined by an optometrist or evaluated by a physician. A student who complies with the request shall provide evidence of an eye examination or evaluation by December 31 following the student’s enrollment in kindergarten. A form will be provided by the district which is supplied by the Department of Regulation and Licensing.

The principal shall have authority to determine the grade level at which a student shall be placed.

The Board is not required to enroll a student during the term of his/her expulsion from another school district. If such a student seeks to enroll in the district during the term of his/her expulsion, the board may request the school board of the former school district to provide it with the following: (1) a copy of the expulsion findings and order, (2) a written explanation of the reasons why the student was expelled, and (3) the length of the term of expulsion.

The School District shall not discriminate in the admission 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. This policy does not, however, prohibit the district from placing a student in a school, class, program or activity based on objective standards of individual performance or need. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Wisconsin Statutes Sections 115.77, 118.13, 118.135, 18.14, 120.13(1)(f), 252.04  
PI 9.03(1) of the Wisconsin Administrative Code

CROSS REF.: 411-Rule, Student Discrimination Complaint Procedures  
423, Public School Open Enrollment  
421, Entrance Age  
420-Rule, Procedures for the Admission of Transfer Students

APPROVED: OCTOBER 28, 1987

REVISED: JANUARY 10, 2001

REVISED: AUGUST 13, 2008

## SURING PUBLIC SCHOOL DISTRICT

420-Rule

### Procedures for Admission of Transfer Students

#### A. Guidelines for Part-Time Participation in District Courses

1. This includes students within the district requesting courses at another high school, resident home-based/private school students, and nonresident students. Depending upon enrollment availability, students are allowed to part-time enroll for a maximum of two high school courses per semester.
  - a. Students requesting part-time enrollment for course must apply six weeks before the starting date of the course.
  - b. Students will be charged the same course fees that full-time public school students are charged.
  - c. Transportation will be the responsibility of the student's parent or guardian.
  - d. Students will earn the same credit for courses as public school students.
  - e. Students must agree to abide by all district rules and regulations.
  - f. According to section 121.004(7)(e) of Wisconsin State Statutes, school districts may count private and home-based students who are taking up to two courses at the high school as part of their enrollment total.
  - g. Private school or home-based student may not participate in the full-time open enrollment program while the student remains enrolled in the private school or home-based private educational program.

\*There is no part-time participation for elementary or junior high school students.

#### 2. Student Records

- a. Student records related to private school and home-based students that are maintained by the school district are governed by the same laws that govern the records of public school students.

SURING PUBLIC SCHOOL DISTRICT

420-Rule

Procedures for Admission of Transfer Students cont.

B. General Policy Guidelines for School Officials Regarding Grade Level Placement and the Transfer of School Credits for Full-Time Students

When a full-time student seeks first-time admission or readmission to the Suring Public School District, an objective evaluation of the student’s previous coursework and his/her skill and achievement levels will be made in order to determine appropriate grade level, course placement and/or credits earned. The term “credit” refers to a unit of measure given for successful completion of a course of study. The Suring Public School District maintains the right to refuse to award high school credit(s) and to grant a specific grade/course placement if the curriculum does not meet the standards for rigor and content as approved and offered by the district.

1. Students transferring from schools/programs accredited by an agency recognized by the U.S. Department of Education
  - a. The district will accept the successful grade level completion granted and/or number of course credits by the school /program from which the transfer is made.
  - b. If high school level courses taken from accredited institutions have a credit awarding system different from the Suring Public School District, the transferring credits will be determined on a ratio conversion to the Suring Public School District.
  - c. Grades will count towards the student’s overall grade point average (GPA) for class ranking purposes.
  - d. When records do not exist or do not arrive in a timely fashion, the principal may make a tentative grade level or course placement. This placement is subject to change based upon review of records and/or student assessment.
2. When a student transfers from a home school setting, a non-accredited institution or school that is not state or nationally recognized (accredited) and/or no official transcript or records of academic accomplishment exist:
  - a. The school principal/guidance counselor shall evaluate the student’s records to determine the amount of credit and/or grade placement that will be granted for the alternative educational program(s). Credit for courses and/or grade level placement may be given when documentation of successful completion of the coursework is evident. Evaluative criteria may include but is not limited to:
    - (1) Curriculum reviews
    - (2) Portfolios of completed work
    - (3) Progress reports
    - (4) Assessments
    - (5) Grade reports
    - (6) Documentation of instructional hours

SURING PUBLIC SCHOOL DISTRICT

420-Rule

Procedures for Admission of Transfer Students cont.

- b. If the above evaluative criteria cannot be met, the principal/guidance counselor shall utilize a means of assessment that is appropriate to determine if the student has in fact accomplished the requirements of the grade placement/course(s) in question. There may be instances when the student will be requested to take an examination(s) prior to grade and/or course placement and/or credit being awarded. Standardized tests, course(s) semester and/or final examinations may be administered to determine grade/course placement and/or credit. If it is determined that credit has been earned, an “S” (satisfactory) will appear on the transcript.

DATED: JANUARY 11, 1993  
APPROVED: JANUARY 13, 1993  
REVISED: DECEMBER 10, 2003  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

421

Entrance Age

Any child who becomes four years old on or before September 1 of the current school year may be enrolled in the four year old kindergarten program at the beginning of the school year. Generally, the enrollment of such eligible children will be completed before or during the first ten days of the school year.

A child must be six years of age on or before September 1 to be admitted to first grade.

The parents or guardian of a child enrolling in kindergarten or first grade will present the following documents at the time of registration.

1. Birth certificate
2. Immunization records as required by law
3. Medical certificate stating the child has had a physical.

Early Admissions

Any child who is four years old on or before September 1, of the current school year may apply to the board for early admission to kindergarten. The criteria for early admission will be based on whether or not the child demonstrates a strong potential for success and is able to cope with the school environment intellectually, socially, physically, and emotionally. The application and supporting evidence will be submitted to the administration for evaluation and recommendation to the board no later than 60 days before the start of the school year. The local IEP team shall make the final recommendation.

Based upon investigation and evaluation of all evidence, and a personal interview with the parent and child, the superintendent will make recommendation for early admission to the board. Parents will be advised of the board meeting at which the decision will be made.

LEGAL REF.: Wisconsin Statutes Sections 118.14, 120.12(25)  
 CROSS REF.: 421-Rule, Procedures for Early Admission to Kindergarten and First Grade  
 APPROVED: DECEMBER 13, 1995  
 REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

421-Rule

Procedures for Early Admission to Kindergarten and First Grade

Procedures for admission of exceptional cases requesting early admittance to Kindergarten or First Grade:

1. Application shall be made by the parent to the district administrator.
2. A personal interview shall be held to determine the parent's reasons for requesting entrance prior to the legal age.
3. An evaluation of the child's potential to benefit from early admission to first grade or kindergarten shall be required. The evaluation shall consider the child's knowledge of basic concepts, cognitive functioning and fine motor/perceptual skills. The individual evaluation shall be conducted by a certified school psychologist in conjunction with other pupil service workers. The evaluation shall be at no cost to the parents.
4. After the evaluation in (3) has been completed, a conference shall be held with the parents to consider the appropriateness of early entrance into kindergarten or first grade.
5. Special considerations for early entrance to first grade:
  - a. The child was admitted to and successfully completed kindergarten under early admission procedures; or
  - b. The child successfully completed a program for five-year-old children which the school district deems equivalent to kindergarten; or
  - c. The child not meeting the conditions of (a) or (b) above but who, as a result of the evaluation prescribed in (3), is considered capable of and whose educational welfare would best be served by placement in first grade.
6. Special considerations for early entrance to kindergarten:
  - a. The child is superior in the full range of abilities and needs including social, emotional, physical and mental maturity; or
  - b. The child has been evaluated by an IEP team and determined not to have a disability, but would benefit from an early intervention program; or
  - c. The child successfully completed a four-year-old public school kindergarten.

The school board shall have the final authority for deciding whether or not the child is to be admitted to kindergarten or first grade in accordance with the conditions and standards in the procedures above.

LEGAL REF.: Wisconsin Statutes Section 115.28(8)  
CROSS REF.: 412.1, Full-Time Student  
APPROVED: JULY 6, 1992  
REVISED: MARCH 14, 2001  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

421-Exhibit

Birth Facts Abstracted From Birth Certificate

*It is illegal in the State of Wisconsin to photocopy a vital record and use it as legal proof of birth. The abstractor should verify the following features of a legal birth certificate.*

The following birth facts were abstracted from a birth certificate which was presented to me:

Child's Name (First name)	(Full Middle Name)	(Last Name)	(Title. E.g. Jr.)
Date of Birth (Month, Day, Year)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Name of Mother Listed (First Name)	(Middle Name)	(Last Name)	
Name of Father Listed (First Name)	(Middle Name)	(Last Name)	
Place of Birth Country <input type="checkbox"/> USA or Specify:	State	City, Village, Town	County
Copy of Birth Certificate Presented by (Name of Parent or Other Person)			
<p>Certification Statement:</p> <p>I affirm that, to the best of my knowledge and belief, I accurately abstracted the information listed on this form from a copy of a birth certificate presented as proof of identify for the above-listed child. I returned the copy of the birth certificate to the person who presented it.</p>			
Signature		Date Signed (Month, Day, Year)	

APPROVED:                      AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

422

Admission of Nonresident Students (Other than Open Enrollment Students)

Applications from nonresident students will be considered when space is available or to provide for the admission of nonresident students required under law. Nonresident students will be charged tuition in accordance with state tuition laws with the exceptions noted below.

1. The board may waive tuition in order to bring into the school system on occasion students from other countries under exchange programs that have been recognized for purposes of school attendance by the board.
2. A student who is enrolled in a school under its jurisdiction and is a resident of the district at the beginning of the school year will be able to complete the school year at the school without payment of tuition, even though the student is no longer a resident of the district.

The Board is not required to enroll a student during the term of his/her expulsion from another school district.

The board will follow state law as outlined in State Statute 121.84 for additional waivers of tuition.

All requirements regarding age, health examinations, and immunizations which apply to resident students will also apply to nonresident students who enroll in the public schools.

LEGAL REF: Wisconsin Statutes Sections 120.13(1)(f), 121.77, 121.81, 121.83, 121.84  
CROSS REF.: 420, School Admissions  
APPROVED: DECEMBER 13, 1995  
REVISED: MARCH 14, 2001  
REVISED: AUGUST 13, 2008

## SURING PUBLIC SCHOOL DISTRICT

423

### Public School Open Enrollment

#### Full-Time Open Enrollment

A pupil may attend Suring Public School District in grades prekindergarten through twelve. A pupil may also attend early childhood programs provided that the Suring Public School District offers the same type of program that the pupil is eligible to attend in his/her own district.

Non-resident pupils may continue to attend the Suring Public School District in subsequent years without reapplication.

All applications will be reviewed and processed by the district office.

1. In the acceptance/rejection criteria the Suring Public School District will consider space in the school, programs, classes or grades. The Suring Public School District will not accept non-resident students if the admittance of these students will cause the projected enrollment to exceed recommended class size limits set in the negotiated agreement, average teacher-student ratios, enrollment projections. Students attending whose tuition is paid by another district or siblings of students who have applied to attend the school district will also be counted in enrollment projections.

Students whose application were rejected, due to lack of space will be put on a waiting list. Position on the waiting list will be determined by a lottery. Parents of students accepted from the waiting list will be notified in writing as well as the date in which the parent must notify the non-resident school board whether the student will attend. The last day the school board may notify the parent that an application has been accepted from the waiting list is the third Friday in August.

2. Non-resident students who have been expelled by any district during the current or two preceding school years for any of the following reasons or who have pending disciplinary action based on any of the following reasons will not be admitted:
  - conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
  - engaging in conduct while at school or while under the supervision of a school authority which endangered the health, safety or property of others.
  - engaging in conduct while not at school or while not under the supervision of a school authority which endangered the health, safety or property of others at school or under the supervision of a school authority or any District employee or school board member.
  - possessing a dangerous weapon as defined in Section 939.22(10) of the State Statutes.

## SURING PUBLIC SCHOOL DISTRICT

423

### Public School Open Enrollment cont.

The district will deny a student's enrollment if any of the above disciplinary actions occurs after acceptance and prior to beginning enrollment of the school year in which the student will attend school in the district.

If a student was expelled for other reasons than those identified above, the district will deny student's enrollment during the term of expulsion.

3. If a nonresident school board determines that a pupil attending the nonresident school district under open enrollment is habitually truant from the nonresident school district during either semester in the current school year, the nonresident school may prohibit the pupil from attending the nonresident school district in the succeeding semester or school year.
4. Nonresident students with disabilities will not be admitted if the program or services required in the student's IEP are filled or if the program or services are not available in the district. This limitation also applies to a student who has been screened by his/her resident school district for a possible disability or whether the student has been reported or identified as having a possible disability by the resident district but not yet evaluated by an IEP team in the resident district.

The district will deny a student's continued attendance if the student's IEP requires a special education program/service that is not available in the district or there is no space available in a program or service required by the IEP.

The resident district may deny a student from attending in the district, or continuing to attend school in another public school district, if the cost of special education services required in the student's IEP would place undue financial burden on the resident school district.

5. The District will assign the non-resident full-time open enrollment program pupils to programs in the district.
6. Non-resident students will have all the rights and privileges of resident pupils and will be subject to the same rules and regulations as resident pupils.
7. Except as otherwise provided the district will not provide transportation to non-resident pupils requesting to attend the Suring Public School District. Non-resident pupil transportation is the responsibility of the parent/guardian, except as otherwise provided.
8. Transportation of Suring students to attend school in another district under public school open enrollment is the responsibility of the parent/guardian, except as otherwise provided.

SURING PUBLIC SCHOOL DISTRICT

423

Public School Open Enrollment cont.

Part-Time Open Enrollment

The Suring Public School District will follow state statutes in part-time open enrollment of non-resident students. A student must be enrolled in a Wisconsin Public High School. The same policies and criteria for accepting and rejecting applications from students who reside in another school district shall be the same as the policies and criteria for entry into a course that apply to students who reside in the school district.

APPROVED:           DECEMBER 10, 1997  
REVISED:            MARCH 14, 2001  
REVISED:            AUGUST 13, 2008  
REVISED:            JANUARY 12, 2011

## SURING PUBLIC SCHOOL DISTRICT

423.1

### Open Enrollment Student Transportation

The District will not provide transportation to non-resident pupils requesting to attend Suring Public School District. Non-resident pupil transportation is the responsibility of the parents/guardians. The Suring Public School District, as a non-resident district, will not enter resident districts for the purposes of transporting open enrolled pupils. Non-resident pupils may be transported provided the pupil(s) load and off-load at a residence located along an existing district transportation route.

Similarly, the transportation of Suring Public School District students to attend school in another district under public school open enrollment is the responsibility of the parents/guardians. The Suring Public School District will not permit non-resident districts to enter the Suring Public School District for the purpose of transporting open enrolled pupils. Pupils who load and off-load at a residence located along existing transportation routes of the non-resident district may be transported at district expense.

APPROVED:           JULY 12, 2006  
REVISED:            AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

423-Rule

Open Enrollment Application Procedures

If there are more applications for a course or program than space allows, the applicants will be accepted on a random basis.

The district shall give preference in accepting applications to pupils who are already attending courses in the school district.

The district shall reject a resident student's application to take a course(s) in another public school district if the course conflicts with the IEP for a child with disabilities. The district may deny a resident student from attending school in another public school district or continuing to attend school in another public school district if the cost of the course would place an undue financial burden on the district.

This policy does not affect programs which are governed by the WIAA and other regulatory bodies. The guidelines and regulations of the WIAA concerning non-resident student participation will be observed.

APPROVED:           DECEMBER 10, 1997  
REVISED:            MARCH 14, 2001  
REVISED:            AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

430

ATTENDANCE

431

Compulsory Student Attendance

The Suring Public School District believes there is a positive relationship between school attendance and student success. It further believes that school attendance is a responsibility shared by students, parents, schools and community.

All students are required to observe the compulsory school attendance law (Wisconsin Statutes Section 118.13). All students are required to be in their scheduled homeroom, class or study hall each period. Parents have the responsibility to telephone the student office before 9:00 a.m. on the day of the absence to inform school officials of the reason for the student’s absence.

The District and the state of Wisconsin requires that all students between six and eighteen years of age and students enrolled in 5-year old kindergarten attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the school term, quarter or semester of the school year in which the student becomes 18 years of age, unless they have an acceptable excuse, meet attendance exceptions outlined in state law, or have graduated from high school. According to Wisconsin law, students who are absent from school without an acceptable excuse for part of or all 10 days of the school year are considered “habitual truants.”

- LEGAL REF.: Wisconsin Statutes Sections 115.76, 118.125, 118.13, 118.14, 118.15, 118.153, 118.155, 118.16, 118.162, 118.33
- CROSS REF.: 431-Rule, Compulsory Student Attendance Procedures
- APPROVED: DECEMBER 13, 1995
- REVISED: AUGUST 13, 2008
- REVISED: SEPTEMBER 12, 2012

## SURING PUBLIC SCHOOL DISTRICT

431-Rule

### Compulsory Student Attendance Procedures

#### SCHOOL ATTENDANCE OFFICER

1. The building principal or the designated school attendance officer is responsible to deal with matters relating to school attendance and truancy.
2. The school attendance officer shall determine daily which students enrolled in the school are absent from school and whether that absence is excused.
3. The school attendance officer or school secretary shall inform the parent/guardian of a student's truancy and direct the parent/guardian to return the student to school no later than the next day on which school is in session or provide a written excuse for the student's absence.
4. The school attendance officer shall furnish student attendance information to appropriate agencies for purposes authorized by state law and the Board of Education's student records policy/procedures.

#### EXCUSED ABSENCES

A student will be considered excused for school attendance by the principal or school attendance officer for the following reasons:

1. If the student is considered temporarily not in proper physical or mental condition to attend school, but can be expected to return upon termination or abatement of the illness or condition. A doctor's excuse may be required if the student is absent 3 or more consecutive days or if the student has had 10 cumulative absences. Any medical excuse accompanied by a doctor's written approval is not counted in the 10 cumulative absences.
2. Family emergency as determined by principal or school attendance officer.
3. Quarantine by public health officer.
4. Religious holidays.
5. Suspensions (in-school or out-of school) from school.
6. Approved school activities during class time.
7. Jury duty.
8. Students who have reached the age of 16 years and meet criteria established in Wisconsin statutes may also be excused from school attendance to participate in programs leading to high school graduation or high school equivalency.
9. Other reasons on a case-by-case basis

Parent permission alone, without supporting documentation, may not be accepted in determining if an absence is excused.

SURING PUBLIC SCHOOL DISTRICT

431-Rule

Compulsory Student Attendance Procedures cont.

PARENT/GUARDIAN EXCUSED ABSENCES

A parent/guardian may request that a student be excused from school attendance prior to an absence. The request shall be in writing and the student may be excused by the parent/guardian under this provision for not more than 10 days in the school year or as long as the students are within their 10-day cumulative absence limit. Absences for this purpose, include but are not limited, to the following:

1. Appointments that cannot be scheduled outside of the school day.
2. A court appearance or other legal procedure that requires the student's presence.
3. A death in the immediate family or funerals for relatives or close friends.
4. Attendance at special events of educational value such as college visits, job fairs, etc.
5. Family trips that can be taken only during the normal school term (this includes deer hunting).

For any parent/guardian excused absence exceeding 1 day, the parent/guardian and student must following these guidelines:

1. Parents/guardian must submit a written request to the student office
2. Student must complete a Preplanned Absence Form (which includes notification of all teachers)
3. Completed Preplanned Absence Form must be turned into student office 24 hours prior to the beginning of planned absence or the absence will be unexcused. In an emergency situation, the 24-hour notice may be waived by school administration.

UNEXCUSED ABSENCES

For all unexcused absences, students should report to the student office immediately upon return to school. Students may check with their homeroom teachers if they are unsure whether their absence is excused or unexcused. Unless the student office has been notified, the absence will be marked “unexcused” and the student will have 24 hours to submit a written parental excuse. If the student has exceed his/her 10-day limit, the written parental excuse must indicate one of the reasons defined in this policy as an acceptable excused absence to be considered an excused absence.

The following reasons are not considered justified and excused absences:

1. Tardy to school or class.
2. Leaving school during the day without permission and without signing out in the student office.
3. Leaving class or study hall without properly checking out.
4. Not reporting to a specific destination as indicated on a pass.
5. Wandering in halls or taking excessive time to report to assigned areas.

## SURING PUBLIC SCHOOL DISTRICT

### 431-Rule

#### Compulsory Student Attendance Procedures cont.

6. Pre-arranged absence beyond the 10-day cumulative absence limit (except verified/documented medical absences).
7. Forging notes or passes or falsified phone calls.
8. Shopping trips, hair/beauty/tanning appointments, picture taking, etc.
9. Working, child care or helping out at home.
10. Excuses including, but not limited to: missed alarm; oversleeping; running late or parent/guardian running late; leaving school for leisure activities; car not starting.
11. Other conditions that would warrant an unexcused absence as deemed by Administration.

Consequences for unexcused absences may include one or more of the following:

1. Phone call to parent/guardian.
2. Parent/guardian conference.
3. Locker relocation.
4. Detention/in-school suspension equal to the time missed.
5. Attendance/behavior contract.
6. Principal or school attendance officer may restrict a student's participation in sporting or extra-curricular events/activities if the student does not follow the attendance policy. This restriction would take place within 2 school days of the unexcused absence. This will be used as a consequence for a student who abuses the policy at least three times.
7. Legal notice of truancy.
8. Exclusion from commencement exercises on graduation day for a senior who does not follow the attendance policy.

Seniors must have no more than three unexcused absences during the second semester of their senior year or they will not be allowed to participate in the commencement exercises on graduation day. For the purposes of this policy, an absence occurrence is defined as a tardy (15 minutes or less), half day (4 class periods or less) or full day absence that occurs on a particular school day. Seniors may clear one unexcused absence from their second semester attendance record by performing school service. If a senior is tardy, they must perform 2 hours of school service. If a senior misses between 15 minutes and a half day, they must perform 4 hours of school service. If a senior misses between a half day and full day, he/she must perform 8 hours of school service.

School service must be approved by administration and completed prior to graduation day. School service is defined as any volunteer service provided by the student for a member or organization of the community, church or school and performed outside of the school day. Written documentation must be provided to school administration prior to beginning of graduation practice on the Friday before commencement exercises.

SURING PUBLIC SCHOOL DISTRICT

431-Rule

Compulsory Student Attendance Procedures cont.

TRUANCY

A student is considered truant if he or she is absent without an acceptable excuse for all or part of one or more days during which school is held, and the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student. It also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Written notification of legal cause of absence must be submitted by the parent/guardian prior to the absence, the day of, or upon the return to school.

1. Parents/guardians shall be notified when a student has an unexcused absence. Notification must occur by the end of the second school day after receiving a report of the unexcused absence. Notices shall be made by personal contact, mail, or telephone call of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail.
2. The parent/guardian shall be directed to return the student to school no later than the next day school is in session or provide an excuse of absence.
3. Consequences for truanancies shall be determined by the principal and/or school attendance officer.

HABITUAL TRUANCY

A student is considered a habitual truant if he/she is absent without an acceptable excuse all or part of five or more days in a school semester, and a truancy referral may be made by the school against the student through the appropriate agency or municipal court.

The parent/guardian of a student who is a habitual truant shall be notified by registered or certified mail when the student initially becomes a habitual truant. The notice shall include the following:

1. A statement of the parent's/guardian's responsibilities under state law to cause the child to attend school regularly.
2. 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.

## SURING PUBLIC SCHOOL DISTRICT

431-Rule

### Compulsory Student Attendance Procedures cont.

3. A request that the parent/guardian meet with appropriate school personnel to discuss the child's truancy. The notice must include the name of the school personnel with whom the parent/guardian should meet, a date, time, and place for the meeting, and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting must be within five school days after the date that the habitual truancy notice has been sent to the student's parent/guardian. The date for the meeting may be extended for an additional five school days with the consent of the student's parent/guardian.
4. A statement of the penalties under state law and municipal ordinance that may be imposed on the parent/guardian if he/she fails to cause the child to attend school regularly as required by state law.

Before any proceeding may be brought against a student for habitual truancy or against the student's parent/guardian for failure to cause the student to attend school regularly, the school attendance officer/principal must provide evidence that appropriate school personnel have, within the school year during which the truancy occurred, addressed all of the following:

1. Met with the student's parent/guardian to discuss the student's truancy or attempted to meet with the student's parent/guardian and received no response or were refused. This does not apply if the required parent meeting is not held within 10 school days after the date the habitual truancy letter was sent.
2. Provided to the student an opportunity for educational counseling to determine whether a change in the student's curriculum would resolve the student's truancy, and have considered curriculum modifications possible within the current school program.
3. Evaluated the student to determine whether learning/emotional problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems. The student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level.
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 to community agencies.
5. Items 2, 3 and 4 above do not apply if the school attendance officer/principal provides evidence that appropriate school personnel were unable to carry out the activity due to the student's absences from school.

SURING PUBLIC SCHOOL DISTRICT

431-Rule

Compulsory Student Attendance Procedures cont.

TARDINESS

A tardy is an unexcused absence and therefore reportable as truancy or habitual truancy. Guidelines and criteria previously described for determining if an absence is excused or unexcused apply to students who are tardy. A determination as to the classification of a tardy is the responsibility of the school attendance officer or principal. After a student has exhibited a pattern of tardiness, school personnel shall notify a student's parent/guardian. If it appears that the student is negligent with being at school/class on time, appropriate disciplinary action shall be taken. This action includes the student being treated as a habitual truant once the student has 5 or more tardies.

SUSPENSIONS FROM SCHOOL

Suspensions from school are excused absences. During a period of suspension, a student shall not be on the school campus or at any school activity. When a parent/guardian/legal custodian has a meeting with an administrator, the student may be present.

Students will be afforded opportunities to complete missed assignments and examinations. Guidelines for these opportunities are provided in the section titled "Make-up Assignments, Examinations, Grading and Credit."

MAKE-UP ASSIGNMENTS, EXAMINATIONS, GRADING AND CREDIT

All students with excused and unexcused absences shall be given the opportunity to make up examinations and work missed in accordance with the guidelines outlined below. No student shall be denied credit in a course or subject solely because of an excused or unexcused absence. Districts are required to specify the conditions under which a student may be permitted to take examinations missed during absences. They are also required to specify conditions under which a suspended student will be permitted to complete course work, and take any quarter, semester or grading period examinations.

A student's truancy, discipline or school achievement problems, or disabilities as described in Wisconsin Statute 115.76, may not be reason for the school attendance officer or designee to excuse a student from attending school. These District guidelines follow:

## SURING PUBLIC SCHOOL DISTRICT

431-Rule

### Compulsory Student Attendance Procedures cont.

1. Students who are absent from school with the prior written permission of their parent/guardian are also required to make up work missed during the absence. The arrangements for making up course work and examinations shall be the same as for other excused absences.
2. Examinations missed during an excused absence shall be taken within a reasonable time from the date of the absence. Students can be expected to complete an examination upon the day of their return, especially if it was a one or two day absence.

### Unexcused Absences and Suspensions

All students with unexcused absences and suspensions shall be given the opportunity to make up work and examinations missed in accordance with the following guidelines:

1. No student shall be denied credit in a course or subject solely because of an excused or unexcused absence.
2. Students with unexcused absences or suspensions occurring during the time of major examinations (quarter, semester, or grading period) shall be permitted to take such examinations if course credit is at risk. The examination make-up date shall be determined by the teacher with approval of the principal. Students in this circumstance may be expected to make up the exam on the day of return.
3. Students with unexcused absences or suspensions will be given one day to complete class work missed, examinations excepted, for each day or period of absence. If the work is not turned into the teacher within this established timeline, then the student may not receive credit for the work. Extensions to this timeline may be granted by the principal.
4. Students with unexcused absences or suspensions may be assigned a supervised, directed study program to make up assignments and take examinations.

### CONTAGIOUS DISEASE AND IMMUNIZATIONS

Students who have communicable diseases as defined by the Department of Public Health, and students who do not have their required immunizations or waivers for same may be excluded from school in accordance with state law and Board of Education policies. Students will not be permitted to return to school until medical clearance is provided. Communicable Diseases that commonly are associated with school exclusion include rubeola (red measles), parotitis (mumps), varicella (chicken pox), pertussis (whooping cough), rubella (German measles) or Hepatitis. The presence of head lice, although not a communicable disease, may also result in exclusion from school.

### RELIGIOUS INSTRUCTION

With the written permission of the parent/guardian, students may be absent from school for at least 60 minutes but not more than 80 minutes per week to obtain religious instruction outside the school during required school attendance. Permission to be absent may be withdrawn if the pupil does not attend the religious instruction.

## SURING PUBLIC SCHOOL DISTRICT

431-Rule

### Compulsory Student Attendance Procedures cont.

#### EIGHTEEN YEAR OLD STUDENTS

When a student attains the age of eighteen years, the rights accorded to parents transfer from the parent to the student. Students are no longer required by law to attend school. However, all students who choose to continue in school must follow all attendance policies. All written and verbal communication regarding attendance policy violations will continue to include parents unless the adult student specifically requests their exclusion in writing to the principal.

#### STUDENT PARTICIPATION IN PROGRAM LEADING TO HIGH SCHOOL DIPLOMA (118.153)

Upon the student's request of the school board and with the written approval of the student's parent/guardian, any student who is 16 years of age or over and a child at-risk as defined by s. 118.153 may attend, in lieu of high school or on a part-time basis, a technical college that provides a program leading to the student's high school graduation.

Upon the student's request of the school board and with the written approval of the student's parent/guardian, any student who is 17 years of age or over shall be excused from regular school attendance to attend a program leading to a high school equivalency diploma if the student began the program while placed in a secured correctional facility, a secured child caring institution, a secured detention facility, or a juvenile portion of a county jail.

#### MEDICAL EXCUSE FROM ATTENDING CLASSES

Students who have a medical reason to be excused from specific classes shall obtain a written statement from their physician. The statement shall include the reason for the request and the period of time the student is to be excused. It is suggested that parents use the district document titled Medical Excuse Form. The statement shall include restricted activities, as well as any appropriate accommodations or alternative activities. Attendance by the student through partial participation will be expected and encouraged. However, if the teacher, in consultation with the principal, believes that another educational setting in the school would be more appropriate during the class period, then the student may be reassigned.

The medical statement will be maintained in the student's behavioral file with a copy provided to the teacher.

## SURING PUBLIC SCHOOL DISTRICT

431-Rule

### Compulsory Student Attendance Procedures cont.

#### Students in Grades 6 through 12

Students who are excused by a physician for more than 10 days in a quarter grading period may receive a Withdrawal, Incomplete, or grade that will be computed as part of the student's grade point average. Students who receive a Withdrawal will be required to retake the class if required for graduation. Students who receive an Incomplete will be required to complete the coursework within the designated timeline and subsequently receive a grade. The principal and teacher will determine which option will apply.

Principals have the authority to waive courses for seniors who have a medical condition and excuse that may prevent them from graduating. Other means to obtain the necessary credit(s) will be pursued prior to a waiver being granted.

#### HOMEBOUND INSTRUCTION FOR ABSENT STUDENTS

Students who are unable to attend school due to a persistent health condition that will result in 30 consecutive days of absence, or frequent absences of a shorter duration that cumulatively will extend beyond 30 days in a school semester may qualify for homebound instruction. Written verification by a physician will be required but does not guarantee homebound instruction. The homebound decision for a student with a disability shall be made by the IEP team and, for students without a disability, by the principal in consultation with the Superintendent.

#### PHYSICAL EDUCATION AND STUDENTS WITH DISABILITIES

Students with a disability, as defined by IDEA or Section 504, that precludes them from participating in a regular physical education program may qualify for and receive a specially designed program. This decision will be made by the Individual Education Plan (IEP) or Building 504 Team.

#### PARENT RESPONSIBILITIES

It is the responsibility of the parent/guardian to ensure the student's regular school attendance. Parent/Guardian is expected to provide a written explanation of a student's absence in advance of the absence or upon the student's return to school.

#### STUDENT RESPONSIBILITIES

Students are required to attend all classes unless they have obtained approval by the principal or designee, or have parental permission as approved by the school attendance officer/designee.

It is the student's or parent/guardian's responsibility to make appropriate arrangements with the teacher to make up all assignments, including examinations, in accordance with the previously noted guidelines.

SURING PUBLIC SCHOOL DISTRICT

431-Rule

Compulsory Student Attendance Procedures cont.

TEACHER RESPONSIBILITIES

Teachers are responsible to submit attendance as required by the school administration.

Teachers are required to emphasize the importance of good attendance. They are to develop classroom procedures and grading requirements that reflect this policy. They also are not permitted to deny credit in a course or subject solely because of a student’s absence from school.

APPEALS TO THIS POLICY

Appeals to decisions pertaining to this policy shall initially be reviewed at the school by the principal. If the parent/guardian or student disagrees, the Superintendent should be contacted.

VIRTUAL SCHOOLS

Wisconsin Compulsory School Attendance statutes and the Student Attendance Policy apply to students enrolled part-or full-time in the district’s virtual schools and/or classes. Attendance is monitored and recorded by the attendance officer or designee. The student handbook for each respective virtual school further delineates attendance and participation requirements.

LEGAL REF.: Wisconsin Statutes Sections 115.76, 118.125, 118.13, 118.14, 118.15,  
118.153, 118.155, 118.16, 118.162, 118.33  
APPROVED: AUGUST 13, 2008  
REVISED: SEPTEMBER 12, 2012

SURING PUBLIC SCHOOL DISTRICT

432

Closed Campus

The Board of Education of Suring Public School District has adopted the policy that Suring PK-12 is to be a closed campus. Students are not to leave the campus during school hours 7:56 a.m. – 3:14 p.m. (excluding lunch) for any reason without permission from the school office. The school has the facilities and area needed by students and thus students are to spend their day in school. Violations of this regulation may result in suspension from school.

Permission will be granted to leave the school for specific purposes if a written request from parents or teacher is presented before hand to the school office. Permission will not be granted generally to leave the school to run family errands. Modifications to this policy can be modified under special circumstances.

After receiving permission to leave, students are to sign out in the school office and sign in upon returning to the building.

LEGAL REF:           Wisconsin Statutes Section 118.33  
APPROVED:           DECEMBER 13,1995  
REVISED:             AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

433

Student Dismissal Precautions

No staff member shall excuse any student from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the principal.

The principal shall not excuse a student before the end of the school day without a request for the early dismissal by the student's parents. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.

Additional precautions shall be taken by the school administration appropriate to the age of the students, and as needs arise.

APPROVED:           DECEMBER 13, 1995

REVISED:           AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

440

STUDENT RIGHTS AND RESPONSIBILITIES

Students shall have the right to advocate change of any law, policy, or regulation. Students may exercise their right to freedom of expression through speech, assembly, petition, and other lawful means. The exercise of this right may not interfere with the rights of others. Freedom of expression may not be utilized to present material which tends to be obscene, slanderous, to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

Students may present complaints to teachers or administration officials. Adequate opportunities shall be provided for students to exercise this right through channels established for considering such complaints.

LEGAL REF: Wisconsin Constitution, Article I  
CROSS REF: 411, Equal Educational Opportunities  
APPROVED: DECEMBER 13, 1995  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

441

Student Involvement in Decision Making

The Board believes that students should:

1. Feel free to express, without fear, their own opinions, recognizing that every privilege and right has a corresponding responsibility.
2. Be encouraged to participate in student government that provides students with a voice in school affairs.
3. Be encouraged to attend Board meetings and feel free to express opinions and listen to opinions of others.

APPROVED:           DECEMBER 13, 1995

REVISED:           AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

442

Student Complaints and Grievances

Students shall have the right to discuss with faculty members matters of both educational and personal concern. This informal and private process should be followed in order to resolve differences and problems in a friendly and cooperative manner.

Students shall have the right to appeal in writing matters of educational and personal concern to the school principal should discussion with the staff members not resolve the issue.

The right of appeal regarding educational and personal problems shall extend to the school superintendent and the ~~local~~ board of education.

It is the purpose of discussion and appeal procedures to provide access to appropriate school officials within a reasonable time. It is not the purpose to provide a forum through which trivialities, irresponsible actions, and nonrelated school issues are conveyed. In this context it is recommended:

1. That as many student problems and concerns as possible be handled through committees established by the student council or government organization or through direct communication with a staff member.
2. That only issues of utmost concern be brought before a student-faculty committee for review and disposition.
3. That only unresolved issues of major importance be appealed to the school administration for consideration and action.

APPROVED:           DECEMBER 13, 1995

REVISED:           AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

443

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 staff, volunteers and 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 student conduct policies, rules, regulations and codes.

All employees shall share responsibility for seeing that students meet all standards of conduct.

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: Wisconsin Statutes Sections 118.13, 118.164, 120.13(1)  
PI 9.03(1) of the Wisconsin Administrative Code  
CROSS REF: 411-Rule, Discrimination Complaint Procedures  
443-Rule(1), Code of Classroom Conduct  
APPROVED: OCTOBER 28, 1987  
REVISED: JANUARY 10, 2001  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

443-Rule(1)

Code of Classroom Conduct: Removal of Students From Class

A teacher may remove a student from the teacher's class if the student violates the District's Code of Classroom Conduct, or is dangerous, unruly or disruptive, or exhibits behavior that interferes with the ability of the teacher to teach effectively. Specific standards and procedures for the removal of students by teachers and the placement options to be considered by administrators during removal are detailed in the Procedures section of this policy.

The primary purpose of this policy is to establish and maintain a school environment that is conducive to teaching and learning. The policy is intended to supplement rather than replace effective classroom management and student disciplinary policies and practices that exist.

APPROVED:            AUGUST 13, 2008

## SURING PUBLIC SCHOOL DISTRICT

443-Rule(2)

### Code of Classroom Conduct Procedures

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment conducive to teaching and the learning process. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school and to each class ready and willing to learn.

Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior can interfere with the classroom environment and will not be tolerated. A student who engages in classroom conduct or behavior as outlined in this code may be removed from class by a teacher and placed in an alternative setting in accordance with established procedures.

Removal from class under this code does not prohibit the District from pursuing or implementing disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct or behavior for which the student was removed.

For purposes of this code, a “class” includes regular classes, special classes, resource room sessions, labs, study halls, library time, and school assemblies. “Teacher” means a person holding a license or permit issued by the State Superintendent whose employment by the school district requires that he/she hold that license or permit.

#### A. Reasons for Removal From Class

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal from class under this code. It is also reasonable to assume that behavioral expectations of students may vary based on the student’s age and development level. A teacher’s primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this code, in every circumstance the teacher should exercise his/her judgment in deciding whether it is appropriate to remove a student from class or utilize an in-class intervention.

Reasons for removal from class may include, but are not limited to the following conduct or behavior:

SURING PUBLIC SCHOOL DISTRICT

443-Rule(2)

Code of Classroom Conduct Procedures cont.

1. Disruptive, dangerous, and unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly:
  - a. Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
  - b. Inappropriate verbal conduct or behavior that may constitute sexual or other harassment.
  - c. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time.
  - d. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.
  - e. Intimidating or inciting other students to act inappropriately or to disobey the teacher, school or class rules, including, without limitation, inciting others to walk out.
  - f. Destroying the property of the school or another student.
  - g. A repeated pattern of loud, obnoxious, or outrageous behavior that interferes with the classroom learning environment.
  - h. Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
2. Conduct which otherwise interferes with the ability of the teacher to teach effectively. Students are required to cooperate with the teacher by listening attentively, obeying all instruction promptly, and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation this behavior includes:
  - a. Open defiance of the teacher, manifest in words, gestures, or other overt behavior.
  - b. Open disrespect of the teacher, manifest in words, gestures, or other overt behavior.
  - c. Other behavior likely or intended to sabotage or undermine classroom instruction.

SURING PUBLIC SCHOOL DISTRICT

443-Rule(2)

Code of Classroom Conduct Procedures cont.

3. Conduct covered by the District's policies regarding suspension and expulsion. Decisions regarding suspension or expulsion from schools are guided by Wisconsin State Statute 120.13. Thus, a teacher's decision to remove a student from class for behavior covered by this and other applicable policies may, but does not necessarily, mean that the student will also be suspended or expelled from school.

B. Procedures to be Followed for Removing a Student From Class

1. Teacher Procedures

Except where the behavior is extreme or chronic, a teacher should generally warn a student that continued misbehavior will lead to removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

- a. Instruct the student to go to the school office. In such case, the teacher shall verbally inform the administration of the reason for the student's removal from class. This can be accomplished via a two-way communication device or by personally going to the office at the first opportunity.
- b. Obtain coverage for the class and escort the student to the school office. The teacher shall inform the principal or his/her designee of the reason for the student's removal from class.
- c. Seek assistance from the school office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the main office. The principal or his/her designee shall be informed of the reason for the student's removal.
- d. Within 24 hours of the student's removal from class, the teacher shall submit to the principal or his/her designee a short and concise written explanation of the reason(s) for the student's removal from class. The written record shall be placed in the student's behavioral file.

2. Office Procedures

When the student arrives at the school office, the principal or his/her designee shall give the student an opportunity to briefly explain the situation. If the principal or designee is not available immediately upon the student's arrival, the student should be taken to the designated short-term removal area and the principal or his/her designee shall speak to the student as soon as possible.

- a. As soon as practicable, but in any event within 24 hours or one business day, whichever is longer, the principal or his/her designee shall inform the student's parents/guardians that the student was removed from class. This notice may be made by telephone.

SURING PUBLIC SCHOOL DISTRICT

443-Rule(2)

Code of Classroom Conduct Procedures cont.

- b. The parents/guardians of the removed student shall also be sent a written notice of the removal of the student from class.
  - (1) Such written notice shall be postmarked within two business days of the student's removal from class.
  - (2) Such written notice of removal shall contain the following:
    - (a) Identification of the class from which the student was removed;
    - (b) Identification of the basis for the removal of the student from class;
    - (c) Identification of the expected duration of the student's removal from the class.
- c. In the event a long-term removal of the student is the contemplated decision by the principal or his/her designee, the parents/guardians of the student may request a meeting with the principal or his/her designee and teacher who made the request for removal of the student. The purpose of the meeting is to discuss the basis for the removal of the student, the alternatives considered for placement, and the basis for any decision regarding placement.
- d. If the principal or his/her designee makes a long-term placement, the parents shall be notified in writing.

C. Placement Procedures

1. Short-Term Removal from Class

The principal or his/her designee shall designate a room or other suitable place in or away from the school that will serve as the short-term removal area. Following a request for the student's removal from class, the principal, or his/her designee in consultation with the teacher may place a student in the designated short-term removal area. The length of short-term removal time should be consistent with and not exceed school suspension parameters.

Students placed in the short-term removal area shall be supervised. During their time of placement, students will be required to complete instructional activities from or relating to the class(es) from which they were removed.

Prior to allowing the student to return to class, the principal or his/her designee shall conference with the teacher and student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to the class(es), the principal or his/her designee may continue the short-term placement or consider a different placement option.

SURING PUBLIC SCHOOL DISTRICT

443-Rule(2)

Code of Classroom Conduct Procedures cont.

2. Long-Term Removal from Class

Long-term removal shall not ordinarily be considered or implemented except after thorough consideration of alternatives by the teacher, principal, or his/her designee and parent/guardian whenever appropriate. The principal or designee shall make all long-term decisions under this code.

Following consideration of available information, including the teacher's statement, the principal, or his/her designee shall, at his/her discretion, take one of the following steps:

- a. Place the student in an alternative education program as defined by Wisconsin Statute 115.28(7)(e)1;
- b. Place the student in another appropriate place in the school;
- c. Place the student in another class in the same content area and/or at the same grade level;
- d. Return the student to the class from which the student was removed if the teacher and principal or his/her designee determines that readmission to the class is the best.

Long-term placement in any of the above is an administrative decision. The administrator shall provide the parents with written notification of the placement decision. Parent consent is not required and any complaints should be addressed through the District's Patron Concerns and Complaints Process.

D. Removal and Placement Procedures for Students with Special Needs

A student with special needs may be removed from a class by a teacher and placed in an alternative educational setting only to the extent authorized by State law, the Federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and related regulations.

E. Code Dissemination

Students, parents/guardians, and teachers shall be informed of this Code of Classroom Conduct annually.

APPROVED:           AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

443.1

Student Appearance (Dress Code)

Under the assumption that there is a correlation between dress and personal appearance and the way students conduct and feel about themselves, the following guidelines on student dress and appearance are adopted as school policy in order to maintain decorum and favorable academic atmosphere and to promote health, safety, and no disruption to the educational process.

1. Cleanliness and dress are vital not only to the individual but also to those with whom the student shares a classroom or locker. Students should not wear clothing or hair that can be hazardous to them in their various school activities. Grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement, or that expose the students to accidents must be avoided.
2. Dress and grooming styles that create a disruption of the learning process within the classroom must be avoided.
3. Clothing articles that cause undue school maintenance problems must be avoided, i.e., shoes that cause excessive floor marking etc.

LEGAL REF.: Wisconsin Statutes Section 120.13(1)  
CROSS REF.: 443.1-Rule, Guidelines for Student Appearance (Dress Code)  
APPROVED: DECEMBER 13, 1995  
REVISED: MARCH 14, 2001  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

443.1-Rule

Guidelines for Student Appearance (Dress Code)

Suring Public School District students are prohibited from wearing clothing or possessing accessories which, in the opinion of school authorities is contrary to acceptable health and safety standards or may disrupt the educational process of learning atmosphere. Student dress attire must conform to the following minimum standards:

- Headgear may not be worn in the school building.
- Jackets, coats, and gloves must be removed at the student’s locker or coat storage area. Any such items may not be worn around the building during school hours.
- Students must wear shoes/appropriate footwear. Metal cleats may not be worn.
- Students may not wear scanty/revealing clothing.
- No garments which advertise or promote alcohol, tobacco products, or other drugs may be worn.
- No attire with messages or symbols that include profanity, violent or sexual language/actions are allowed.
- Any attire or accessory which by its design, use or intended use, could cause bodily harm, property damage, or intimidation to other persons, may not be worn (e.g., chains, leather straps, pet collars, spikes, etc.).
- No attire with a gang related purpose is allowed.

Body markings or tattoos that do not meet the above standards must be fully covered.

This policy is in force during the school day, in school vehicles, and at all school activities. The wearing of outer garments and headwear will be permitted in school vehicles and at school activities when appropriate.

Authority of Principal and Consequences for Violations

If there is disagreement between students and/or parents and the staff regarding the appropriateness of clothing and body markings, the principal or his/her designee will review the situation and make a decision. Violations of any of the above standards will be subject to disciplinary actions.

LEGAL REF.: Wisconsin Statutes Section 120.13(1)  
 APPROVED: DECEMBER 13, 1995  
 REVISED: MARCH 14, 2001  
 REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

443.2

Student Conduct on School Buses

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal in accordance with state law and established procedures. In such cases, the parents of the children involved shall be notified and become responsible for seeing that their children get to and from school safely.

Student conduct is governed by regulations contained in the student handbooks which are reviewed and updated by the Board annually and thereby become approved policy.

LEGAL REF: Wisconsin Statutes Sections 120.13(1), 121.52  
CROSS REF.: 443.2-Rule, Bus Rider Rules  
APPROVED: DECEMBER 13, 1995  
REVISED: MARCH 14, 2001  
REVISED: AUGUST 13, 2008

## SURING PUBLIC SCHOOL DISTRICT

### 443.2-Rule

#### Bus Rider Rules

The following are rules and regulations for bus riders:

1. Be on time at the designated bus stop.
2. Be careful when approaching the bus stop by walking on the left side of the road toward oncoming traffic.
3. Sit in the seat assigned by the bus driver.
4. Not extend head or limbs out of a window at anytime or throw anything out of a window.
5. Remain seated while the bus is in motion.
6. Obey the driver promptly. Refusal to obey the bus driver shall be reason for being denied transportation service.
7. Not participate in horseplay on or around the bus.
8. His/her parent or guardian shall be financially responsible for damage done to the seats or other bus equipment.
9. Be courteous to fellow students, bus drivers, and student patrol officers.
10. Not use emergency doors except in case of emergency or safety drills.
11. Not engage in loud talk, laughing, or unnecessary confusion that diverts the drivers attention and may result in a serious accident.
12. Tobacco use is prohibited.
13. Not throw, eat, or engage in any type of boisterous action at any time.
14. Help keep the bus clean, sanitary, and orderly at all times.
15. Remain seated until the bus stops before leaving the bus. If the bus rider crosses the road, he/she shall do so in front of the bus after making sure the highway is clear, and after receiving the signal from the bus driver. The student shall stay at least ten feet in front of the bus when crossing the road.
16. Students are expected to get on and off the bus at their regular places. Students are not to get on or off elsewhere unless a written request is given by the parent or legal guardian to the principal before any change will be granted.
17. Shall not bring any type of radio or tape players on the bus at any time.

SURING PUBLIC SCHOOL DISTRICT

443.2-Rule

Bus Rider Rules cont.

Disciplinary Guidelines

If a violation of the above rules occurs the driver will fill out a conduct report and return it to the school office within twenty four hours of the offense or the next school day if the offense occurs on a Friday afternoon or a day before a scheduled non-school day. The report will at least state the date of the offense, student name, offense committed and driver's signature and route number.

The following is a list of possible disciplinary actions to be taken by the school administration, depending on the exact nature of the report:

1. The school official will inform the parent or guardian of the offense and discuss a possible disciplinary measure to correct the situation, or
2. The school official could recommend, to the board of education, expulsion from bus service for the remainder of the school year.

In Conclusion

Parents or guardians and students are to be aware that in any suspension of privileges they have the right to procedures outlined in state law.

Drivers may refuse to transport students only if an immediate report of the circumstances is made to the school principal on the next trip to the school. No student shall be put off the bus except at school or at their assigned stop. The driver may not put students off the bus unless authorized by the principal.

The bus driver or school official has the authority to assign riders to designated seats.

APPROVED:           DECEMBER 13, 1995

REVISED:           MARCH 14, 2001

REVISED:           AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

443.3

Tobacco Use by Students

Smoking or other use of tobacco products by students shall not be allowed on premises owned, rented by or under the control of the school district (including school buses) or in other areas in which school-sponsored activities are taking place.

The district administrator shall hold the principal responsible for effectively implementing this policy in the district.

Students who violate this policy shall be subject to disciplinary action. The administration shall establish procedures for handling a student in violation.

LEGAL REF:           Wisconsin Statutes Sections 120.12(20), 120.13  
APPROVED:           DECEMBER 13, 1995  
REVISED:             MARCH 14, 2001  
REVISED:             AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

443.4

Student Alcohol and Other Drug Policy

No student of the Suring Public School District shall knowingly possess, use, distribute, or be under the influence of alcohol, controlled substances, or any other mood altering chemicals while on school property or during school-sponsored activities. The possession, use, or distribution of drug paraphernalia, look-alike drugs, non-alcoholic beer/beverages, or any substances misrepresented as alcohol or a mood-altering drug is also prohibited on school property or during school sponsored activities.

Any student who violates this policy shall be subject to disciplinary action. Students expelled for drug incidents may be required to submit to intermittent drug testing as a condition of early reinstatement if the Board of Education orders such testing. The testing would occur through the term of the expulsion order.

Students who violate this policy may also be subject to drug testing if the parents, students and district agree in writing. This agreement will include a specific protocol including the timeline for when testing will be discontinued.

Use of prescription or over-the-counter medication in compliance with Board Policy 453.4 (Administering Medication to Students) shall not be considered a violation of this policy. Secondary distribution of any prescribed drug on school property or during school-sponsored activities is prohibited.

Smoking and the use of other tobacco products by students are also prohibited on all school property as stated in Board Policy 831 (Tobacco Use on Facilities)

LEGAL REF.: Wisconsin Statutes Sections 115.35, 115.36, 118.126, 118.257, 118.45, 120.13(1), 125.05(8m), 125.09, Chapter 961

CROSS REF.: 341.31, Teaching About Drugs, Alcohol and Tobacco  
443.4-Rule, Student Alcohol and Other Drug Use Enforcement Procedures  
447, Student Discipline  
453.4, Administering Medication to Students  
831, Tobacco Use on School Facilities

APPROVED: DECEMBER 13, 1995

REVISED: AUGUST 13, 2008

## SURING PUBLIC SCHOOL DISTRICT

### 443.4-Rule

#### Student Alcohol and Other Drug Use Enforcement Procedures

##### Philosophy

The Board of Education recognizes the need to maintain a safe, healthy, drug and alcohol free environment for all students. Student chemical use impairs healthy physical, mental, and emotional development and causes problems, which interfere with the learning process. Chemical use can be a primary cause of problems, it can aggravate pre-existing problems, and/or it can develop into the illness of chemical dependency.

The Board recognizes that the causes and problems associated with alcohol and other drug abuse are complex and need to be treated in the larger context of the individual's family, community, and peer group.

The Board further recognizes that chemical dependency and the problems associated with chemical use can be successfully treated. Therefore, the District will work with the student, student's family, and all segments of the community to ensure that help is available whenever drug and alcohol use affects student performance. However, the student will continue to be held accountable for conduct that violates this policy. Any action taken regarding alcohol/drug-related problems should protect not only the student's best interest, but also the best interests of the school community.

The Mission of the Suring Public School District Alcohol and Other Drug Abuse (AODA) program is to provide students and employees with quality prevention and early intervention services that will foster healthy lifestyles, reduce AODA related problems, and enhance the overall learning process.

##### 1. Prevention and Education

Age-appropriate, developmentally based drug and alcohol education and prevention curricula and programs shall be provided for all students from early childhood through grade 12. This may be accomplished through separate lessons or through curriculum infusion to enrich what the teacher is already teaching. These prevention activities will also help teachers identify students who are at-risk of developing AODA problems. These students should be referred for additional assistance as appropriate.

Staff shall be provided regular staff development training to recognize student AODA behavioral patterns, express care and concern to troubled students, and to make effective referrals.

SURING PUBLIC SCHOOL DISTRICT

443.4-Rule

Student Alcohol and Other Drug Use Enforcement Procedures cont.

2. Family Involvement

Parents or guardians will be notified immediately by an administrator if a student knowingly possesses, uses, distributes, or is under the influence of alcohol, controlled substances, or any other mood altering chemicals while on school property or during school-sponsored activities.

3. Confidentiality

Wisconsin Statute 118.126, Privileged Communications, states that a school psychologist, counselor, social worker, nurse, or any teacher or administrator who engages in alcohol or other drug abuse program activities shall keep confidential information received from a student that the student or another student is using or experiencing problems from the use of alcohol or other drugs. This Statute also indicates that such information may be disclosed: a) if the student consents in writing; b) if in the professional's judgment there is serious and imminent danger to any person; or c) if the professional becomes aware of information which constitutes abuse or neglect under Section 48.981 of the Wisconsin Statutes.

Police officers' records relating to the non-school related use, possession, or distribution of alcohol or a controlled substance by a student may only be used by the District for the purpose of providing alcohol and other drug abuse programming for enrolled students and not for disciplinary action.

4. Staff Immunity

A staff member who in good faith discloses or fails to disclose information as described above is immune from civil liability for such acts or omissions. This immunity does not apply to information required to be reported under section 48.981 of the Wisconsin Law Regarding Abused and Neglected Children, Wisconsin State Statute 118.126(2).

A school administrator, student services professional, or teacher is not liable for referring a student to the police for suspected alcohol or other drug use, possession, or distribution or for removing the student from school or a school-sponsored activity for the same suspicion.

5. Student Searches

Principals, designated employees and law enforcement officers have the authority to conduct reasonable searches of students and student property including lockers, in the event that there are reasonable grounds to suspect that the student has violated a law or school rule.

SURING PUBLIC SCHOOL DISTRICT

443.4-Rule

Student Alcohol and Other Drug Use Enforcement Procedures cont.

6. Other Drug Testing

Expelled students may be required to submit to intermittent drug testing as a condition of early reinstatement if the Board of Education orders such testing. The testing would occur through the term of the expulsion order. A signed agreement by the parent, student and district is required for drug testing to occur.

Students may be subject to drug testing if the parents and district agree in writing. This agreement will include a specific protocol including the timeline for when testing will be discontinued.

Testing of students and the subsequent analysis will be conducted by a third party. The parents or adult student may be responsible for costs associated with the testing. All testing results will be considered a confidential record and will not be disclosed except as authorized by the parent and student, or as legally required.

APPROVED:           DECEMBER 13, 1995  
REVISED:            MARCH 14, 2001  
REVISED:            AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

443.5

Student Use of “Beepers”

Student use or possession of “beepers” (e.g. electronic paging or two-way communication devices) is prohibited in school buildings, on school grounds and in school vehicles. The principal, however, is authorized to permit a student to use and/or carry a “beeper” for medical, school educational, vocational or other purposes as deemed appropriate.

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

This policy will be published in the elementary and high school parent/student handbooks and distributed annually.

LEGAL REF.: Wisconsin Statutes Section 118.258  
CROSS REF.: 447, Student Discipline  
ADOPTED: OCTOBER 13, 1992  
APPROVED: DECEMBER 13, 1995  
REVISED: MARCH 14, 2001  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

443.6

Weapons on School Premises

No student shall possess or use a dangerous weapon in school buildings, on school premises, in a District-owned or contracted vehicle or at any school-sponsored function or event. A dangerous weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts devices, explosive device, metal knuckle or any other object or look alike which is used or intended to be used to inflict bodily harm.

Any student who violates this policy shall be referred to law enforcement officials and shall be subject to school disciplinary action, including suspension and/or expulsion, in accordance with state and federal laws and Board policies. The student's parent(s)/guardian shall be also notified.

LEGAL REF.: Wisconsin Statutes Sections 120.13(1), 939.22(10), 941.235, 948.60,  
948.605, 948.61  
Gun Free Schools Act  
Individuals with Disabilities Education Act  
CROSS REF.: 447, Student Discipline  
447.2, Student Suspension/Expulsion  
APPROVED: DECEMBER 13, 1995  
REVISED: MARCH 14, 2001  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

443.7

Laser Pointers

Students may not possess or use laser pointers at any time on school property or at any school sponsored activity either at home or away. Laser pointers can only be used for instructional purposes by teachers or lecturers and shall not be loaned or checked out by students. Students possessing laser pointers shall be subject to the disciplinary rules, regulations, and procedures established by the Suring Public School District.

LEGAL REF.: Wisconsin Statutes Section 120.13(1)

CROSS REF.: 447, Student Discipline

APPROVED: JULY 14, 1999

REVISED: MARCH 14, 2001

REVISED: AUGUST 13, 2008

## SURING PUBLIC SCHOOL DISTRICT

443.8

### Bullying

The District is committed to providing a safe, supportive and respectful school environment for all students and strictly enforces a prohibition against bullying. Bullying behavior interferes with student learning and has a detrimental effect on the personal health and well-being of students, and will not be tolerated in the District.

Bullying of students is prohibited at school, on school grounds, during school-sponsored activities, on school buses and at bus stops, and through the use of digital technologies. “Bullying” is defined as deliberate or persistent behavior, using words or actions that is intended to cause fear, physical harm or psychological distress on a student and has the effect of doing any of the following:

1. substantially interfering with a student’s education or school performance;
2. creating an intimidating or fearful environment in a school setting for a student or group of students; or
3. substantially disrupting the orderly operation of the school.

All District staff must be alert to and aware of the signs of bullying and intervene promptly and firmly against it.

Bullying behavior can be:

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

Victims of bullying, observers of bullying, and parents or guardians of students who have been bullied are encouraged to report incidents of bullying to the building principal or a school guidance counselor. All reports of bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Retaliation against individuals for filing reports under this policy or assisting in the investigation of such reports is prohibited.

SURING PUBLIC SCHOOL DISTRICT

443.8

Bullyism cont.

Students found to be in violation of this policy shall be subject to disciplinary action ranging from positive behavioral interventions and supports up to and including suspension or expulsion from school. Referrals may also be made to law enforcement officials. When determining the appropriate consequences and remedial action, the building principal shall consider the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, and the context in which the alleged bullying incident(s) occurred.

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

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employee have been identified as the investigator: (a list that contains the names of district employees and schools who have the responsibility to receive the information and conduct the investigation)

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

The person assigned by the district to conduct an investigation of the bullying report shall interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

The building principal shall inform staff, students and parents and guardians of this policy annually. In addition, the building principal shall provide annual training to staff members on the recognition and prevention of bullying and their roles and responsibilities under this policy.

LEGAL REF.: Wisconsin Statutes, Section 118.01(2)(d)8[protective behaviors instruction],Section 118.46(2)[student bullying policy required], Section 120.13(1)[school board power to set conduct rules and discipline students], Section 947.0125[unlawful use of electronic communications]

APPROVED: SEPTEMBER 12, 2012

SURING PUBLIC SCHOOL DISTRICT

444

School Age Parents and Married Students

Marital, maternal, or paternal status shall not affect the rights and privileges of students to receive a public education not to take part in any extracurricular activity offered by the school.

School age parents shall not be impelled to withdraw from their regular program. The school administration shall make special arrangements for the instruction of school age parents and to provide services designed to help them continue in their regular program.

LEGAL REF.: Wisconsin Statutes Sections 118.13, 118.15(4m), 118.153, Chapter 115, Subchapter VI

CROSS REF.: 342.61, School Age Parent Program

APPROVED: DECEMBER 13, 1995

REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

445

Student Interrogations

It is the policy of the schools to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, the school has the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility school officials shall observe the following:

1. A student in school may not be interrogated by any authority without the knowledge of the school official.
2. Any interrogation must be done in private. Parent(s) shall be present if available. In situations which include child abuse/neglect a parent will not be present.
3. A student may not be released into the custody of persons other than parent or legal guardian, unless the student is placed under arrest or taken into custody by legal authority.
4. If a student is removed from the school by legal authority, parents shall be notified of this action by school officials as soon as possible, if they are not already present. Parents will not be notified in cases involving child abuse/neglect.

LEGAL REF.: Wisconsin Statutes Sections 48.981, 51.15, 118.257, 120.13(1)  
CROSS REF.: 446, Student Searches  
APPROVED: DECEMBER 13, 1995  
REVISED: AUGUST 13, 2008

## SURING PUBLIC SCHOOL DISTRICT

446

### Student Searches

The right of inspection of students and/or articles carried upon their persons is inherent in the authority granted school communities[i.e., “boards”] and administrators and should be exercised so as to assure parents that the school, in exercising its “in loco parentis” relationship with their children, will employ every safeguard to protect the well-being of those children. Nevertheless, the exercise of that authority places unusual demands upon the judgment of school officials. Therefore, that authority is to be exercised sparingly and only when such inspection (search) is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility. Maximum effort will be made to (1) protect each student’s constitutional rights, his or her rights to personal privacy, and to provide protection from coercion by others; (2) emphasize that schools are educational and not penal correctional or custodial institutions; and (3) resolve doubts where possible in favor of the student.

LEGAL REF.: Wisconsin Statutes Sections 118.32, 120.13(1)  
CROSS REF.: 446.1, Student Locker Searches  
APPROVED: DECEMBER 13, 1995  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

446.1

Student Locker Searches

All lockers in the school building are the property of Suring Public School District and will be provided for student use at no charge. The School Board retains ownership and possessory control over all student lockers. However, costs may be assessed at the end of the school term for damage considered over and above normal use to the lockers. An official, employee or agent of the school district may search a student's locker as determined necessary or appropriate without the consent of the student, without notifying the student and without obtaining a search warrant.

Locks are required for all lockers and are available to students in the office for a fee. These locks become the property of the student. Students using the locks bear the responsibility of lock combination security. Students are to use school locks only. Personal locks will be removed without notice and the school will not be responsible for any damages to these locks. The school can not be responsible for items taken from lockers, but we will assist students who have experienced a theft to the best of our ability.

Students are asked to clean their lockers occasionally. Students must also refrain from keeping opened containers or packages of food and/or beverages in their lockers.

LEGAL REF.: Wisconsin Statutes Section 118.325  
APPROVED: DECEMBER 13, 1995  
REVISED: MARCH 14, 2001  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

447

Student Discipline

Sound disciplinary measures shall be maintained in the School District. All teachers shall insure that proper student conduct is maintained in his/her classroom, in the halls, on school premises, on scheduled field trips and during school-sponsored activities.

A positive approach in the disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction and the need for positive motivation of students.

When a teacher is unable to adequately handle a behavior situation alone, he/she should contact the principal immediately.

The School District shall not discriminate in standards or rules of behavior or disciplinary measures, including suspensions and expulsions, 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.: Wisconsin Statutes Sections 118.13, 120.13(1), 121.52(1)(b)  
PI 9.03(1) of the Wisconsin Administrative Code  
CROSS REF.: 411-Rule, Discrimination Complaint Procedures  
447.1, Corporal Punishment  
447.2, Student Suspension/Expulsion  
APPROVED: OCTOBER 28, 1987  
REVISED: JANUARY 10, 2001  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

447.1

Corporal Punishment

Corporal punishment or the intentional infliction of physical pain is prohibited.

Any official, employee or agent of the school board is allowed to use reasonable and necessary force to:

1. Quell a disturbance or prevent an act that threatens physical injury to any person.
2. Obtain possession of a weapon or other dangerous object within a pupil's control.
3. Ensure self-defense or the defense of others.
4. Ensure protection of property.
5. Remove a disruptive pupil from a school premise, motor vehicle, or from school sponsored activities.
6. Prevent a pupil from inflicting harm on himself or herself.
7. Protect safety of others.

LEAGAL REF.: Wisconsin Statutes Section 118.31  
APPROVED: DECEMBER 13, 1995  
REVISED: AUGUST 13, 2008

## SURING PUBLIC SCHOOL DISTRICT

447.2

### Student Suspension/Expulsion

#### Suspension

A student may be suspended for a violation of school rules, 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 while at school or under the supervision of a school authority which endangers the health, safety or property of others, or while not at school or while not under supervision of a school authority that 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 district in which the student is enrolled. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property. The district administrator or any principal or teacher designated by him/her shall have the power to suspend a student for not more than five school days, unless a notice of expulsion hearing has been sent, and then for not more than fifteen consecutive school days. Prior to any suspension, the student shall be advised of the reason for the proposed suspension. The student will be suspended if it is determined that he/she is guilty of noncompliance with the school rule or of the conduct charged, and that his/her suspension is reasonably justified.

The school district administrator or principal or teacher designated by the school district administrator shall suspend a student if the school district administrator, principal or teacher determines that the student, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 USC 921 (a)(3).

The parent or guardian of a suspended minor student shall be given prompt notice of the suspension and the reason therefore. The suspended student or his/her parent or guardian may, within five school days following the commencement of the suspension, have a conference with the district administrator or his/her designee who shall be someone other than a principal, administrator or teacher in the suspended student's school. If the district administrator, or his/her designee, finds that the student was suspended unfairly or unjustly or that the suspension was inappropriate, given the nature of the alleged offence, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the student's school record shall be expunged. Such finding shall be made within 15 days of said conference.

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period.

## SURING PUBLIC SCHOOL DISTRICT

447.2

### Student Suspension/Expulsion cont.

#### Expulsion

The Board may expel a student from school when it finds the student guilty of repeated refusal or neglect to obey school rules or regulations, finds that a student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, finds that the student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a student while not at school or while not under the supervision of a school authority engage in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or school board member of the school district in which the student is enrolled, and is satisfied that the interest of the school demands the student's expulsion.

The board may expel from school a student who is at least 16 years old if the school board finds that the student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under other provisions of state law and is satisfied that the interest of the school demands the student's expulsion.

The school board shall commence expulsion proceedings and expel a student from school for not less than one year whenever it finds that the student, while at school or while under the supervision of a school authority, possessed a firearm, as defined under 18 USC 921 (a)(3). The school board may modify the length of expulsion on a case-by-case basis.

Not less than 5 days' written notice of the hearing shall be sent to the pupil and, if the pupil is a minor, to the pupil's parent or guardian. The notice shall state all of the following:

1. The specific grounds, under subd. 1., 2. or 2m., and the particulars of the pupil's alleged conduct upon which the expulsion proceeding is based.
2. The time and place of the hearing.
3. That the hearing may result in the pupil's expulsion.
4. That, upon request of the pupil and, if the pupil is a minor, the pupil's parent or guardian, the hearing shall be closed.
5. That the pupil and, if the pupil is a minor, the pupil's parent or guardian may be represented at the hearing by counsel.
6. That the school board shall keep written minutes of the hearing.
7. That if the school board orders the expulsion of the pupil the school district clerk shall mail a copy of the order to the pupil and, if the pupil is a minor, to the pupil's parent or guardian.

SURING PUBLIC SCHOOL DISTRICT

447.2

Student Suspension/Expulsion cont.

8. That if the pupil is expelled by the school board the expelled pupil or, if the pupil is a minor, the pupil's parent or guardian may appeal the school board's decision to the department.
9. That if the school board's decision is appealed to the department, within 60 days after the date on which the department receives the appeal, the department shall review the decision and shall, upon review, approve, reverse or modify the decision.
10. That the decision of the school board shall be enforced while the department reviews the school board's decision.
11. That an appeal from the decision of the department may be taken within 30 days to the circuit court for the county in which the school is located.
12. That the state statutes related to pupil expulsion are ss. 119.25 and 120.13(1).

An expelled student may be reinstated early, by the board of education, as long as the conditions are met and they follow state statutes.

LEGAL REF.: Wisconsin Statutes Section 120.13(1)  
APPROVED: DECEMBER 13, 1995  
REVISED: MARCH 14, 2001  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

448

Disturbances and Demonstrations

The Superintendent shall have procedures for systematically and effectively coping with any disruption of the normal operation related to student demonstrations and strikes. This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas concerning the school.

LEAGAL REF.: Wisconsin Statutes Section 120.13(1)  
CROSS REF.: 448-Rule, Student Demonstration and Strike Guidelines  
APPROVED: DECEMBER 13, 1995  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

448-Rule

Student Demonstrations and Strike Guidelines

The following steps shall be taken in the event of any student demonstration or strike that disrupts normal operations of the school.

1. The disruption shall be immediately brought to the attention of the superintendent or his/her representative by the administrative head of the school. The superintendent shall have the authority at his/her discretion to alert the police authorities.
2. Students participating in a disruptive demonstration shall be directed by the principal or his/her representative to go to their regular classroom assignment. At the same time, the principal or his/her representative will arrange for a meeting between the administration and the individuals, leaders of a group, or the group, if feasible, to discuss in a rational, orderly manner the problem which has caused the disorder.
3. Nonstudent demonstrators and other unauthorized persons will be directed by the principal or his/her representative to remove themselves from school property forthwith.
4. In the event steps 2 and/or 3 fail to stop the demonstration, the superintendent or his/her representative will ask the police to remove the demonstrators and any individuals failing to comply under step 3.
5. When necessary for their safety, students and staff may be directed to leave the building and school property.
6. At no time, while any demonstration is in process, is the superintendent or any school or Board personnel to enter into negotiations on the issues with the protesters, either orally or in written form.
7. As soon as normal educational and business processes can be resumed, the superintendent shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or to refer them to the Board in an orderly manner.
8. Students and/or employees participating in a disruptive demonstration on school grounds will be subject to suspension.

APPROVED:           DECEMBER 13, 1995  
REVISED:            MARCH 14, 2001  
REVISED:            AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

450

STUDENT HEALTH AND WELFARE

451

Student Insurance

A student and athlete accident benefit program providing supplemental coverage will be made available at district expense. Such protection will cover the student while at school and when engaged in any school-sponsored activities (including interscholastic athletics) either on school property or elsewhere.

The Suring Public School District shall provide accident insurance coverage for students in grades Pk through 12. Athletic insurance coverage shall also be provided by the district.

LEGAL.: Wisconsin Statutes Section 120.13(2)  
APPROVED: DECEMBER 13, 1995  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

452

Student Aid Programs

School children who claim that the financial conditions of their families are such that they cannot afford to pay student fees or required materials and supplies may request financial assistance from the 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 Superintendent, or designee, 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 the indigent children to the authority administering general relief for the county.

LEGAL REF.: Wisconsin Statutes Sections 118.17, 120.12(11), 120.13(27m)  
APPROVED: DECEMBER 13, 1995  
REVISED: MARCH 14, 2001  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

453

Student Health Services

The purpose of the district's health program will be to supplement the efforts and guidance of parents to bring about an awareness on the part of students of regular health care.

The district will:

1. Promote good health habits among students.
2. Stimulate a sanitary and healthful environment in the school.
3. Assist in detecting and recommending correction of medical, psychological, and physical handicaps of students.

Health records will be maintained in accordance with state law.

Annual vision and hearing screening will be planned and administered for selected grades. Records will be maintained in accordance with state law.

LEGAL REF.: Wisconsin Statutes Sections 118.125, 121.02(1)(g), 146.81-146.83  
PI 8.01(2)(g), Wisconsin Administrative Code  
CROSS REF.: 453.1, Health Care Services/Emergency Nursing Services  
APPROVED: DECEMBER 13, 1995  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

453.1

Health Care Services/Emergency Nursing Services

The Suring Public School District shall provide for emergency nursing services for all students under the direction of a registered nurse employed by the local clinic and a local medical doctor.

Emergency nursing services shall be available during the school day and at co-curricular activities. The Gillett Area Rescue Squad and Mountain Rescue Squad will be on call to provide emergency health services and transportation when serious emergencies arise.

The school building shall have designated health care areas where equipment and supplies for emergency care will be provided.

The office secretaries shall be designated to maintain a record keeping system in regard to emergency nursing services and shall be responsible for parent notification of student illness or injury.

The emergency services, policies and procedures shall be reviewed annually.

LEGAL REF.: Wisconsin Statutes Section 121.02(1)(g)  
PI 8.01(2)(g) of the Wisconsin Administrative Code  
CROSS REF.: 453.1-Rule, Student Accident/Illness Procedures  
453.4, Administering Medication to Students  
APPROVED: DECEMBER 13, 1995  
REVISED: MARCH 14, 2001  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

453.1-Rule

Student Accident/Illness Procedures

If the injury is minor, one of the designated staff members may administer first aid in accordance with instructions posted by a designated physician following accepted Red Cross First Aid plans.

In the event of a serious injury to a student, the family or guardian shall be notified as soon as possible. Each student shall have on file in the school office his/her home phone number and any alternate numbers such as parents/guardians' working-place number where parents may be reached during regular school hours. The parent/guardian shall decide what physician shall treat a child and whether to pick up the child at the school or meet the child at a chosen hospital named by parent/guardian. In the event a parent/guardian is not available and physician/hospital treatment is necessary, the principal/administrator will designate which hospital shall be used.

The school shall call the local rescue squad ambulance service. In the event that a students family physician cannot be reached, the physician on emergency duty at the designated hospital will be requested to provide care.

APPROVED:           DECEMBER 13, 1995

REVISED:           AUGUST 13, 2008

## SURING PUBLIC SCHOOL DISTRICT

453.2

### Student Immunizations

Students must be properly immunized against certain diseases as specified by law prior to admission to elementary, junior, and senior high school. Immunization requirements may be waived for an individual student for reasons of health, religion or personal conviction.

LEGAL REF.:       Wisconsin Statutes Section 252.04  
APPROVED:        DECEMBER 13, 1995  
REVISED:         AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

453.3

Communicable Diseases

The Suring Public School District shall cooperate with state and local public health agencies in establishing and maintaining appropriate health standards for the school environment, promoting the good health of students and staff, and educating students and staff in disease prevention methods and sound health practices. Federal, state and local laws and regulations regarding communicable disease reporting and control shall be followed.

In an effort to maintain a safe and healthful school environment, the district will provide educational opportunities to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases at school and in school-related activities.

The Suring Public School District recognizes that an individual’s health status is personal and private. Therefore, the district will handle information regarding students and staff with suspected or confirmed communicable diseases confidentially in accordance with state and federal laws and Board policies.

Students and staff may be excluded from school and/or school-related activities if they are suspected of or diagnosed as having a communicable disease that poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies. Students and staff excluded from school pursuant to this policy may appeal their exclusion in accordance with established procedures.

LEGAL REF.: Wisconsin Statutes Sections 103.15, 118.01(2)(d)2c, 118.125, 118.13, 121.01(1)(i), 146.81-146.83, 252.15, 252.19, 252.21  
HFS 145 COMM 32.50(2) Wisconsin Administrative Code  
29 Code of Federal Regulations (CFR) Part 1910-Subpart Z  
Americans with Disabilities Act of 1990  
Section 504 Rehabilitation Act of 1973

CROSS REF.: 453.3-Rule, Communicable Disease Control Guidelines  
526, Personnel Records  
347, Student Records  
411-Rule, Discrimination Complaint Procedures  
511-Rule, Employee Discrimination Complaint Procedures

APPROVED: DECEMBER 13, 1995

REVISED: AUGUST 13, 2008

## SURING PUBLIC SCHOOL DISTRICT

453.3-Rule

### Communicable Disease Control Guidelines

#### A. Educational and Preventive Measures

1. The district will ensure that all immunizations and physical examinations required of student and staff have been obtained.
2. The principal, or designee, shall be responsible for the appropriate maintenance of a health services room in the school building. A communicable disease wall chart, as defined by the Department of Health and Family Services, will be posted in the school. Information regarding the suppression and control of communicable diseases will also be available for review by interested students and staff.
3. Information regarding suppression and control of communicable diseases will be included as a regular part of the curriculum for students.
4. Information regarding suppression and control of communicable diseases will be included in orientation sessions for new staff and will be used periodically in inservice training programs for existing staff.
5. Standard procedures as set forth in the current edition of Control of Communicable Diseases in Man to prevent the spread of communicable diseases transmitted by air (such as tuberculosis, chicken pox, measles, mumps and rubella); by exchange of body fluids (such as hepatitis A and B, rotavirus, cytomegalovirus, acquired immune deficiency syndrome (AIDS) and salmonella); or by other means (such as pediculosis, scabies, and body lice) will be followed by all staff in the performance of their duties.
6. First aid kits and other supplies and equipment appropriate to reducing the risk of transmission of communicable diseases in the school environment will be provided in the school building.

#### B. Confidentiality/reporting

1. The principal shall function as the district's liaison with students, staff, parents, physicians, public health officials and the community at large concerning communicable disease issues in the school.
2. Any person who know or suspects that a student or staff member has a communicable disease shall report the facts to the principal.
3. The principal will confer with the school nurse and, to the extent circumstances warrant and permit, with the subject of the report and in the case of a minor student, with the student's parent(s) or guardian.
4. If required by public health laws and regulations, the principal will make a communicable disease report to the local public health department.

SURING PUBLIC SCHOOL DISTRICT

453.3-Rule

Communicable Disease Control Guidelines cont.

5. The district will maintain the confidentiality of the student and staff health records, and will not disclose any such records except to the extent required or permitted by law and essential to the safe conduct of the district's operations.

C. Exclusion From School

1. Students

- a. Students who are suspected of having a communicable disease that could be detrimental to the health of self or others in the school environment may be sent home for diagnosis as having a communicable disease that renders them unable to pursue their studies or poses a significant risk of transmission to others in the school environment shall be excused from school attendance until their presence no longer poses a threat to the health of themselves or others.
- b. The determination as to whether and under what circumstances a student may be sent home for diagnosis and treatment or excused from school attendance shall be made by the principal, in consultation with the school nurse.
- c. If the disease in question appears to require a lengthy period of exclusion or pose a serious health threat to the student or others (tuberculosis, hepatitis B, and HIV infection, for example), the principal should refer the determination to the district's health care team unless referral to an IEP team is warranted.
  - (1) The health care team will consist of the principal, appropriate school staff, and –to the extent the cooperation of such individuals can be obtained–the student and/or the student's parent or guardian and the student's physician. The team will confer, as necessary, with a Medical Clinic (as district's medical advisor), legal counsel and with state and local public health agencies.
  - (2) The health care team will convene at the request of the principal to determine whether and under what circumstances a student may be sent home for diagnosis and treatment or excused from school attendance. The health care team may also receive referrals for the purpose of formulating recommendations regarding educational program modification short of exclusion that could permit the student to attend school without posing a significant threat to the health of self or others.
  - (3) The health status of a student temporarily removed from the usual school setting to protect the health of self or others will be re-evaluated by the health care team at regular intervals.

## SURING PUBLIC SCHOOL DISTRICT

### 453.3-Rule

#### Communicable Disease Control Guidelines cont.

- (4) The health care team may provide information to the district administrator and Board to the extent permitted by state and federal confidentiality requirements.
- d. For students previously identified with a disability or whose communicable disease may give rise to a disability, the principal, in consultation with the district's director of special education, may refer this determination to the IEP team. The normal membership of the IEP team making any such determination should be supplemented to the extent possible with the following individuals: guardian, school nurse and the principal.
- e. Before making a determination that a student should be sent home for diagnosis and treatment or excused from school attendance, the principal, health care team, or IEP team reviewing the case shall, to the extent circumstances warrant and permit, inform the student and the student's parent or guardian of the reasons for the contemplated action and shall consider any information the students and/or the student's parent or guardian may choose to offer regarding the student's condition. If a student is sent home or excused from school attendance pursuant to this procedure, the principal shall immediately notify the student's parent or guardian of the action and the reasons for such action.
- f. Alternative educational opportunities will be arranged for students who must be excused from school attendance for a significant period of time.
- g. The principal, in consultation with the school nurse, shall determine when a student who has been excused from school attendance may be readmitted. As a condition of continued or renewed attendance, the district may require a statement from a student's physician that the student is in suitable condition to attend school.
- h. Appeals
  - (1) A parent or guardian of a minor student or an adult student who disputes the determination or action of the principal, health care team, or IEP team concerning exclusion of a student from school may appeal such determination or action by filing a complaint with the district administrator.
  - (2) The complaint must be made in writing and must contain: a) a statement of the facts, b) a statement of the relief requested, and c) any necessary medical information. The complaint should be signed by the complainant and submitted within ten (10) days following the disputed determination of action.

SURING PUBLIC SCHOOL DISTRICT

453.3-Rule

Communicable Disease Control Guidelines cont.

- (3) The district administrator shall confer with the complainant within ten (10) consecutive school days of receipt of the complaint to verify the nature of the complaint and to explain the procedure that will be followed to resolve the complaint.
- (4) Complaints involving the identification, evaluation, educational placement, or provision of a free appropriate public education will be resolved through the procedures contained in the district's special education handbook.
- (5) Complaints involving student discrimination on the basis of handicap or physical, mental, emotional, or learning disability will be resolved through the district's established student discrimination complaint procedures.
- (6) Other complaints will be resolved by the district administrator. The district administrator will confer with the parties involved and will render a written decision within ten (10) consecutive days of his/her receipt of the complaint. A complainant who remains unsatisfied with the district administrator's decision may appeal to the Board. This appeal must be made in writing, signed by the complainant, and submitted to the Board President within ten (10) consecutive days of the district administrator's decision and must state the reasons for disagreement with that decision. The Board will afford the complainant a hearing, upon request, and will render a written decision within ten (10) consecutive days of receipt of the appeal or (if a hearing is held) conclusion of the hearing.
- (7) Except to the extent prohibited by law, a student may be excluded from school during the pending of any appeal hereunder.

2. Staff

- a. If there is reasonable cause to believe that a staff member has a communicable disease that could be detrimental to the health of self or others in the school environment, the district reserves the right to require a medical examination of the staff member at district expense and a physicians' statement indicating whether the staff member is in suitable condition to continue working. This shall be done in consultation with the school nurse and in accordance with current Board policies and collective bargaining agreements.
- b. Staff who are diagnosed as having a communicable disease that poses a significant risk of transmission to others in the school environment or that renders them unable adequately to perform their duties shall be excused from work.

SURING PUBLIC SCHOOL DISTRICT

453.3-Rule

Communicable Disease Control Guidelines cont.

- c. The determination as to whether and under what circumstances a staff member's communicable disease poses a significant health risk to others in the school environment or makes adequate performance impossible shall be made by the district administrator (or designee), in consultation with the school nurse and, where appropriate, with other health care professionals.
- d. Before making a determination that a staff member should be excused from work, the district administrator shall inform the staff member of the reasons for the contemplated action and shall consider any information the staff members may choose to offer regarding his/her condition. The district administrator shall also consider whether a reasonable accommodation could eliminate the health risk to the staff member or others and/or permit adequate performance.
- e. The district administrator shall provide written notice to any staff member excused from work pursuant to this procedure. Staff so excused may utilize any applicable alternative employment opportunities provided under existing board policies and/or collective bargaining agreement provisions-which may include sick leave, unpaid leave of absence, or reassignment-but are not guaranteed continued or renewed employment except to the extent provided under such policies or provisions.
- f. Appeals
  - (1) Staff excused from work pursuant to this procedure and subject to a collective bargaining agreement may appeal the district administrator's determination or action according to the grievance procedure set forth in the collective bargaining agreement.
  - (2) Staff excused from work pursuant to this procedure and not subject to a collective bargaining agreement may appeal the district administrator's determination or action according to the following procedure:
    - (a) A complaint must be made in writing, signed by the complainant, and submitted within ten (10) consecutive school days of the disputed determination or action. The complaint must contain: 1) A statement of the facts, 2) a statement of the relief requested, and 3) and necessary medical information.

SURING PUBLIC SCHOOL DISTRICT

453.3-Rule

Communicable Disease Control Guidelines cont.

- (b) Other complaints will be resolved by the district administrator. The district administrator will confer with the parties involved and will render a written decision within ten (10) consecutive school days of his/her receipt of the complaint. A complainant who remains unsatisfied with the district administrator's decision may appeal to the Board. This appeal must be made in writing, signed by the complainant, and submitted to the Board President within ten (10) consecutive school days of the district administrator's decision and state the reasons for disagreement with the decision. The Board will afford the complainant a hearing, upon request, and will render a written decision within ten (10) consecutive days of receipt of the appeal or (if a hearing is held) conclusion of the hearing.
- (c) Except to the extent prohibited by law, Board policies or collective bargaining agreement provisions, a staff member may be excluded from work during the pendency of any hereunder.

D. HIV Infections/AIDS

1. General

- a. In addition to maintaining normal confidentiality regarding student and staff health records, the district will not disclose the results of a test for the presence of an antibody to HIV except as expressly authorized by the test subject or by law.
- b. Except as authorized by the affected staff member or the student and/or the student's parent or guardian, knowledge that a student or staff member is HIV-infected will be kept confidential.
- c. Health records of students and staff concerning HIV infections will be kept separate from the remainder of the affected individual's records and will be disclosed only to the extent required or permitted by law.

SURING PUBLIC SCHOOL DISTRICT

453.3-Rule

Communicable Disease Control Guidelines cont.

2. Students
  - a. As a general rule, students suspected of or diagnosed as being HIV infected will be allowed to attend school in their regular classroom setting and should be considered eligible for all rights, privileges, and services provided by law and district policy.
  - b. Decisions regarding the type of educational setting appropriate for suspected or diagnosed HIV-infected students will be made on an objective assessment by the health.
  - c. If it is determined that an HIV-infected student poses a risk to the health of student or staff-for example, if the student lacks toilet training, has open sores that cannot be covered, or demonstrates behavior such as biting that could result in direct inoculation of potentially infected body fluids into the blood stream of another- the student may be placed in a more restricted setting. If homebound instruction is necessary, the homebound tutor will be advised regarding the standard procedures to be followed to prevent transmission of communicable diseases through exchange of body fluids.
  - d. HIV-infected students may be immunodeficient and their health may, therefore, be threatened when other communicable diseases are present in the school environment. For each student known to be HIV-infected the school nurse will notify the student and/or the student's parent or guardian when such communicable diseases occur in the school. Upon the recommendation of the school nurse, students who may be exposed to a significant risk because of their own immunodeficiencies may be excused from school attendance by the principal until such time as the risk has abated.
3. Staff
  - a. The district will not solicit or require a test for the presence of an antibody to HIV as a condition of employment and will not affect the terms, conditions, or privileges of employment of any staff member because the staff member obtained such a test.

SURING PUBLIC SCHOOL DISTRICT

453.3-Rule

Communicable Disease Control Guidelines cont.

- b. HIV-infected staff may be immunodeficient and their health may, therefore, be threatened when other communicable diseases are present in the school environment. The school nurse will notify each staff member known to be HIV-infected when such communicable diseases occur in the school. Upon recommendation of the nurse, staff who may be exposed to a significant health risk because of their own immunodeficiencies may be excused from the performance of their regular duties by the district administrator, upon request, until such time as the risk has abated. During this period, at the discretion of the district, staff so excused may be reassigned to other duties to the extent permitted by Board policies and/or collective bargaining agreement provisions. Staff not assigned may utilize any applicable alternative employment opportunities provided under Board policies and/or collective bargaining agreement provisions.

APPROVED:           DECEMBER 13, 1995  
REVISED:           MARCH 14, 2001  
REVISED:           AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

453.4

Administering Medication to Students

It is the policy of the Suring Public Schools District that all children's medication be administered by a parent at home or by a medical doctor or nurse. Under exceptional circumstances medication may be administered by school personnel under the appropriate administrative regulations.

An asthmatic student may use and possess a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity or under the supervision of a school authority if all of the following are true: (1) the student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms; (2) the student has the written approval of the student's physician and, if the student is a minor, the written approval of the student's parent/guardian; and (3) the student has provided the principal with a copy of the required approval(s).

LEGAL REF.: Wisconsin Statutes Sections 118.29, 118.291, 121.02(i)  
PI 8.01(2)(i) Wisconsin Administrative Code  
CROSS REF.: 453.4-Rule, Guidelines for Administering Medication to Students  
APPROVED: DECEMBER 13, 1995  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

453.4-Rule

Guidelines for Administering Medication to Students

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

- A. Written instruction assigned by parent and physician will be required and will include
  - 1. child's name
  - 2. name of medication
  - 3. purpose of medication
  - 4. time to be administered
  - 5. dosage
  - 6. possible side effects
  - 7. termination date for administering the medication

Other legal over the counter and oral medications will be administered by designated personnel with written instructions by the parent/guardian.

- A. The school secretary will
  - 1. inform appropriate school personnel of the medicine
  - 2. keep a record of the administration of medication
  - 3. keep medication in a locked cabinet
  - 4. return unused medication to the parent only
- B. The parents of the child must assume responsibility for informing the school nurse of any change in the child's health or change in medication.
- C. The school district retains the discretion to reject requests for administration of medicine.
- D. A copy of this regulation will be provided to parents upon their request for administration of medication in the school.

SURING PUBLIC SCHOOL DISTRICT

453.4-Rule

Guidelines for Administering Medication to Students cont.

- E. In the event that a student may be subject to life-threatening circumstances because of severe allergies to insect stings or other causes, any school employee or volunteer authorized in writing by the administrator/principal may accept the responsibility for administering epinephrine but only under the following circumstances:
1. Notification in writing by the parent of the child and medical doctor to include:
    - a. child's name
    - b. dosage
    - c. possible side effects
  2. School personnel who may be chosen to administer epinephrine after accepting the responsibility of their own volition will meet with parents, child and doctor together for specific instructions as to administration. The employee/volunteer must report the allergic reaction by dialing "911" for an emergency medical service provider. The parent(s) should also be notified. Parent or ambulance will transport child home or to medical facility for any necessary observation for possible side effects.
  3. The individual administering the epinephrine is immune from civil liability for his/her acts or omissions in administering the drug unless the act or omission constitutes a high degree of negligence under sections 118.29(a)(2m) and (3)(b) of the state statutes.

APPROVED:                   DECEMBER 13, 1995  
REVISED:                   AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

453.5

Student Physical Examinations

The Board recommends a physical examination for all children entering 4K/kindergarten.

Each child entering 4K/kindergarten shall be asked to provide evidence that the child has had his/her eyes examined by a licensed optometrist or evaluated by a licensed physician. Children complying with this request must provide evidence of an eye examination or evaluation in accordance with the timeline established in state law.

APPROVED:           DECEMBER 13, 1995

REVISED:           AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

454

Reporting Child Abuse and Neglect

Any district employee in the school district having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall immediately contact the Oconto County Department of Social Services or village/county police and inform the department or police of the facts and circumstances which led to the filing of the report. The Superintendent or designee shall also be contacted immediately.

School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect. County agencies may contact, observe or interview a child at school without permission from the child's parent, guardian or legal custodian if necessary to determine if a child is in need of protection or services.

No district employee shall be disciplined for making a child abuse/neglect report. In addition, state law guarantees immunity from any civil or criminal liability that may result from making a report on child abuse or neglect and provides for the protection of the identify of any individual who makes such a report.

Failure of individuals mandated by law to report suspected cases of child abuse and neglect is punishable by a fine and/or jail sentence.

LEGAL REF.: Wisconsin Statutes Section 48.981  
CROSS REF.: 454-Rule, Child Abuse and Neglect Reporting Procedures  
APPROVED: DECEMBER 13, 1995  
REVISED: MARCH 14, 2001  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

454-Rule

Child Abuse and Neglect Reporting Procedures

1. In cases of suspected abuse/neglect, staff members shall report to the school administrator, or designee, and call either Oconto County Social Services or Village/County Police.
2. The school administrator and/or designee will give assistance as requested by an employee to provide the following information as required in the report:
  - a. Name, address and age of student
  - b. Nature and extent of injuries and/or condition
  - c. Information given as to cause of injury
  - d. Parent or guardian name (usually ask for mother's name)
3. The report must be made to the County Social Service Agency or police within the working day in which the school employee notifies the school administrator or designee.
4. The school administrator, or designee, will inform the parent/guardian following contact and advice from the County Social Service Agency or police. Written notification should follow the telephone contact. The name of the reporter should not be given to the parents/guardian. The focus should be on the report and not the reporter.

Penalties for Mandated Reporters:

Failure to report may result in a fine of \$1,000 or imprisonment of no more than six months or both.

APPROVED:           DECEMBER 13, 1995  
REVISED:            MARCH 14, 2001  
REVISED:            AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

455

Student Safety

The safety of students is of primary importance in the Suring Public School District. To aide in the safety of students special attention will focus on the following:

1. Maintaining a safe school environment (safety experts shall be called in periodically to inspect the physical condition of all buildings and grounds).
2. Observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards.
3. Offering safety education to students as germane to particular subjects, such as laboratory courses in science, shop courses, and health and physical education.
4. Providing, through the services of the school nurse or other appropriate personnel, first aid care for students in case of accident or sudden illness.

In addition to the above safety measures, school personnel shall be constantly on the lookout for suspicious strangers loitering in or near school buildings or seated in parked automobiles nearby. The principal shall notify the police if the circumstances seem to warrant it.

Teachers shall instruct students not to accept gifts or automobile rides from strangers, and the students will also be instructed to tell the teachers, their parents, police or school patrols of any suspicious strangers.

LEGAL REF.: Wisconsin Statutes Sections 118.01(2)(d)(8), 121.02(1)(i), 255.30  
CROSS REF.: 720, Safety Program  
455.1, Supervision of Students  
APPROVED: December 13, 1995  
REVISED: MARCH 14, 2001  
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

455.1

Supervision of Students

Supervision and control over all students is essential to provide a learning atmosphere. This is a basic responsibility of every teacher.

LEGAL REF.: Wisconsin Statutes Section 120.12(2)

APPROVED: DECEMBER 13, 1995

REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

456

Suicide/Sudden Death

The Suring Public School District is aware that suicide/sudden death is a significant concern. Because of this fact, the Suring Public School District has established a plan of action.

LEGAL REF.: Wisconsin Statutes Sections 118.01(2)(d)7, 118.126  
CROSS REF.: 456-Rule, Suicide/Sudden Death Plan of Action  
APPROVED: DECEMBER 13, 1995  
REVISED: MARCH 14, 2001  
REVISED: AUGUST 13, 2008

## SURING PUBLIC SCHOOL DISTRICT

456-Rule

### Suicide/Sudden Death Plan of Action

#### SUICIDE PREVENTION:

- A. The best prevention plan is a philosophy that reinforces successes and self-worth and one which encourages growth when weaknesses are identified. This philosophy should be embraced by making staff aware of this important philosophy and the need to apply it in all aspects of district activities.
- B. The district should in-service all instructional and other appropriate staff to recognize the warning signs of potential suicide.
- C. The suicide prevention curriculum is designed to include helping those students with needs, develop skills to identify and normalize feelings and teach them how to deal with a situation involving suicide/sudden death.
- D. Each school will make students aware of an available network of support when dealing with personal problems or problems of a friend. This network will include but not be limited to parents, instructional staff, district support staff, clergy, and community resources and agencies.

#### SUICIDE INTERVENTION:

- A. Appropriate individuals who should refer suspected suicidal behavior include all school district employees, parents, students, and other individuals involved in the educational process of our youth.
- B. Any student exhibiting any type of suicidal behavior, no matter how trivial it may appear, should be referred to an available administrator or pupil services team members, such as the guidance counselor, school social worker, or school psychologist. The building principal should be notified as soon as possible.
- C. Do not let the student out of your sight and assure the student that you are there to offer supportive intervention.
- D. In the case of a life threatening situation, the student and staff members involved should be aware that the issue of confidentiality shall no longer apply. Notify the counselor, if that person is unavailable, notify the school principal.

The counselor will consult with the principal, psychologist, social worker, school nurse and other community resources/agencies.

## SURING PUBLIC SCHOOL DISTRICT

456-Rule

### Suicide/Sudden Death Plan of Action cont.

- E. The counselor will notify the parent immediately and encourage the parent to meet with an assessment team. The assessment team may consist of the counselor, school nurse, social worker, psychologist, principal, and/or other trained relevant professional staff.
- F. If the student is hesitant to parents being involved or school personnel are concerned that the parents/guardians are poorly equipped to deal with a self-destructive child, the County Social Services should also be contacted by the counselor.
- G. Release the student to the physical custody of the parent, guardian, or intake worker of the County Social Health Agency or police. Do not let the student go alone.
- H. Make the parent or guardian aware of sources of help, such as local County Social Services and offer to make them aware of how such contact can be made.
- I. Follow up with the family and student to make sure some contact for help has been made. The guidance counselor will follow up to ensure adequate contacts for help have been made.
- J. If it appears the family is failing to adequately get help for the adolescent, then the counselor will report the situation to the Department of Social Services as neglect.
- K. A written record of all action taken by school personnel shall be kept.

### SUICIDE/SUDDEN DEATH POSTVENTION:

#### Philosophy

After a suicide/sudden death has taken place, school personnel must begin by opening the line of communications to students. Never deny that a suicide or sudden death has occurred. Be open and frank with the students. At the same time, avoid glorification of the suicide/sudden death. Remember the “at-risk” individuals may see the attention given to the deceased, and they may see this as a way in which they can get some attention. Do not dwell on the suicide or sudden death itself, but on the loss. Don’t get involved with the incidentals of the suicide or sudden death, but be honest and open about the death.

Expect to see other changes within the school. Truancy, discontent, acting out, and other inappropriate behaviors may become noticeable. Understand that when this occurs, it reflects the anger that accompanies the process of grieving. We should remember that grief for many people may be a delayed reaction that would show up at later times. Tragedy can trigger a grief reaction in people who had a previous experience.

SURING PUBLIC SCHOOL DISTRICT

456-Rule

Suicide/Sudden Death Plan of Action cont.

It is important that an opportunity for discussion be provided. Thoughts and feelings regarding suicide/sudden death need expression. Discourse about why suicide/sudden death occurs is inappropriate.

Goals:

- A. Provide means for individuals to seek help in dealing with the event/feelings.
- B. Provide structure for the grieving process by helping the individual understand their emotions, express their emotions and deal with the problem through rational behavior and thought.

APPROVED:           DECEMBER 13, 1995  
REVISED:            MARCH 14, 2001  
REVISED:            AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

460

STUDENT SCHOLARSHIPS

Students in the School District shall be informed by the administration 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.

The School District shall not discriminate in 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, 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.:           Wisconsin Statutes Section 118.13  
                              PI 9.03(1) of the Wisconsin Administrative Code  
CROSS REF.:           411-Rule, Discrimination Complaint Procedures  
                              461, Wisconsin Academic Excellence Higher Education Scholarship Policy  
APPROVED:            OCTOBER 28, 1987  
REVISED:             JANUARY 10, 2001  
REVISED:             AUGUST 13, 2008

## SURING PUBLIC SCHOOL DISTRICT

461

### Wisconsin Academic Excellence Higher Education Scholarship Policy

Beginning in the 1990-91 academic school year, the Legislature provided tuition and fee scholarships to Wisconsin's top high school scholars. (5.39.41, Wis. Stats.) Annually each school district shall name the 12<sup>th</sup> grade pupil who has the highest grade point average in all subjects as eligible to receive a higher education scholarship. If two or more pupils in the same high school have the same grade point, the school shall select the pupil eligible for the scholarship. A school with an enrollment of 80-499 students in is eligible to award one scholarship. Criteria to break a tie must be determined by the local school.

#### Wisconsin Academic Excellence Higher Education Scholarship Policy:

The Suring Public School District shall annually by February 15<sup>th</sup> name the 12<sup>th</sup> grade pupil who is eligible for this scholarship. The following criteria will be followed:

- A. Students must attend Suring High School for their final three semesters of their high school education and graduate from Suring High School.
- B. The student must have earned the highest grade point average in his/her class.
- C. The highest grade point average will be determined by all regular (A, B, C, D, F) semester grades in all courses taken during the first seven semesters, grades 9-12 inclusive that are accepted for credit in the Suring Public School District and in accordance with scholarship guidelines (s. 39.41 Wis. stats.).
- D. Only students attending eligible Wisconsin institutions of higher learning are eligible (s. 39.41 Wis. Stats.)
- E. In the event that two or more students plan to attend an eligible Wisconsin institution of higher learning and have the same G.P.A., a single winner will be determined by the following tie breaking criteria:
  1. The student with the highest composite ACT score on file with the Suring Public School District by February 1, of the students senior year.
  2. The student with the most credits earned through seven semesters.
  3. A coin flip will determine the scholarship recipient if the process reaches this point. The coin flip will take place in the presence of the students, the district's person responsible for working on the scholarship program, and the principal. The principal will flip a quarter (\$.25) that will be allowed to drop to the floor. If the coin does not lay flat on the floor, a second flip will determine the recipient. The student whose last name would come first in the alphabet will call the flip.

SURING PUBLIC SCHOOL DISTRICT

461

Wisconsin Academic Excellence Higher Education Scholarship Policy cont.

The local Suring High School Scholarship Committee will monitor and administer criteria for the Wisconsin Academic Excellence Higher Education Scholarship. The committee will be chaired by the high school counselor and will include the high school principal and three faculty members.

ADOPTED: JANUARY 14, 1993  
REVISED: MAY 10, 1995  
APPROVED: DECEMBER 13, 1995  
REVISED: MARCH 14, 2001  
REVISED: JULY 12, 2006

SURING PUBLIC SCHOOL DISTRICT

470

STUDENT FEES, FINES, AND CHARGES

The administration is authorized to assess reasonable fines for the loss, destruction, or damage of textbooks, library books, and instructional materials and to assess reasonable fees for programs, materials, and rental equipment, e.g., summer school course enrollment, materials used to make a project the student retains, rental of school-owned musical instruments.

APPROVED:            NOVEMBER 13, 2002

SURING PUBLIC SCHOOL DISTRICT

480

STUDENT EMPLOYMENT

For all students of the Suring Public School District, school responsibilities are to take precedence over nonschool-related jobs.

The Board authorizes the district to serve as an employer for work-study programs, including those sponsored by other organizations. The in-school employment arrangements must be approved by the Board.

APPROVED:           DECEMBER 13, 1995

REVISED:           AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

490

MISCELLANEOUS STUDENT POLICIES

491

Student Volunteers for School and Public Service

The Board encourages the utilization of student volunteers in the educational program (e.g., student librarians) and in useful community services. However, student volunteers must be capable of carrying out the additional load without endangering their academic achievement. Therefore, all student volunteers shall be expected to maintain their grades, attend all classes, and recognize that the activity to which they are volunteering their services is secondary to their primary goal of getting an education.

Teachers and members of the community are encouraged to check with the guidance counselor and the principal before students are sought for volunteer help to make sure that the students can afford academically to undertake the additional responsibility.

APPROVED:           DECEMBER 13, 1995