

# Parent/Student Handbook 2022 - 2023



## TABLE OF CONTENTS

WELCOME	1	BILINGUAL-BICULTURAL EDUCATION PROGRAM	13
ABOUT OUR SCHOOLS	1	CONSENT OPTION FOR SPECIFIC ACTIVITIES	13
OFFICE HOURS	1	ELECTOR REGISTRATION INFORMATION	13
COMMUNITY-PARENT-TEACHER ORGANIZATION (CPTO)	1	EQUAL ACCESS & PUBLIC FORUM	13
COMMUNITY AFTER SCHOOL ENRICHMENT (CASE)	1	EQUAL EDUCATIONAL OPPORTUNITIES & SECTION 504/	13
DAILY SCHEDULE	2	FUNDRAISERS	13
ATTENDANCE	2	HOMELESS CHILDREN AND YOUTH EDUCATION	14
CALENDAR/SCHOOL YEAR	2	HUMAN GROWTH AND DEVELOPMENT CURRICULUM	14
GRADUATION REQUIREMENTS	3	INSURANCE	14
CLASS STATUS REQUIREMENTS & MENTOR ASSIGNMENT	3	OPT - OUT OPTION FOR SPECIFIC ACTIVITIES	14
CALCULATING GPA	3	PERSONAL PROPERTY	14
GRADUATION WITH HONORS	4	PETS	14
HIGH SCHOOL A AND B HONOR ROLL	4	PRIVACY	14
EARLY COLLEGE CREDIT PROGRAM	4	RELIGIOUS ACCOMODATIONS	15
OTHER EDUCATIONAL OPPORTUNITIES	4	REPORT CARDS/PROGRESS GRADES-P/T CONFERENCES	15
SCHOOL CLOSINGS	5	SCHOOL REPORT CARD	15
<b>LUNCH PROGRAM</b>		RIGHT OF INFORMATION – TEACHER QUALIFICATIONS	15
BREAKFAST/LUNCH PROGRAM	5	SPECIAL EDUCATION	15
CHILD NUTRITION/FREE AND REDUCED LUNCH PROGRAM	5	STANDARDIZED TESTING RESULTS	16
LUNCHROOM REGULATIONS/RULES	6	STUDENT RECORDS/ DIRECTORY INFORMATION	16
		TELEPHONE/EMERGENCY CONTACTS	16
		TITLE 1 PROGRAM	16
<b>HEALTH INFORMATION</b>		<b>POLICIES AND ATTACHMENTS</b>	
INJURIES/ILLNESS	6	ADMINISTERING MEDICATION TO STUDENTS	17
LICE/NITS	6	ANIMALS IN SCHOOLS	18
MEDICATIONS	6	APPROPRIATE STUDENT APPAREL	19
MENINGOCOCCAL DISEASE INFORMATION	7	ATTENDANCE/TRUANCY	20
RASH	8	BULLYING	21
<b>STUDENT EXPECTATIONS</b>		CHEATING/PLAGIARISM	23
ATHLETIC EVENTS	8	CODE OF CLASSROOM & SCHOOL CONDUCT	23
BACKPACKS	8	DRUG FREE - STUDENT	26
BULLYING	8	ELECTRONIC COMMUNICATION DEVICES	27
BUS REGULATIONS/RULES	9	GRADUATION HONORS	28
CHEATING/PLAGIARISM	9	LICE	29
CLASSROOM CONDUCT	9	HARASSMENT PAMPHLET	30
COMPUTER USEAGE	9	LOCKER SEARCHES	30
DRIVING/RIDING IN VEHICLES DURING SCHOOL DAY	10	OPEN LUNCH HOUR	31
DRUG FREE/TOBACCO USE	10	EQUAL EDUC. OPPORTUNITIES DISCRIMINATION PROC.	31
FIELD TRIPS	10	EQUAL EDUCATIONAL OPPORTUNITIES	32
HARASSMENT	11	SECTION 504	33
LOCKER SEARCHES	11	PUPIL RIGHTS AMENDMENT	35
OPEN VS CLOSED CAMPUS/ OPEN LUNCH	11	STUDENT RECORDS	36
SECURITY CAMERAS	11	DIRECTORY INFORMATION	42
STUDENT DRESS	11	VISITOR	42
USE OF ELECTRONIC COMMUNICATION DEVICES	12	SCHOOL CALENDAR	Included
VISITORS	12	SCHOOL STAFF EXTENTIONS AND EMAIL ADRESSES	Included
<b>PUPIL SERVICES &amp; GENERAL INFORMATION</b>			
ANNUAL ASBESTOS NOTIFICATION	12		

## **WELCOME TO BIRCHWOOD SCHOOLS**

Welcome, students and parents, to the 2022-23 school year. Our entire staff is looking forward to this upcoming school year and hope you and your child have a successful and satisfying year.

Our handbook is filled with information that you will find useful about our school. It is designed to help answer some of the commonly asked questions about school life in the Birchwood School District. Please read through this handbook with your child to familiarize yourself with school procedures. It may also be helpful to keep the handbook handy to reference materials as needed throughout the school year. If you are unable to find an answer to your question through the use of the handbook or would like more information, please do not hesitate to call the school at any time.

A strong partnership between school and home is essential to ensure the academic and social/emotional success of your child. Parents are encouraged to visit school and attend scheduled meetings for parents with teachers. We hope this handbook assists you in your continued support of your child's education.

## **ABOUT OUR SCHOOLS**

The Birchwood School District consists of six schools; Birchwood Elementary School, Birchwood Middle School, Birchwood High School, Birchwood Public Montessori School, Birchwood Blue Hills Charter School and Bobcat Virtual Academy. Pre-kindergarten through grade twelve students are housed in the Birchwood School. The Birchwood Public Montessori School and the Birchwood Blue Hills Charter School are housed in the Bobcat Learning Center. The Birchwood Public Montessori School is a Four-Year-Old Kindergarten through grade six charter school that is guided by the Montessori philosophy and curriculum. The Birchwood Blue Hills Charter School focuses on project-based learning, through student created, co-created, and teacher created projects integrated in a technology rich environment for students in grade seven through twelve. The Bobcat Virtual Academy is a Four-Year-Old Kindergarten through grade twelve school, that uses K-12 Learning Solutions online curriculum and weekly face-to-face contact to guide learning.

Most of the grades or sections are taught by one individual. Several of our teachers work with students in grades kindergarten through high school. There is one section each of sixth, seventh, and eighth grades, making up the District's middle school. Our high school is on a block scheduling system with most subject areas being the responsibility of one staff member.

## **OFFICE HOURS**

The school office is open from 7:30 a.m. to 4:30 p.m.



## **COMMUNITY-PARENT-TEACHER ORGANIZATION (CPTO)**

The CPTO is an organization that is providing our community with education, leadership and appreciation for each other. This organization organizes and leads activities and programs that support and enhance student achievement. If interested in becoming active in the CPTO, please contact the school office.

## **COMMUNITY AFTER SCHOOL ENRICHMENT (CASE)**

The Community After School Enrichment Program is an after school program that offers academic assistance and enrichment activities to students in Kindergarten through 12<sup>th</sup> grade. CASE is a great opportunity for students to receive that extra help to be successful in school. This program is available to students at no cost. CASE operates Monday through Thursday immediately after school until 5:00 p.m. throughout the school year.

Tutoring services are offered after school for middle and high school students. For more information about CASE, please contact the school office at 354-3471.

### **DAILY SCHEDULE**

The school day begins at 8:10 a.m. and is dismissed at 3:30 p.m. for elementary, middle and high school. Parents should not drop off their student at school any earlier than 7:50 a.m. Please drop off your student at the door and pick up your student outside in the front of the school. All students who ride the bus are required to enter the building upon arrival. All students are required to be in their class at 8:10 to start the school day. Parents should arrange to have students leave the building by 3:40 p.m. unless they are part of a supervised activity.

### **ATTENDANCE**

A copy of the Board Attendance policy is included with this handbook. Please note that parents are required to phone the school office when their child(ren) are absent. If a family does not have a phone, a note stating the reason for the absence must accompany the student when he/she returns to school. This includes when a student leaves at noon and does not return. Also, any planned vacations should be cleared with the office prior to leaving on the trip. Please make every effort to plan family vacations when school is not session, absences can add up over the course of the school year.

Period attendance will be taken for students in grades 6 through 12. Students in Four-Year-Old Kindergarten through grade 5 will have attendance taken in the morning each day.

There is a Washburn County Ordinance dealing with truancy. All students attending the Birchwood School System are subject to this ordinance, no matter where they reside. Truancy is defined as any unexcused absence (as defined by board policy), whether it is all or part of a school day. An unexcused absence may result in an officer issuing a citation to the parent and student requiring them to attend truancy court at the Washburn County Court House. It is therefore imperative that parents call the office the day of an absence or send a note upon the student's return to school. More information on truancy procedures can be found in this handbook and is also provided in the student handbook in the student agenda. (See Page 20)

Students are to request permission from the principal to leave the building and must check out with the office. Office personnel must initial the sign out form to show approval of the student's departure. Failure to have office approval will result in the absence being unexcused. Parental authorization after the fact will not be accepted.

All students are expected to attend the class to which they are assigned.

Tardy Students: Students arriving to class on time is important. Continual tardiness disrupts the learning environment, requires more clerical work, and costs teaching time for everyone.

Students and their parents or guardians have the right to request the school board to provide the student with program or curriculum modifications as outlined in section 118.15(1) (d) of the state statutes, and the decision-making process to be used in responding to such requests under section 118.15 (1) (dm) and (e) of the state statutes. Please contact the Superintendent for the decision-making process.

## CALENDAR/SCHOOL YEAR

The school calendar is decided on a yearly basis. Please take note of when the vacations are set and when in-service days occur. The school calendar can be viewed on the Birchwood School website at [www.birchwood.k12.wi.us](http://www.birchwood.k12.wi.us).



## GRADUATION REQUIREMENTS

All graduating seniors must successfully complete 28 credits including:

- Four credits of English
- Three credits of Social Studies
- Three credits of Mathematics
- Three credits of Science
- One and a half credits of Physical Education
- Half credit of Health
- One credit of Portfolio:  $\frac{1}{2}$  credit Sophomore year &  $\frac{1}{2}$  credit Junior year
- One credit of Fine Arts (Music and/or Art)
- Half credit of online/virtual or Moodle classes
- One credit of Industrial Tech and/or Business Education

Students who transfer to Birchwood while in high school will be required to meet with the high school counselor to develop a graduation contract.

## CLASS STATUS REQUIREMENTS & MENTOR ASSIGNMENT

- Sophomore status - Student has earned  $6\frac{3}{4}$  credits or more
- Junior status - Student has earned  $13\frac{1}{2}$  credits or more
- Senior status - Student has earned 20 credits or more

Students will be assigned a grade level based on the number of credits they have achieved, not according to years attended. This will allow only students who have achieved the correct number of credits to participate in events designated Sophomore, Junior, or Senior activities. Students may change class status at semester. Check with the high school counselor for the appropriate number of credits needed to make a class status change and to enroll in credit recovery classes.

## GRADE POINT AVERAGE

At Birchwood High School, Grade Point Average (GPA) is calculated by taking the number of credits associated with a grade, multiplying by the grade point value of that grade, adding to get the total grade points and then dividing by the total number of credits. In our school, we use a four point scale where an "A" is worth four grade points, a "B" carries three grade points, a "C" equals two grade points, and so on. If a student takes a class "Pass/Fail" a passing grade (P) will not impact a student's GPA, although the failing grade (F) will. We also use with chromatic variants (+ and -) to identify grade points in between the prime letter grades.

**For Example:**

Class	Credits	Grade	Grade Point
Soph. English	$\frac{1}{2}$	A	4.0 - 2.0
Biology 2	$\frac{1}{2}$	B+	$3.3333 = 1.6667$
US History	$\frac{1}{2}$	B-	$2.6667 = 1.3333$
General PE	$\frac{1}{4}$	C	$2.0 = .5$

### Calculated GPA

- Total Credits: 1.75
- Total Grade Points: 5.5
- GPA:  $5.5/1.75 = 3.1429$  or slightly below B+

### Grade Points

F = 0.0000	C- = 1.6667	B = 3.0000	A+ = 4.0000
D- = 0.6667	C = 2.0000	B+ = 3.3333	
D = 1.0000	C+ = 2.3333	A- = 3.6667	
D+ = 1.3333	B- = 2.6667	A = 4.0	

## GRADUATION WITH HONORS

Valedictorian and Salutatorian are awarded to the students who have earned the highest grade point averages according to procedures as stated in the Graduation Honors Policy. The grade point average used to determine the Valedictorian and Salutatorian will be based on the first seven (7) high school semesters.

Students wishing to be considered for Graduation with Honors up to and including Valedictorian/Salutatorian must complete 2 credits of World Languages (1.5 credits must be completed by end of first semester senior year, with enrollment in .5 during second semester senior year being allowed to reach 2.0). More information on the Graduation Honors Policy can be found in this handbook. (See Page 28)

## HIGH SCHOOL A AND B HONOR ROLL

- A HONOR ROLL - quarterly GPA of 3.5 or higher. Students earning a 4.0 quarter GPA will receive an additional recognition pin.
- B HONOR ROLL - quarterly GPA of 3.0 to 3.49

**ELIGIBILITY** - High school students gain eligibility for A and B Honor Roll by carrying at least 1.75 high school credits and earning a C or higher in all courses. Mid-term grades from semester length courses will be used to determine Honor Roll eligibility, but only final course grades will be used to calculate GPA for Honor Roll recognition.

## EARLY COLLEGE ENTRY & START COLLEGE NOW PROGRAMS

The Early College Entry and Start College Now programs provide an opportunity for students to take one or more courses at an institution of higher education for high school and/or college credit (Ex. Early College Entry - University of Wisconsin, Barron County and Start College Now - Northwood Technical College). Students will receive information about the Early College Entry and Start College Now programs on a yearly basis. If interested in this program, please contact the high school counselor.

## OTHER EDUCATIONAL OPPORTUNITES

**Science Club** - Science Club is available to students in grades 3 through 6. Fun science activities will be performed and discussed during club meetings. Larger science projects will also be worked on to present at the end of the year Science Fair. Science Club meets once a month. Contact Mrs. Schultz for more information.

**Community Theater** - Community Theater is available to community members in the Greater Birchwood Area, and students in grades K through 12. Productions will take place throughout the school year. Contact the office for more information.

## Co-Curricular Activities (High School)

Future Business Leaders of America (FBLA)

Lakeland Honors Society (LHS)

Drama

Student Council

Choir (e.g. All Conf, State, etc.)

Forensics

\*Must be elected for these positions.

\*Homecoming Court

\*Prom Court

\*Class Officer

\*Managers/Statistics/Video

Forensics

Gay Straight Alliance



**Athletics**

Volleyball (Middle School/High School)

Football (Middle School/High School)

CO-ED Cross Country (Middle School)

Girls' Basketball (Middle School/High School)

Boys' Basketball (Middle School/High School)

Baseball (High School Only)

Softball (High School Only)

CO-ED Golf (High School Only)

Cheerleading (High School Only)

**Please Note:** Middle School athletics are open to community participation.**SCHOOL CLOSINGS**

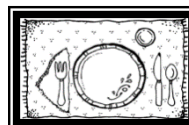
School may be closed due to inclement weather or emergencies. School Messenger will call homes to inform families of school closings. School cancellations will also be announced on the following media stations:

**Rice Lake** WJMC 96.1FM  
WKFZ 99.1FM  
WAQE 97.7FM  
**Eau Claire** WAXX 104.5FM  
WEAU TV Ch 13

**Hayward** WOJB 88.9FM  
WHSM 101.1FM  
WRLS 92.3FM  
**Duluth** KDAL 95FM  
WDIO TV Ch 13

**Lunch Program****BREAKFAST/LUNCH PROGRAM**

	K-5	6-8	9-12	Reduce	Extra Milk
Breakfast-	\$1.50	\$1.50	\$1.50	\$.30	\$.35
Lunch-	\$2.70	\$2.85	\$2.95	\$.40	\$.35



The food service program is tracked by student account numbers. This number is entered into the computer each time students eat. No student is allowed to use another student's number. Families are to establish an account by depositing a minimum of \$10.00 per student. All family member meals are deducted from the same account. It is expected that family accounts have a positive balance. Families will be contacted to add money to their account when their balance is low. Applying for free or reduced lunches is strongly recommended. Please be sure to complete an application if you think your family income qualifies for this program. Families that qualify for free lunch must also deposit at least \$5.00 to cover extra purchases such as milk or extra servings. **Please note:** Children with a lunch account balance of -\$40.00 or more will be expected to bring their own lunch and will not be served a school lunch.

**\*\*\*\*\*CHILD NUTRITION PROGRAMS - FREE AND REDUCED LUNCH PROGRAM\*\*\*\*\***

*Parents are encouraged to review the materials in the opening newsletter related to the Free and Reduced Lunch program. All parents who think they may be eligible for this program are encouraged to apply. Once families qualify for this program, they will be eligible to receive free and reduced lunch for the remainder of the school year. You may apply for free and reduced lunch at any time throughout the school year if your employment status changes.*

*Family application for free and reduced lunch benefits both the family and the school district. Families benefit by receiving breakfast and lunches for free or a reduced price. The school district benefits, by becoming eligible to receive state and federal grant money based on the number of students in the Free and Reduced Lunch Program. Please take the time to complete the necessary paper work or ask for additional*

*information concerning the Free and Reduced Lunch Program. Any questions involving this program should be referred to Raime Hrdlicka or Marilou Birdsill.*

## **LUNCHROOM EXPECTATIONS**

### **I am Respectful**

- Use "please", "thank you" or "no thank you"
- Stay seated
- Use good table manners
- Voice level: 1-2

### **I am Responsible**

- Stack trays
- Clean trays
- Walking feet at all times
- Keep food to self without sharing

### **I am Ready to Learn**

- Raise my hand for help
- Wait quietly in line
- Enter and leave with walking feet



- Students should not bring soda or carbonated drinks to the lunchroom.

## **Health Information**

### **INJURIES/ILLNESS**

If a student becomes ill or is injured, we must be able to contact the parent(s) or a designated person during the school day. It is imperative that an emergency number is on file with the office. If a parent can't be reached, we must have a number to call other than the parent. Please be sure to provide information before the first day of school. If a child is too sick to remain in the classroom, then they are too sick to remain in school. Parents should make arrangements for their children to be picked up in case of illness or injury. Students should report any injury to their teacher or supervisor so an injury report can be written in the office. This report will be necessary should an insurance claim be made.

### **LICE/NITS**

The Birchwood School Board has adopted a Lice policy. This policy is included with this handbook (See page 29). All parents should take note as to the procedures the system follows when head lice are detected. Policies are adopted to protect all individuals.

### **MEDICATIONS**

Medication should be administered to school children at home rather than at school whenever possible. Before



any prescription medication may be administered to a student, school personnel must receive written parental/*guardian* consent and written instructions from the child's physician, dentist, etc. Written

parental/*guardian* consent and instructions must be obtained before administering any non-prescription medications to students.

#### Prescription Medication

Prescription medication must be sent to school in a pharmacy-labeled container with the student's name, the name of the prescriber, the name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.

#### Nonprescription Medication

Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription drug products may only be administered in higher than the recommended therapeutic dosage by written approval of the medical provider AND parent or guardian.

#### Glucagon

Glucagon may be administered to students who have known diabetes and are suffering from severe low blood sugar with an altered state of consciousness.

A copy of the Administering Medication to Students policy is attached to the handbook. (See page 17)

### **MENINGOCOCCAL DISEASE INFORMATION**

Meningococcal disease is a serious illness caused by bacteria. It is a leading cause of bacterial meningitis in children 2-12 years of age in the United States. Meningitis is an infection of fluid surrounding the brain and the spinal cord. Meningococcal disease also causes blood infections.

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion, and/or a rash. Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected person (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness, and limb amputations.

Anyone can get meningococcal disease, but it is most common in infants less than one year of age and people with certain medical conditions, such as lack of a spleen. College freshman who live in dormitories have an increased risk of getting meningococcal disease.

A meningococcal vaccine is available to use among persons ages 11 to 55 years, which provides protection against four of the five types of bacteria that cause meningococcal disease. Many parents are unaware of the dangers the disease poses to their children and that a vaccine is available that may help to prevent up to 83

percent of cases among teens and college students. Immunization is the most effective way to prevent this very serious disease. The Center of Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11 to 12 years old), adolescents at high school entry (15 years old), if they have not previously been immunized, and for college freshmen living in dormitories. It is suggested that you contact your child's health care provider to help you decide if your child should receive this vaccination.

For more information visit the following websites: [www.cdc.gov](http://www.cdc.gov), [www.musa.org](http://www.musa.org), or [www.nmaus.org](http://www.nmaus.org).

### **RASH**

All children with rashes must be excluded from school until the rash is evaluated by a medical professional and determined to be non-communicable or treated. This means that if a child comes to the office with a rash, the office personnel will contact the parent. This contact may result in the parent being required to remove the child from school until the rash goes away or it is examined by a doctor.

## **Student Expectations**

### **ATHLETIC EVENTS/STUDENT PERFORMANCES**

Community members as well as parents and students are encouraged to attend events in which our students participate. Students are expected to conduct themselves in accordance with all school rules when attending these events. Students who are absent during the day should not attend events that evening unless the absence was pre-approved by an administrator. When parents attend these events, they should help ensure that their children conduct themselves properly. Family passes are available to purchase from the school office. Athletic events and school activities can be found at the Birchwood School website at [www.birchwood.k12.wi.us](http://www.birchwood.k12.wi.us).

### **BACKPACKS**

When purchasing a backpack for your child, please keep in mind that the backpack must fit in the student's locker and the locker door must be able to close. Students will not be allowed to wear the backpack during the school day, nor will they be allowed to have backpacks in the classroom with them. The backpacks are to be put in the locker upon arrival to the school building and left there for the rest of the school day.

### **BULLYING**

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

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race,

ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic or family status.

Bullying behavior can be:

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

Any person, including the victim of the bullying, witness of the bullying, or any other concerned individual, is encouraged to report the conduct to a staff member or administration. We can't deal with this kind of problem if we are unaware of it occurring. A copy of the Bully Policy is attached to the handbook. (See page 21)

## BUS EXPECTATIONS

### I am **Respectful**

- Stay seated
- Use kind words
- Voice level: 2

### I am **Responsible**

- Follow bus rules

### I am **Ready to Learn**

- Listen to bus driver



## CHEATING/PLAGIARISM

It is expected that all students do their own work. Any copying of other student work, whether on a daily assignment or a test, will be considered cheating. Plagiarism from anyone's work, including copying materials off the internet will not be tolerated. The classroom teacher and/or the office will deal with this type of situation. A copy of the Cheating/Plagiarism policy is included with this handbook. (See page 22)

## CLASSROOM CONDUCT

The Birchwood School District has a policy dealing with classroom conduct. By state law, teachers have the right to remove students from classrooms for disruptive behavior. If students are removed from the classroom, the principal will make parent contact informing the parent about the incident, the duration of removal, and any other consequences. The Code of Classroom and School Conduct policy is included in this handbook (See page 23). If you have any questions on this policy, please contact an administrator.

## COMPUTER USAGE



Computers have become technology that students use on a regular basis. The use of school computers are a privilege and not a right. Inappropriate use or abuse of a computer will result in the loss of this privilege for

specified period of time. Students in grades 4-12 and their parents are required to sign the One-to-One Technology Program Acceptable Use Policy & Permission Initiative at the beginning of each year.

### **DRIVING/RIDING IN VEHICLES DURING SCHOOL DAY**

Students who drive a vehicle to school must agree not to drive or sit in the vehicle during school hours. This includes the lunch hour. Students are expected to park in the student lot, not on the street or in the staff parking lot. The student parking lot is off limits to students during the school day, including at noon unless the student has permission from the office. Failure to comply with these rules may result in noon detentions, suspensions both in and out of school, or loss of driving privileges. Students who ride or sit in vehicles are subject to similar consequences.

### **DRUG FREE/TOBACCO USE**

The Birchwood School building and all property of the Birchwood School District are Drug Free Zones. Students and adults are not permitted to use tobacco, alcohol, or other drugs anywhere on school property.

Juniors and seniors who leave campus for open noon hour are to abide by school rules. This includes the rule of tobacco use even if the student is of age. Any drug use will result in immediate suspension and possible expulsion by the school board. Field trips or school functions held off school grounds are considered school activities and the school rules apply during these activities. A copy of the Drug Free School Policy and the Tobacco Use Policy are attached to the handbook. (See page 26)

### **FIELD TRIPS**

Educational field trips will occur throughout the school year. Field trips are a privilege. The school assumes a significant responsibility in taking these trips. A student's school behavior prior to the trip must be cooperative and positive in order to be eligible to participate. The teachers and the principal will determine whether a student is eligible to participate in a field trip. All rules, regulations, and policies regarding student behavior of the Birchwood School District are to be followed. Students are to cooperate fully and follow the instructions of all chaperones and other supervisory personnel. No possession or consumption of alcohol, illegal controlled drugs, or smoking is allowed at any time during the trip. Violations of this expectation will result in police involvement and disciplinary actions up to expulsion. No weapons, firearms, or dangerous instruments may be purchased or used during the trip. Violations of this expectation will result in police involvement and disciplinary actions up to expulsion.

Parents who desire to attend a field trip with their child will be asked to complete a criminal background check before attending the trip.

Walking field trips or those that occur as part of the curriculum of a class will be handled by a parent's signature one time on a specific form. All other trips will require a parental signature prior to the student being allowed to participate. Students who are not allowed to attend a field trip due to disciplinary actions will be expected to report to the office on the day of the trip.

### **HARASSMENT**

Harassment can take many forms. A copy of the pamphlet dealing with this subject is included with this

handbook. The Birchwood School District takes this subject seriously and will actively enforce this behavior. Please encourage your child to speak to a counselor or principal if this type of action is occurring. We can't deal with this kind of problem if we are unaware of it occurring. Consequences for harassment can include but

are not limited to verbal/written warnings, suspensions both in and out of school, involvement of law enforcement, and in extreme cases, expulsion. A Harassment pamphlet is included with this handbook. (See page 30)

### **LOCKER SEARCHES**

The Birchwood School Board has adopted a policy dealing with locker searches. The students are informed that the lockers may be searched at any time, including searched by drug dogs. Students should not put anything in their lockers or desks that are illegal or against school rules. A copy of the Locker Search policy is included with this handbook. (See page 30)

### **OPEN VS CLOSED CAMPUS / OPEN LUNCH**

Birchwood School runs a closed campus. This means that once students arrive on school property they are to stay on school property for the rest of the school day. This includes those students being dropped off in vehicles and those riding the bus. The only exception to this is the juniors and seniors who have parent permission to leave campus for open lunch hour. These students are to follow all rules as stated in the board policy book dealing with open lunch hour. Failure to comply with these rules will result in consequences including the cancellation of their open lunch hour for a specified period of time as determined by administration. A copy of the Open Lunch Hour policy is included with the handbook (See page 31).

### **SECURITY CAMERAS**

Birchwood School recognizes the need to provide a safe learning environment for students and staff, and protect the district's property and equipment. Therefore, video surveillance cameras will be used throughout the school. To protect individual rights the District will comply with federal and state laws.

### **STUDENT DRESS**

The subject of student attire and grooming has an impact on the education of the student and at times those around the student. The School District of Birchwood has a responsibility to those attending to insure that appropriate dress is worn. There are times that inappropriate dress can jeopardize the safety or health and welfare of a student(s). There are also times that educational distractions may become a factor. Students are restricted from wearing clothing that advertises alcohol, tobacco, sex, or profanity. Also, no chains or hats are to be worn by students while in the school building during the school day. There is a copy of the Student Dress Policy included with this handbook (See page 19). Other types of inappropriate clothing are also discussed in this policy. Please note that low cut tops, tank tops, mid-riff shirts, and short shorts/skirts are not appropriate dress. Students who wear such items will be required to change, reverse, or cover the item. Refusal to obey this rule can result in the student being suspended from school.

### **USE AND POSSESSION OF ELECTRONIC COMMUNICATION DEVICES**

Students of the Birchwood School District are prohibited from using any electronic communication devices (ECDs) including, but not limited to, cell phones, iatches and pagers during the school day in school buildings,

school vehicles, and at all school-sponsored activities that occur during the regular school day, unless the student has been specifically given permission by the classroom teacher. The classroom teacher may determine if students are allowed to use phones or electronic devices in their classrooms. The decision will be based on educational values. ECDs may be brought to school by a student, but they must be turned off and out of sight when in the school building. ECDs can be used after students have been dismissed from school for the day in the main hall by the office only. All cell phones brought to school by students must be registered with the office.

The use of an ECD in any locker room, bathroom, or other area in which students dress is prohibited at all times. At no time shall a student be in possession of any paper or electronic pornographic pictures, images, texts or recordings. Also prohibited is the possession of any threatening, intimidating or sexting messages, especially those directed toward students, school staff or against the school. This prohibition applies to messages generated off-site that affect students, staff or the school. All students who violate this policy may be subject to appropriate disciplinary action as established by the building principal. These consequences may range from parent contacts, confiscation of the student's phone, up to and including expulsion.

Depending on the level of active use, or circumstances surrounding an ECD's use, the Administration may inspect the contents of the ECD for indications of academic cheating, inappropriate texts, pictures and recordings. A copy of the Use and Possession of Electronic Communication Devices is included with this handbook. (See page 27)

## **VISITORS**

The Birchwood School District encourages parents and community members to visit the school. The school doors will be locked during the school day from 8:30AM to 3:30PM. There are some rules we need to enforce for the protection of the students. All visitors are to report to the school office when they enter the building. We have a visitor badge we would like all visitors to wear when they are in the building. Attached to the handbook is the Board policy dealing with visiting the classroom (See page 42).

Dances - To attend a school dance, visitors must complete and return a Dance Guest form to be completed and returned prior to the dance. Guest younger than 9<sup>th</sup> grade or 20 or older will NOT be allowed to attend.

## **Pupil Services & General Information**



### **ANNUAL ASBESTOS NOTIFICATION**

The Asbestos Hazard Emergency Response Act, (40CFR763.93[g][4]), requires that written notice be given specifying that the school has a Management Plan for the safe control and maintenance of asbestos-containing materials found in the building. This management plan is available and accessible to the public at the district office.

Additional information includes the ongoing operations and maintenance activities of asbestos containing materials in the building, as well as records of six month inspections, three year re-inspections, and records pertaining to all removal and encapsulation projects done. Superintendent, Gayle Luebke can be contacted for more information.

### **EDUCATION PROGRAM**

Students who are fluent in a language other than English have certain rights affecting their instruction. If a parent believes that a student's native language background interferes with learning, he/she should contact a school counselor.

### **CONSENT OPTION FOR SPECIFIC ACTIVITIES**

At times during the year some surveying of students may occur. The School District complies with all federal regulations regarding parental consent. A copy of the Pupil Rights Policy is included with this handbook. (See page 35)

### **ELECTOR REGISTRATION INFORMATION**

The School District encourages students who are age 18 or over to register. Information can be obtained from the high school guidance counselor.

### **EQUAL ACCESS AND PUBLIC FORUM**

The School District of Birchwood provides equal access to groups using the school's facilities. It does not discriminate in the use of its facilities. All uses of school facilities by the public are subject to approval of an individual's or group's written "Use of Facility/Equipment Request form. A charge for building use may be administered, as stated on the Use of Facility/Equipment Request form found in the office, Birchwood School provides a limited public forum for groups in the exercise of First Amendment speech rights. As a general rule groups may use school facilities during non-school hours. Restrictions may be placed on groups whose access and/or use interfere with normal school operations.

The School District aims to identify the source of all school sponsored flyers and announcements that it sends out for school sponsored activities. Throughout the school year different non-school groups may also send home flyers. Whenever possible, the non-school source of this flyer will be printed. Depending on the type of flyer etc. distribution of non-school flyers may be limited in terms of the type of distribution to students. Birchwood School does not endorse the content of any non-school group flyer.

### **EQUAL EDUCATIONAL OPPORTUNITIES & SECTION 504/ NONDISCRIMINATION**

The Birchwood School District believes that it is the right of all students to participate fully in classroom instruction and extra-curricular activities. A copy of the Equal Educational Opportunities Policy and the Discrimination Complaint Procedures are attached to this handbook (See pages 31 & 32). Also attached is information on section 504 dealing with handicapped students. (See pages 33) Any questions should be directed to administration at the school office.

### **FUNDRAISERS**

There are many fundraising activities during the school year sponsored by different organizations, groups, or classes. If a parent does not want their child(ren) to participate in fundraising activities, they should contact the school office in writing prior to the first day of school. Students involved in a fundraising activity are financially responsible for any money they collect or items they are required to deliver. The district encourages whenever possible, that fundraising merchandise be paid by check, not cash. If younger students are involved in a fundraising activity, parents should discourage them from doing door to door sales.

### **HOMELESS CHILDREN AND YOUTH EDUCATION**



The federal government has expanded the definition of Homeless Children to include those who are in transition between housing, have no permanent housing, etc. If a parent believes that a child is homeless, they should contact the Superintendent for additional information. Schools are required to be flexible in the educational placement for homeless children. Please contact the district office to view the Homeless Education Program and Procedures policy.

### **HUMAN GROWTH AND DEVELOPMENT CURRICULUM**

The curriculum for the human growth and development program is available for inspection by any parent interested in what their child is being taught. The Health teacher will make yearly parent contacts, informing parents of the Human Growth and Development Curriculum. Individual students can be exempted from participating in the Human Growth and Development Curriculum or specific subjects in the curriculum if a parent files a written request with the teacher or principal. If you have questions, please contact the Health teacher, Miss Sandstrom, or any other teacher teaching the Human Growth and Development Curriculum.

### **INSURANCE**

Parents may purchase supplementary insurance through the Birchwood School District. Information on this insurance may be obtained by calling the school office. If a student is injured at school, the parents insurance has the primary responsibility to pay the bills. Parents with questions on insurance should phone the school and speak to the business office.

### **OPT-OUT OPTION FOR SPECIFIC ACTIVITIES**

There may be some activities for which a parent wishes to have a child exempt from participation. Reasons may be due to physical limitations, personally held beliefs, or objections to specific content. Parents are encouraged to work with individual teachers to make accommodations (Please see Pupil Rights policy on page 35).

### **PERSONAL PROPERTY**

Birchwood School does not issue locks for each of the lockers in the building. Care should be taken on sending items of value. Students are allowed to keep valuable items in the office during school hours. Due to safety consideration, no personal locks will be allowed on school lockers. Unauthorized locks will be cut off lockers. Items such as cell phones, Ipod, etc. should not be sent to school. We can't guarantee that such items will remain safe.

### **PETS**

The Birchwood School Board has adopted a policy dealing with animals in school. Parents should contact their child's teacher prior to any pet or other animal being brought to the classroom. When pets come to school, parents should transport them. Students should not bring pets to school with them on the school bus. A copy of the Animals in School Policy is included in this handbook (See page 18).

### **PRIVACY**

The School District seeks to ensure the privacy of students and releases only that information for which we are legally authorized to do. At times, conflicts may exist when a student does not live with both biological parents. The School District assumes both biological parents have the right to student information, unless a



court or other document limits access of information. A copy of the Students Record Policy is included with this handbook. (See page 36)

### **RELIGIOUS ACCOMODATIONS**

The School District of Birchwood has a policy dealing with students and religious accommodations. The district will provide for reasonable accommodations of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Any such requests should be directed to the principal. Should the request be denied, a parent may appeal the decision to the district administrator.

### **REPORT CARDS/PROGRESS GRADES - P/T CONFERENCES**

Students in grades Kindergarten through grade 5 receive report cards at the end of each trimester. Parent/teacher conferences will be held on three occasions throughout the school year. Parents will be contacted about the date and time of their conference. Students in grades six through twelve receive report cards at the end of each quarter, but also receive mid-quarter grades about five weeks into each quarter. Parent/teacher conferences are held at the middle of each quarter. The district calendar lists the dates of all conferences. All parents are encouraged to attend parent/teacher conferences no matter what grade their child is in. This is an excellent time to sit and speak with all of your child's teachers.

### **SCHOOL REPORT CARD**

The Birchwood School District receives a yearly report card for each of its schools. These report cards break down student achievement at proficiency levels, comparisons to state averages, and status of economically disadvantaged compared to state norms. Please contact a school administrator for a copy of the school report card.

### **RIGHT OF INFORMATION - TEACHER/STAFF QUALIFICATIONS**

Parents have the right to request information on the professional qualifications of their child's teacher. This request should be made in writing to administration. Please contact a school administrator for questions on this procedure.

### **SPECIAL EDUCATION**

The Birchwood School District provides a full range of special education programs, as required by state and federal law. This includes programs and services for children with learning, emotional, cognitive, physical, hearing, vision, and speech and language disabilities, as well as students with autism, traumatic brain injury, and other health impairments. These programs serve children from ages 3 to 21.

To assure that all students receive the services necessary to be successful, every effort will be made to identify children with special needs through a variety of means. Parents should be aware of their rights when dealing with special education issues. The district periodically sends out materials related to this subject. Should a parent think that their child may be a candidate for special education services, they should contact the school immediately. Parents have the right to make a referral at any time during the school year. Once a referral is made, the district is required to evaluate the student to determine if there is a special education

need and if so, how the student can be helped. If you have questions regarding the special education program, please contact Sonja Rogers.



## **STANDARDIZED TESTING RESULTS**

Parents will be provided information on the achievement level of their child for each of the state and district academic assessments as soon as possible after assessment results are received.

## **STUDENT RECORDS/ DIRECTORY INFORMATION**

The School District of Birchwood is required to keep many records dealing with their students. The Family Educational Rights and Privacy Act (FERPA) addresses information about parent and student rights regarding student records. There is further information about student records included with this handbook (See pages 36 & 41). Student records are available to staff on a need to know basis and are forwarded to schools in which a student seeks to enroll in. In some instances records may be shared with law enforcement.

Directory information - The School District of Birchwood, based upon federal law, with certain exceptions must obtain parental written consent prior to the disclosure of personally identifiable information from a child's education records. However, the School District may disclose appropriately designated "directory information" without written consent for secondary students. Upon request, secondary student directory information, such as student names, addresses, and phone listing, may be disclosed to such organizations such as military recruiters and higher educational institutions. Military recruiters also have the right to request student email addresses. If you do not want the School District to disclose directory information from a child's education records without parental prior written consent, he/she must notify the District in writing by September 11. (Please see page 36 for more information on directory data.)

## **TELEPHONE/EMERGENCY CONTACTS**

The person answering the school phone is very busy. As a result, student messages should be kept to a minimum. If possible, please make after school arrangements for your child prior to sending your child to school. These changes should be sent in writing with your child. Should changes occur during the school day, please phone the school office prior to 2:30 p.m. so messages can be relayed to the student and the teacher about such things as who the student is riding home with, or should the student ride the bus or not.

Students will not be called from class to take a phone message unless the office deems the situation an emergency. Messages will be given to the student between classes. The district's phones allow parents to call and leave voice messages for staff members during school hours. Students are not to use the school phone unless it is for school business.



## **TITLE I PROGRAM**

The School District operates a school-wide Title I program. Title I is a federally funded program that provides additional instructional support for students. Parents are encouraged to become involved with this program. Contact the Title teacher, Sonja Rogers, for more information on Title I programming.

## **Policies and Attachments**

ADMINISTERING MEDICATION TO STUDENTS	
<b>Date Approved:</b> 7/15/94	<b>Revised:</b> 4/24/95, 8/15/11, 3/19/12, 6/22/20, 2/28/22

Medications should be administered to school children at home rather than at school whenever possible.

According to Wis. Stat. sec. 118.29, Wisconsin school personnel and volunteers must be trained and found competent before administering certain medications to students. Options for training are outlined below. All school personnel and volunteers must complete a Basic Medication Administration Principles course either through Option 1 or Option 2. All routes other than oral, ear, eye, and topical require both knowledge training and skills check-off. The knowledge (webcasts) training and assessment tests are to be completed **every four years**, while the skills competency check-off should be completed **annually**. Knowledge training and skills check-off is not required for oral medication, but highly recommended.

School personnel may administer medications to students under established conditions. Included are the following authorized school personnel to administer medications after having received formal training per State Statute requirements:

- Office Secretary/Receptionist
- Administrative Bookkeeper
- Bookkeeper
- Teacher Aides
- Office Substitute Workers & Substitutes
- Teachers
- Principal
- Superintendent

Before any prescription medication may be administered to a student, school personnel must receive written parental/guardian consent and written instructions from the child's physician, dentist or podiatrist. Written parental/guardian consent and instructions must be obtained before administering any non-prescription medications to students.

### **Prescription Medication**

Prescription medication must be sent to school in a pharmacy-labeled container with the student's name, the name of the prescriber, the name of prescription medication, the dose, the effective date, and the directions for administration.

The Office shall maintain a log documenting every dose of medication and medication errors that might occur. When an error occurs the Principal or Superintendent must be informed immediately, as well as the parent/guardian.

### **Epinephrine Auto-Injectors (EpiPen)**

Students may possess and use a prescribed Epi-Pen while at school, at a school-sponsored activity or under the supervision of a school authority if:

- The pupil uses the EpiPen to prevent the onset or alleviate the symptoms of an emergency situation,
- The pupil has the written approval of the pupil's physician and, if the student is a minor, the written approval of the pupil's parent or guardian, and
- The pupil has provided the school principal with a copy of the approval or approvals above.

### **Non-prescription Medication**

When supplied by a parent/guardian, non-prescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. Non-prescription drug products may only be administered 1 higher than the recommended therapeutic dosage by written approval of the medical provider AND parent or guardian.

### **Glucagon**

Glucagon may be administered to students who have known diabetes and are suffering from severe low blood sugar with an altered state of consciousness.

Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeis.

All written instructions and consent forms shall be filed in the school office. The principal, or designee, shall be responsible for reviewing the written medication instructions periodically, maintaining complete and accurate records, and storing all prescription and non-prescription medications in a safe and secure place.

School personnel trained to administer medications to students shall be provided appropriate instruction, as approved by DPI, and shall be required to administer any medication to a student as deemed medically necessary within their training. The District will utilize training resources, whenever possible, as provided by DPI. Specific medication administration procedures have been developed.

**Legal Reference:** Wisconsin Statutes Sections 118.125, 118.29, 121.02(1)(9), 146.81-146.83, PI 8.01(2)(9), Wisconsin Administrative Code.

<b>ANIMALS IN SCHOOLS – VISITING &amp; RESIDENTIAL ANIMALS/PETS</b>			
<b>Date Approved:</b>	6/17/02	<b>Date Revised:</b>	8/19/2013, 8/26/19

The purpose of these guidelines is to provide information that will promote safety for instructors and students when animals are brought into the classroom. Many times, inadequate understanding of animal disease and behavior can lead to unnecessary risks for children, teachers, and animals alike.

The District recognizes that animals have educational value in the school setting, but only under conditions that insure the safety and well being of the students, staff, and the animal. Live animals may be brought into the classroom as part of a written curriculum with written approval of the building principal and providing the provisions of this policy are met. Adherence to guidelines must be followed with respect to having animals present on school grounds and in the school building. The teacher or caretaker must handle and maintain the animal(s) according to recommendations of the Wisconsin Humane Society and the Wisconsin Division of Health. Service animals as defined by the Americans with Disabilities Act of 1990, for use by faculty, staff and student will be allowed in the school buildings provided the health, safety and welfare of students, staff and the animal are not compromised and as long as animal waste guidelines are followed. Modifications may be required to provide for the health, safety, and welfare of all students. Animals professionally trained for use in law enforcement activities will be allowed as needed.

**Procedure:**

Animals on District grounds should always be part of a well-documented curriculum that details how the animal will be integrated into the classroom setting.

**1. The teacher or caretaker must:**

- Receive permission from the building principal or person in charge, before any animal is brought on to school grounds or into a school building. (Complete Request for Permission Form for Animals in the Classroom)
- Notify parents/guardians in writing, prior to each animal being brought to school. A verification form from parents/guardians that students do not have any known allergies to the animals must be kept on file. If individuals exhibit adverse reactions to the animal(s), the animal(s) must be removed from the building. (Complete Student Verification Form for Animals in the Classroom). An Accident Form Must be completed and turned into the Office for ANY allergic reaction.
- Notify building staff members of the animal's presence who will be near or handling the animal. Staff members must also be allowed to verify that they do not have any known allergies to the animal. (Complete Staff Verification Form for Animals in the Classroom)
- Only bring an animal known to be in good health and appropriately immunized. Documentation from a Veterinarian is required for each animal.
- If an individual is bitten or scratched by an animal and the skin is broken, the affected area should be cleaned thoroughly with soap and water and then the incident must be reported to the legal guardian, principal and school nurse. The District's student accident report or staff accident report must be completed.

- Provide first aid to any student who is bitten by an animal and use the district's accident report to properly document incident. Public Health authorities will be notified when necessary to determine the appropriate action(s) to follow.
- 2. Animal(s) must be humanely and properly housed in cages, aquariums, etc., specific for the species. Animals cages, aquariums, etc., and the surrounding areas must be meticulously maintained and completely cleaned at least weekly. Animal waste and materials from animal cages, aquariums, etc., will be removed and disposed of in an appropriate manner. Students are not allowed to handle or clean up any form of animal waste. Waste materials from animals should be bagged separately, sealed and disposed of in an outside waste receptacle. Note custodial and maintenance staff are not responsible for animal care or maintenance.
- 3. Animal(s) will not be at large in classrooms or in the building. Locate the animal(s) away from the water fountain, sinks where students and staff wash hands. Animal(s) will never be permitted in areas where food is prepared or served. Hand washing by staff and students is required before and after handling animals.
- 4. No reptiles or amphibians will be permitted in grades EC through 8th grade classrooms. In grades 9-12, reptiles and amphibians will be permitted, but must be maintained in a science laboratory, or by a person who is very knowledgeable about reptiles and amphibians' husbandry and appropriate procedures are put in place for handling the animal and clean up after animal activities.
- 5. Students may bring pets in for show and tell, unit study, etc. for a limited time. Principal permission must be granted and the owner/parent/guardian must remain with the animal(s) and provide supervision during its entire stay in the classroom. In addition, the Request Form, Student Verification Form and Staff Verification Form must be completed prior to the animal(s) classroom visit.
- 6. Prohibit students from taking any animal(s) home with them.
- 7. No animal may be transported on a school bus without the express, written authorization of the appropriate school administrator. This does not apply to service animals specially trained to aid disabled persons.
- 8. Animals are not allowed on school grounds for sporting events or other school activities. Special permission may be granted for mascots or other special occasions. Must submit for Request for Permission for Animals on School Grounds and receive written approval prior to the animal being on school grounds.

Unacceptable animal(s) in a school building include:

- Wild or undomesticated animal(s)
- Reptiles / Amphibians except for higher grade level classrooms, grades 9-12
- Stray animals
- Any dead or skeletal remains of an animal (non-processed)

Appropriate Student Apparel			
<b>Date Revised:</b>	9/03	<b>Date Revised:</b>	4/04, 4/05

Student appearance has an important effect on attitudes towards themselves, towards others, and towards the school. It is recognized that choice of attire and grooming are matters of expression and are subject to fashion and current trends. In all matters relating to individual dress and grooming, students must exercise good judgment, exhibit responsible behavior, and endeavor to respect themselves, school and community. Students are expected to be appropriately dressed and acceptably groomed for school at all times. In the interest of health, safety, cleanliness, decency, and decorum among the students in our district, the school board adopts the following regulations:

1. Students working in areas where rotating machinery is used shall wear head coverings or have their hair cut, or wear in a manner, so it cannot be caught in the machine.
2. Students working in food service shall wear appropriate hair covering.
3. Shoes must be worn at all times in hallways, and is encouraged in classrooms except when an instructional activity requires otherwise.
4. Students who are members of sports teams shall not have hair protruding from helmets to the degree that another player may seize it.

5. The wearing of hair or dress that is disruptive or interferes with the regular operations of school are prohibited.
6. Clothing that reveals too much flesh shall not be allowed. Examples include halter tops, muscle shirts, mesh tops with no undergarment, tank tops, midriff shirts, etc., or others with thin straps (undergarments shall not be seen).
7. Upon entering the building, and going to their respective locker, students must remove jackets, coats, and any clothing worn for outdoor use. The wearing of hats in school is not allowed.
8. No gang related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing, or attire may be worn or carried on campus or at school activities. Including, but not limited to: gloves, bandanas, shoestrings, wristbands, and jewelry, which are likely to cause others to be intimidated by fear of violence.
9. Clothing must not contain alcohol or drug related symbols, nor condone the use of these items.
10. Language or images advocating pain, death, suicide, or use of drugs/alcohol/tobacco or suggestive material with a “double-meaning” are not allowed.
11. Backpacks are not allowed in classrooms.
12. Wearing of pajamas, robes, or slippers is not allowed unless part of a special dress day.
13. Clothing that is excessively ripped, torn, punctured or revealing is not allowed.

Consequences for the wearing of inappropriate apparel will generally result in the following:

- First Offense – warning, turning of apparel inside out (when possible for t-shirts, sweatshirts, etc), obtaining of appropriate clothing
- Second Offense – student must obtain replacement clothing
- Third Offense – replacement of apparel and possible suspension or loss of privileges

The principal may clarify student apparel requirements on an annual basis as the need arises.

<b>Attendance/Ttruancy</b>			
<b>Date Revised:</b>	4/25/94	<b>Date Revised:</b>	5/21/18

“Habitual truant” means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.

“Truancy” means any absence of part or all of one or more days from school during which the school office personnel, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15.

State law defines truancy as any absence of one or more days from school during which the principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. The only legal excuses for absence are those specified in the board’s policy on students absences and excuses, and do not include intermittent attendance such as class cuts and unauthorized morning or afternoon absences.

Students may not be absent more than 10 days per year.

1. Excused within the ten (10) day limit per year are:
  - a. Parent’s request for their child(ren) to participate in a family vacation. The intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian on a vacation which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the building principal, or designee prior to leaving on vacation of the pending absence. Absences over 10 days may be approved if parent(s) discuss with building principal at least 3 school days prior to absence. Failure to make prior notification of the vacation shall result in the absences being unexcused. Vacations are only excused within the 10 day limit per year.
  - b. Juniors and seniors will be allowed excused college visitations or job fairs providing the college verifies the visit and the absences are within the 10-day limit per year.

- c. Illness verified by parent/guardian are considered excused within the 10-day limit per year. Included in this limit are needed at home days and personal business days.
2. Excused absences outside the ten (10) day limit per year are:
- Religious holiday
  - Obtaining religious instruction
  - As provided in statute 1 18.1 5(3)(a), written medical excuses provided by a licensed physician, dentist, chiropractor, optometrist, county health officer, psychologist, or mental health provider or Christian Science practitioner, are exempted and not counted toward the ten (10) day limit per semester.
  - A death in the immediate family or funeral for close relatives.
  - A court appearance or other legal procedure which requires the attendance of the student. The absence will only be excused for the time required for travel and appearance.
  - The building principal has authority to waive aspects of policy in special cases where he/she determines that exceptional circumstances exist. If a student is obviously home ill, and the parent will not be taking the child to the doctor, the parent should call or meet with the principal to get an exception to having the absence (s) count toward the ten day limit.
  - If child is sent home by school because of a fever or rash, it will not count toward the ten day limit.
  - Suspension or expulsion
  - Program or curriculum modification - The Board has excused the student for program or curriculum modification leading to high school graduation or high school equivalency diploma as provided by State law.
  - High school equivalency secured facility - The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program
  - Only two "needed at home" days per semester will be allowed. Additional days may be granted with prior approval of the principal.
  - All student absences will be reported daily to the school principal school office personnel. In the event the absence is not an excused one, the principal will give notice to the student's parent or guardian as required by state statutes. State statutes and guidelines will be followed.

**Legal References:** Wisconsin statutes 118.15, 118.16

<b>Bullying</b>			
<b>Date Revised:</b>	7/26/10	<b>Date Revised:</b>	7/24/17

### **Introduction**

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

### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived

distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

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

### **Prohibition**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

### **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to designated staff members (a school staff member or administrator designated by the Board of Education to be a recipient of such reports).

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a school employee. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. The recipient of the report will make a written record of the report, including all pertinent details. The school employee receiving a report of bullying shall immediately notify the principal, special services, or school counselor.

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

### **Procedure for investigating reports of bullying**

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, 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.

### **Sanctions and supports**

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

### **Disclosure and Public Reporting**

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

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

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public. On an annual basis students will be presented a copy of this policy and shall acknowledge receipt and reading of it in writing.



<b>Cheating/Plagiarism</b>	
<b>Date Revised:</b>	<b>2/17/03</b>

The Birchwood School District regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represents the original efforts of the individual student. Administration, faculty, students and their families are all important contributors to the upholding of this academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty.

The administration will

- Promote and encourage the staff on an ongoing basis to educate students regarding the district's policy of academic honesty.
- Determine appropriate consequences for policy violations.

The staff will:

- Educate students and offer continued guidance regarding acceptable and unacceptable behavior in areas that shall include but are not limited to test taking, research techniques, written work, and use of library and computer resources.
- Encourage the demonstration of knowledge, the honing of research skills, and self-expression in student work.
- Promote circumstances in the classroom that will reinforce academic honor and promote original and focused responses from students.
- Evaluate effectiveness of their own efforts.
- Have written consequences for cheating as part of the classroom rules.
- Report all violations to the office

The students will not:

- Plagiarize in written, creative, or oral work. (Plagiarism is using the ideas of another as one's own without acknowledgment of the source.)
- Submit work that is not original. Copying, "borrowing" from another source and giving it as one's own work, and resubmitting work from another person or another class are all unacceptable practices.
- Give or receive unauthorized assistance on exams.
- Alter grades or other academic records, give false information, or forge.
- Submit identical work in more than one course without the prior approval of the instructor. Students may further develop previous work with prior approval of the instructor.

<b>CODE OF CLASSROOM AND STUDENT CODE OF CONDUCT</b>	
<b>Date Revised:</b>	<b>1/21/91</b>

### **Code of Classroom**

The Birchwood School District is committed to maintaining a safe and orderly class environment conducive to teaching and learning. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in classrooms in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, Administration and their classroom teachers. Students are expected to come to school, and to every class, ready and willing to learn. Parents/Legal guardians should be aware of their children's activities, performance, and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

### **Student Code of Conduct**

Student behavior that is dangerous, disruptive, unruly, or that interferes with a teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

A teacher employed by the District may temporarily remove a student from the teacher's class if the student violates the terms of this Code of Classroom Conduct. Removal from class under this code does not prohibit the District from pursuing or

implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed. Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parent(s)/legal guardian(s) of the student, and/or teacher(s) may request a meeting with administration. Where possible, such meeting shall take place within three (3) school days of the request for a meeting. At the meeting, the principal shall inform the

parent(s)/legal guardian(s) and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision.

This code of student conduct applies to all students in grades PK-12. Student behavior that is dangerous and that interferes with the teacher's ability to teach effectively will not be tolerated. Students violating conduct standards may be disciplined in accordance with such codes, Board policies, and state laws.

For purposes of this policy, a teacher is any employee of the school, or substitute, employed by the school. A student under this policy is any registered student or visiting student in the district.

### **Student Removal from Class**

A teacher may remove a student from class for dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes, but is not limited to the following:

- a. Repeated disruption or violation of classroom rules
- b. Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom or school
- c. Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies, consumption of tobacco, e-cigarettes, e-cigarette paraphernalia and related substances (including unlabeled containers believed to be used in e-cigarettes) and any other look-alikes for tobacco, alcohol or other illegal substances
- d. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
- e. Fighting
- f. Taunting, baiting, inciting, and/or encouraging a fight or disruption
- g. Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
- h. Pushing or striking a student or staff member
- i. Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
- j. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means
- k. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder
- l. Restricting another person's freedom to properly utilize classroom facilities or equipment
- m. Repeated classroom interruptions, confronting staff argumentatively, making noises or refusing to follow directions
- n. Throwing objects in the classroom
- o. Repeated disruptions or violation of classroom rules
- p. Excessive or disruptive talking
- q. Behavior that causes the teacher or other student fear of physical or psychological harm
- r. Physical confrontations or verbal/physical threats
- s. Willful damage to school property
  
- t. Defiance of authority (willful refusal to follow directions or orders given by the teacher)
- u. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- v. Repeated use of profanity or vulgar language

Removal of students from classrooms who are identified as "disabled" under IDEA or Section 504 will be conducted under the guidelines and/or rules of those state and federal programs. Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards and cannot be made unilaterally by teachers or the

Administration. In addition, some students covered by the IDEA have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavior requirements applicable to non-disabled students; and (b)

alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address issues of the Student Code of Conduct and behavior plans at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students. For the reasons noted above, no change in placement for more than ten (10) cumulative days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out-of-school suspensions as well as days of removal.

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. Except in extreme cases, teachers are expected to follow steps in their classroom management plan prior to removing a student. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

1. obtain coverage for the class by another adult and escort the student to the District office;
2. seek assistance from the main office or other available staff.

When a student is removed from class for disciplinary reasons, the teacher shall send the student to the Principal or designee and inform him/her of the reason for the student's removal from class. A written or verbal explanation of the reasons shall be given to the principal or designee as soon as possible or within 24 hours of the student's removal from class. The Principal or designee shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The Principal or designee shall then determine the appropriate educational placement for the student who has been removed from a class. If a disciplinary action is going to be taken against the student, the Principal or designee will inform the parent(s)/legal guardian(s) within two school days about this action and the consequence that has been assigned. A conference may be held with the Principal or designee, the parent(s)/legal guardian(s) and student before the student is allowed to return to class.

#### *Placement Procedures*

The administration or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

1. An alternative education program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
2. Another class in the school or another appropriate place in the school.
3. Another instructional setting.
4. The class from which the student was removed if, after weighing the interests of the remove student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.

When making placement decisions, the building principal or designee shall consider the following factors:

1. The reason the student was removed from class (severity of the offense/offenses)
2. The type of placement options available for students in the school and any limitations of such placements (costs, space availability, location)
3. The estimated length of time of placements
4. The student's individual needs and interests
5. Whether the student has been removed from a teacher's class before (repeat offender)

6. The relationship of the placement to any disciplinary action
7. Whether the student is student with an IEP or 504 plan

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent(s)/legal guardian(s) may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.

All placement decisions shall be made consistent with state and federal laws and regulations.

#### Parent(s)/Legal Guardian(s) Notification Procedures

1. If deemed appropriate, the building principal or designee shall notify the parent(s)/legal guardian(s) of a student, in writing and/or by telephone, when a teacher has a student removed from a class for disciplinary reasons. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination.
2. If the removal from class and change in educational placement involves a student with a disability, parent(s)/legal guardian(s) notification shall be made consistent with state and federal laws and regulations.
3. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent(s)/legal guardian(s) shall also be notified of the disciplinary action in accordance with legal and policy requirements.

The District does not discriminate against students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

<b>DRUG FREE-STUDENTS</b>			
<b>Approved:</b>	6/15/92	<b>Revised:</b>	4/23/18, 11/18/19

The Birchwood School District is committed to maintaining a drug-free place. To protect the health and safety of students, no student shall manufacture, distribute, dispense, possess, use or be under the influence of alcohol or drugs in any school building or on school premises; or off school property during any school-sponsored or school-approved activity, event or function.

Therefore, the following conduct is strictly prohibited by students on school property:

- The unlawful manufacture, distribution, dispensing, possession or use of controlled substances. -The use or possession of alcohol.
- Being under the influence of alcohol or controlled substances.
- The sale, delivery or intent to sell or deliver alcohol or controlled substances
- The sale, distribution or intent to sell or distribute look-alike controlled substances (substances that are represented as an illegal drug regardless of the true nature of the substance) or synthetic drugs that produce similar subjective effects to illegal recreational drugs.
- The use, possession or distribution of drug paraphernalia.
- The sale or distribution of prescription medication.
- The misuse of prescription medication or nonprescription drug products.

For the purposes of this policy:

"Drugs" include, but are not limited to, controlled substances as defined by state and federal law, drug paraphernalia, hazardous inhalants, copycat or synthetic drugs, and look-alike drugs (substance that are represented as drugs regardless of the true nature of the substance). Prescription medication will be exempt from this policy only when used by the individual for whom the medication was prescribed, and in the manner and amount prescribed. Over the counter medication will be exempt from this policy when used consistently with the stated purpose of the medication and in the manner and amount directed.

“Alcohol” includes, but is not limited to, copycat or synthetic alcohol and look-alike alcohol (substances that are represented as alcohol regardless of the true nature of the substance).

In addition, no student shall use tobacco in any school building or on school premises, in any school-owned vehicle used to transport students, or off school property during any school-sponsored or school-approved activity, event, or function. For the purposes of this policy, “tobacco” includes, but not omitted (should the word be “limited”), to, cigarettes (including clove cigarettes, electronic cigarettes, nicotine vaporizers, and other substitute forms of cigarettes); cigars, juul devices, vaping devices, or any other look-alike devices, loose tobacco, smokeless tobacco (including dipping tobacco, chewing tobacco, and snuff); liquid nicotine, and other substances containing tobacco.

This policy does not prohibit the use of prescription medication by students to whom it is prescribed and in the manner it is prescribed.

Wearing or displaying clothing, posters, etc. that advertise or promote the use of alcohol, drugs, or tobacco products is prohibited. Failure to abide by this policy shall result in disciplinary action in accordance with the procedures established by the Board of Education. Students may also be referred to law enforcement authorities for prosecution.

#### Legal References:

Wisconsin Statutes

Section 111.35 [use or nonuse of lawful products; exceptions and special cases]

Section 120.13 [school board powers, including broad power to do all things reasonable for the cause of education]

Section 121.02(1)(i) [safe and healthful facilities]

Section 125.09 [restriction on alcoholic beverages on school grounds]

Chapter 961 [controlled substances laws]

Federal Laws

Drug-Free Workplace Act of 1988 [drug-free workplace requirements]

USE AND POSSESSION OF ELECTRONIC COMMUNICATION DEVICES		
<b>Date Revised:</b>	10/23/17	<b>Date Revised:</b>

Students of the Birchwood School District are prohibited from using any electronic communication devices (ECDs) including, but not limited to, cell phones, Smart watches, and body devices during the school day in school buildings, school vehicles, and at all school-sponsored activities that occur during the regular school day, unless the student has been specifically given permission by the classroom teacher. The classroom teacher may determine if students are allowed to use phones or electronic devices in their classrooms. The decision will be based on educational values. ECDs may be brought to school by a student, but they must be turned off and out of sight when in the school building. ECDs can be used after students have been dismissed from school for the day in the main hall by the office only.

The Board of Education recognizes that there may be special circumstances that necessitate student use of ECDs, such as a medical or family emergency. Therefore students, with written consent of administration, may be granted permission to use ECDs during regular school hours.

If the use of ECD is granted, the use may not in any way:

- Disrupt the educational process in the School District;
- Endanger the health or safety of the student or anyone else;
- Invade the rights of other at school;
- Involve illegal or prohibited conduct of any kind.

All cell phones brought to school by students must be registered with the office.

The use of an ECD in any locker room, bathroom, or other area in which students dress is prohibited at all times.

All students who violate this policy may be subject to appropriate disciplinary action as established by the building principal. These consequences may range from parent contacts, confiscation the student’s phone, up to and including expulsion.

If an ECD is confiscated for disciplinary reasons, the information and contents of the device may be reviewed by school officials at their discretion.

Any student possessing an ECD shall be responsible for its care. At no time shall the District be responsible for the prevention of theft, loss or damage to any ECD.

<b>GRADUATION HONORS REPLACING VALEDICTORIAN &amp; SALUTATORIAN</b>			
<b>Date Approved:</b>	6/19/95, 7/25/16	<b>Date Revised:</b>	6/15/09, 6/27/16, 2/25/19, 8/26/19, 1/24/22

#### Honors Graduation Criteria

Effective the Class of 2017:

To graduate with Honors a student must have a GPA of 3.50 or higher.

Effective the Class of 2019:

Effective the Class of 2019 students wishing to be considered for Graduation with Honors up to and including Valedictorian/Salutatorian must complete 2 credits of World Languages (1.5 credits must be completed by end of first semester senior year, with enrollment in .5 during second semester senior year being allowed to reach 2.0)

#### Valedictorian & Salutatorian Criteria

The following conditions will be considered when determining the Valedictorian and Salutatorian of a graduating class.

- GPAs used to determine the Valedictorian and Salutatorian will be based on the first seven (7) semesters of a student's high school.
  - GPAs shall be calculated to the tenths place, with no rounding up. (Infinite Campus transcripts round to the nearest hundredths from the thousandths place which may cause the GPA at the 10th place to change. The GPA on Infinite Campus may not reflect the GPA used when determining the Valedictorian and Salutatorian.)
  - GPAs for A+ grades shall only be recorded as 4.0.
- All classes taken by a student will be treated equally when a GPA is calculated.
- Only classes taken in grades 9 - 12 will be used to calculate the GPA. Other classes may be listed on transcript as a P or F to show classes attempted. (A student taking a high school class while in Middle School may choose to include the grade for GPA purposes – the decision shall be made within one week of the initial mid-term report card being sent out). Parent must inform high school counselor in writing of this change.
- Classes completed using the criteria of the Testing Out Policy will be listed for credit, but not used for calculating the GPA.
- If a student repeats a class, the lower grade will remain on the transcript and be used (along with the higher grade) in calculating the GPA.
- Students who transfer into the Birchwood High School will be considered for Valedictorian or Salutatorian only if they have been enrolled in Birchwood for the last three semesters. (Selection is made after first semester of senior year.)
- Through the Class of 2018: If two or more students tie for Valedictorian or Salutatorian, the following steps will be used to break the tie:

Grade point average (to the tenths point with no rounding up) using four (4) core subjects (Language Arts, Mathematics, Science & Social Studies) only. Beginning with the Class of 2019 five (5) core subjects (Language Arts, Mathematics, Science, Social Studies & World Languages shall be used for tie breaking. This includes Early College Credit Program and Start College Now classes in core subjects.

- Number of credits earned in five (5) core subjects. (For Class of 2019 this tie breaker becomes c.)
- Total Grade Points earned for Early College Credit Program and Start College Now classes (e.g. TGP = Credits X Grade Points) (For Class of 2019 this tie breaker becomes b.)
- Student with most credits earned.
- ACT Composite – Highest composite score from results that have been received by the District.

- e. ACT Academic Scores – Highest sum of all core subject scores (Reading+Language+Science+Math+ Writing) from any scores received by District.
  - f. Coin flip if all of above are equal.
8. Effective for the Class of 2019: If two or more students tie for Valedictorian or Salutatorian, the following steps will be used to break the tie:
- Grade point average (to the tenths point with no rounding up) using five (5) core subjects (Language Arts, Mathematics, Science, Social Studies & World Languages shall be used for tie breaking. This includes Youth Options/Early College Credit Program/Start College Now classes in core subjects.
- a. Total Grade Points earned for Early College Credit Program or Start College Now classes (e.g. TGP = Credits X Grade Points)
  - b. Number of credits earned in five (5) core subjects.
  - c. Student with most credits earned.
  - d. ACT Composite – Highest composite score from results that have been received by the District.
  - e. ACT Academic Scores – Highest sum of all core subject scores (Reading+Language+Science+Math+ Writing) from any scores received by District.
  - f. If all above are equal the students shall write an essay. The names shall be extracted and the essays will be judge by a team of Birchwood staff members. The author of the winning essay shall be named Valedictorian.

LICE			
<b>Date Revised:</b>	8/17/98	<b>Date Revised:</b>	9/30/19

Current evidence and recommendations from the Centers for Disease Control and Prevention does not support the efficacy and cost- effectiveness of classroom or school-wide screening for decreasing the incidence of head lice among school children. School administrators are encouraged to help educate parents and staff about the diagnosis, treatment, and prevention of head lice. This policy reflects current "best practice."

"No-nits" policies that require a child to be free of nits before they can return to school are also not recommended. Students diagnosed with live head lice should not be sent home early from school. Such students may go home at the end of the school day in the manner they are accustomed to and should be permitted to return to school after appropriate treatment is started. Head lice can be a nuisance but they have not been shown to spread disease. Exclusion from class or school shall not occur.

In light of federal guidance and recommendations of the Wisconsin School Nurse Association, the Birchwood School District shall respond to the presence of head lice in the following manner:

- A. Head lice shall be treated as a medical issue deserving the same level of confidentiality as any other medical concern.
- B. The district shall take measures to avoid isolating or stigmatizing students with suspected or known/confirmed head lice.
- C. The district administrator or his/her designee shall determine the appropriate course of action for each presentation of head lice on a case-by-case basis. This includes, but is not limited to, communication to parents and classroom or grade level head lice checks if warranted.
- D. All adult assistance with any classroom or grade level head lice checks shall be conducted under the guidance and direction of a person designated by the district.
- E. Parents/Guardians shall be informed annually of the general problem of head lice, its symptoms, treatment and school.

## Harassment

**Harassment can take many forms. It is unwanted behavior which interferes with you life. It limits and denies the rights of students to study, work, and play in the school setting. Harassment makes people feel bad. Everyone has a right to not be harassed.**

**Sexual Harassment** – Sexual harassment is unwelcome behavior of a sexual nature. There are school board policies, as well as state and federal laws, which prohibit sexual harassment. Some examples include:

- Inappropriate gestures or touch
- Sexual remarks, name calling or spreading rumors
- Sexual comments about one's body
- Drawing or displaying offensive Pictures

**Isn't sexual harassment flirting?** It can be but if it is *unwanted*, it is harassment. Flirting is a compliment, feels "good" and is two way. Sexual harassment is one-side, feels bad and is degrading.

**When does sexual harassment become sexual assault?** If there is any touching of the private parts it is considered sexual assault and is reported to the police.

**Racial Harassment** – Racial harassment is *unwanted* comments regarding a person's ethnic make-up. Examples include ethnic name calling or making negative comments about a particular ethnic group.

**Verbal Harassment** – Verbal Harassment is *unwanted* verbal comments which make a person feel bad or unsafe. Examples include teasing to cause embarrassment, or threatening to cause harm to the person, or teasing about a person's clothes or appearance.

**Physical Harassment** – Physical harassment is *unwanted* behavior of a physical nature. Examples include pushing, striking another student, or causing harm. Physical harassment in some cases is against the law and is defined as battery, assault or disorderly conduct.

**Intimidation** – Intimidation is *unwanted* threats to cause harm. Telling someone to watch their back or that someone else is going to beat them up are

examples of intimidation. Another example is getting in someone's private space.

### WHAT CAN YOU DO ABOUT HARASSMENT?

#### SAY STOP!!!!

Tell the harasser you do not like his/her behavior and you want stopped.

#### BE FIRM

#### TELL SOMEONE!

Talk to a teacher, counselor or administrator. Discuss the situation with a parent or other family member.

### FILL OUT A HARASSMENT COMPLAINT FORM

**KEEP RECORDS!** If the harassment continues, write down what happens. Record dates, times, places, names of witnesses and any other information that will verify what happened.

## LOCKER SEARCHES

<b>Date Approved:</b>	10/19/98	<b>Date Revised:</b>	11/18/19
-----------------------	----------	----------------------	----------

The School District provides student lockers for the convenience of students, and may be used solely and exclusively for the storage of outer garments, footwear, athletic apparel, books and other school related materials. Students are personally responsible for the contents of their lockers.

The locker assigned to a student remains the property of the School District, and at no time does the School District relinquish its right to ownership, control and access to student lockers.

Locker searches may occur in the following situations:

- Routine checks for cleanliness and orderliness
- Searches by designated school person when reasonable grounds occur
- Random canine searches of lockers, parking lot and other public areas

The searching of student lockers shall fall under the authority of the principal and/or superintendent and/or his or her designee. The School Board has designated any administrator, teacher, teacher aide, other employee, law enforcement officials, and/or fire department personnel when instructed to by an administrator, to conduct or assist with locker searches. At times, outside authorities including police may assist school personnel when conducting locker searches. When canine searches are conducted, they will be done in the presence of a school authority and may extend to areas such as the parking lot and other public areas. Law enforcement personnel use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property may be used under the following conditions: 3



- A. When authorized in advance by the Superintendent or his/her designee.
- B. The dog must be handled by a law enforcement officer specially trained to safely and competently work with the dog.

Locker searches may be conducted without prior notification of the pupil and/or guardian(s). To the extent possible two school personnel will be involved in searches and shall make every attempt not to disrupt or destroy personal property. Unauthorized materials may be removed. Such materials shall be returned to the student/guardian(s) when such materials are not considered to be illegal or needed as part of an investigation.

A copy of the policy is included in the Student Handbook that is distributed to each student in the district.

OPEN LUNCH HOUR			
<b>Date Approved:</b>	11/13/00	<b>Date Revised:</b>	2/01, 4/02, 8/26/19

Open Lunch Hour (a.k.a. “Open Campus”) is a privilege that is open to all *Grade 11 and 12* high school students. The purpose of Open Lunch Hour is to allow students the flexibility and freedom to be off school property during lunch hour.

Open Lunch Hour is a school sponsored activity option to which the general school rules for behavior apply. While in public, students are to behave in a responsible manner being they are perceived to be representing the school.

Unless approved ahead of time by the principal, all students are to remain within the Village of Birchwood boundaries, and are not to *be* in vehicles.

Students shall be allowed to continue to participate in Open Lunch Hour as long as the following are met:

1. Must return to school on time
2. Following of general school rules
3. Maintain an acceptable attendance pattern ( e.g. excessive morning tardies or unexcused absences may result in loss of privilege)
4. Refrain from driving or riding *or being* in vehicles without prior principal approval
5. Must remain within the Village of Birchwood geographical boundaries
6. Students who drive to school and participate in Open Lunch Hour must park on school property
7. Must refrain from “loitering” or going to houses other than one’s own

Equal Education Opportunities Discrimination Procedures	
<b>Date Approved:</b>	<b>Date Revised:</b> 1/29/18

If any person believes that the School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX and Section 504 or in some way discriminates on the basis of sex, race, color, national origin, ancestry, religion, creed, pregnancy, parental or marital status, sexual orientation, or physical, learning, mental or emotional disability/handicap, s/he may bring forward a complaint to the Title VI, Title IX or section 504 Coordinator, at his/her office in the School District, Birchwood, WI or contact him/her by telephone: (715) 354-3471.

#### Informal Procedure:

The person who believes she/he has a valid basis for complaint shall discuss the concern with the local Title VI, Title IX or 504 coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within five (5) school/businesses days. If this reply is not acceptable to the complainant, s/he may initiate formal procedures according to the steps listed.

#### Formal Grievance Procedure:

Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Title VI, Title IX or 504 Coordinator within five (5) school/business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within ten (10) school/business days.

Step 2: If the complainant wishes to appeal the decision of the local Title VI, Title IX or 504 Coordinator, s/he may submit a signed statement of appeal to the school district’s administrator within five (5) school/business days after receipt of the

local coordinator's response to the grievance. The school district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) school/business days.

- Step 3: If the complainant remains unsatisfied, s/he may appeal through a signed, written statement to the Board of Education within five (5) school/business days of his/her receipt of the school district administrators response to Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives at the next regular Board meeting or within fifteen (15) school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board clerk to each concerned party within ten (10) school/business days of this meeting.
- Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction. Equal Opportunity Office, P.O. Box 7841, Madison, WI 53707. Also, an appeal may be made to the office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

**Grievance Procedure - Special Education:**

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

**Grievance Procedure - Federal Programs:**

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction or a complaint or appeal may also be made to some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the U.S. Office for Civil Rights-Region V in Chicago.

**Dissemination of Discrimination Grievance Procedures:**

The adopted discrimination grievance procedures shall be disseminated to students, parents, employees and others to inform them about the proper process of making a complaint. The information shall be published in student/parent/staff handbooks, news articles before the start of school and other appropriate times, Board policies posted in staff lounges and guidance offices, and course offering booklets/curriculum guides.

**Maintenance of Grievance Records**

The coordinators (Title VI, Title IX and section 504) 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 and any appeals. 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.

**Legal Reference:** Sections 115.28(31), 118.13 Wis. Stats. PI 9, 41 Wis. Adm. Code Title IX, Education Amendments of 1972, Title VI, Civil Rights Act of 1973, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Individuals with Disabilities Education Act, Civil Rights Act of 1991, McKinney-Vento Homeless Education Assistance

Equal Educational Opportunities	
<b>Date Approved:</b>	<b>Date Revised:</b>

4/27/92

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status or physical, learning, mental or emotional disability.

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 students conduct is compatible with the welfare of the entire student body.

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

Complaints regarding the interpretation or application of this policy shall be referred to the District Administrator and processed in accordance with established procedures.

**Legal Reference:** Section 118.13 Wisconsin Statutes, PI 9 of the Wisconsin Administrative Code, Title IX, Education Amendments of 1972, Title VI, Civil Rights Act of 1964, Section 504, Rehabilitation Act of 1973, Cross Reference; Discrimination Complaint Procedure, Publish Yearly, Board Policy Guide, All Handbooks

Section 504 Policy		
<b>Date Approved:</b>	11/20/95	<b>Date Revised:</b> 5/21/18

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary accommodations or program modifications, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Wisconsin law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

### ***District Compliance Office***

The following person(s) is/are designated as the District Section 504 Compliance Officer(s)/ADA Coordinator(s) ("District Compliance Officer"):

District Administrator  
Birchwood School District  
300 S. Wilson St.  
Birchwood, WI 54817  
(715) 354-3471

The District Compliance Officer or his/her designee is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer.

The District Compliance Officer will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing.

### **Training**

The District Compliance Officer or his/her designee will also oversee the training of employees in the District so that employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The District will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

### **Facilities**

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

### **Education**

The Board is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

If a student has a physical or mental impairment that significantly limits one or more major life activities, the Board will provide the student with a free appropriate public education ("FAPE"). An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the Individuals with Disabilities Education Improvement Act ("IDEIA"), the related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person

in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The Board will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Nonacademic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and nonacademic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

#### **Notice**

Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer will be posted in the District, and published in the District's recruitment statements or general information publications.

#### **Legal**

34 C.F.R. Part 104

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

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

<b>Pupil Rights Amendment</b>		
<b>Date Approved:</b>	1/04	<b>Date Revised:</b>

The School District, in compliance with the federal requirements under the Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- B. *Receive notice and an opportunity to opt a student out of:*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. *Inspect*, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

The School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify parents and eligible students, such as through

U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

Student Records	
<b>Date Approved:</b>	<b>Date Revised:</b> 6/25/18

The District shall maintain records concerning students for legitimate educational purposes, including instruction, guidance and research records, pursuant to the provisions in Wisconsin State Statutes 118.125 and 19.21-19.35, the Federal Family Education Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and the Individuals with Disabilities Education Act (IDEA), 34 CFR part 300.

Access to and release of any information which falls under the pupil records laws shall be strictly controlled as set forth in this policy. Pupil records including any reports, printouts, tapes, and/or other medium which contain personally identifiable information about student(s) are confidential. Therefore, they are exempt from the right to inspection provisions of the Wisconsin Public Record and Property Law, State Stats. 19.35 (1)(am), and shall not be released as "Public Records."

I. DEFINITIONS For the purpose of this policy, the following definitions shall apply:

- A. **Student (pupil)**: Any person who attends or has attended a program of instruction sponsored by the District.
- B. **Eligible Student (adult student)**: A student or former student who has reached 18 or is attending a post-secondary institution.
- C. **Parent**: The parent (biological or adoptive) of a student (unless his/her rights have been removed by court order), a court appointed legal guardian, or an individual acting as a parent of a student in the absence of a parent or guardian.
- D. **Pupil Records**: Any record (in handwriting, print, video, digital, print-out or any other material on which written, drawn, printed, spoken, visual or digital information is recorded) which is directly related to a student and is maintained by the District or any employee or agent of the District regardless of form or characteristics.

Pupil records include:

1. **Progress Records**: These records include the student's grades, a listing of the courses which the student has taken, the student's attendance record, the student's immunization records, any lead screening records required under State Stats. 254.162, and a record of the student's school extracurricular activities. Progress records remain as confidential pupil records unless designated as Directory Data in accordance with Release of Student Records-Directory Data (Policy 5125.3).
2. **Behavioral Records**: These records include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, the student's physical health records other than his or her immunization records or any lead screening records, law enforcement officers' records and any other pupil records that are not progress records. Although this definition states that behavioral records include "any other pupil records that are not progress records," when reviewing Wis. Stat. sec. 118.125 and sec. 146.81-84 in their entirety, directory data (see 3 below) and patient health care records (see F. below) are treated fundamentally differently than either progress or behavioral records. Physical health records include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, any lead screen records, the results of any routine screen test, such as for hearing, vision or scoliosis, and any follow up to such test, and any other basic health information, as determined by the state superintendent.
3. **Directory Data**: These records include the parts of the pupil records which are personal identifiers and have been approved as Directory Data in accordance with procedures stipulated in Release of Student Records-Directory Data (Policy 5125.3).

- E. Personal Records: Pupil records do not include notes or records maintained for personal use by a District official if such records are not available to others, nor does it include records necessary for, and available only to persons involved in, the psychological treatment of a student. These records are in the sole possession of the individual who made the record and are maintained as a personal memory aid.
- F. Patient Health Care Records: These records include any pupil records that relate to a student's physical health and that are not a pupil physical health record.
- G. Law Enforcement Officers' Records: These records are pupil records obtained under State Stats. 48.396 (1) or 938.396 (1) or (1m).
- H. District Officials:
  - 1. A person duly elected to the Board of Education and acting as a member of the Board.
  - 2. A person certified by the Wisconsin Department of Public Instruction (DPI) and appointed by the Board to an administrative or supervisory position.
  - 3. A person certified by the DPI and under contract to the Board as a teacher.
  - 4. A person employed by the Board as a substitute for administrative, supervisory, or instructional personnel during the period of his/her performance as a substitute.
  - 5. A person who is completing his/her training at an approved professional training program and is serving in the capacity of an intern, a practicum student, or practice teacher. This person may have access to a pupil record only with the approval of an appropriately certified District employee who is acting as the individual's supervisor.
  - 6. A person employed by the Board to perform a special task such as secretaries, clerks, aides, the Board's attorney, consultant, bus company officials, or auditor for the period of his/her performance. Access to records by such persons shall be limited to legitimate educational interests particular to the duty performed. Only those portions of records directly pertaining to the issue or individuals being considered shall be made available.
  - 7. A person who serves in a voluntary capacity such as instructional aides, clerical aides or nurse volunteers. The access to records by such persons shall be limited to legitimate educational interests particular to the duty performed and under the supervision of a District employee acting as the individual's supervisor.
- I. Information which is of a "Legitimate Educational Interest". Information which a District official needs to know in order to:
  - 1. Perform an administrative task required in the School District official's job description.
  - 2. Perform a supervisory or instructional task directly related to the student's education.
  - 3. Perform a service or benefit for the student or the student's family such as but not limited to educational evaluation, consultation, counseling, casework, health care, student job placement, student financial aid or consultation.

## II. ANNUAL NOTIFICATION

- A. Procedure. Annually, the District shall notify parents and eligible students of their rights under the state and federal pupil records laws.
- B. Content. The notice shall include statements regarding:
  - 1. The existence of the District's pupil records policy and procedures.
  - 2. The right of student's parents or an eligible student to review and be provided with a copy of the student's pupil records. The student's parents or an eligible student shall also have the right to have the student's records explained and interpreted by a qualified person.
  - 3. The District's intent to limit the disclosure of information contained in a student's pupil records except: (1) by the prior written consent of one of the student's parents or an eligible student; (2) by written notice from another school or school district to which the pupil has transferred; (3) as Directory Data which the parent or eligible student has not prohibited from disclosure; or (4) under other limited circumstances permitted by state or federal pupil records laws [see Section VII of this policy].
  - 4. Law enforcement officers' records obtained under State Stats. 48.396(1) or s. 938.396 (1m) shall not be made available unless specifically identified by the eligible student or by the parent or guardian of a minor student in the written permission. Such records also may not be used as the sole basis for taking disciplinary action, including action under the school's athletic code, against a student.
  - 5. The right of a student's parent or the eligible student to seek to correct parts of the student's pupil records (education records) which he or she believes to be inaccurate, misleading, or in violation of the student's privacy or other rights. This right includes the right to a hearing if the District decides not to alter the record as requested by the parent or eligible student.

6. The right of any person to file a complaint with the Department of Education alleging aviolation of the Family Education Rights and Privacy Act, the District's record policy and/or administrative procedures. Complaints should be filed with:

Family Educational Rights and Privacy Act Office  
Department of Education  
400 Maryland Ave., S.W.  
Washington, D.C. 20202

7. The procedure that a parent or eligible student should follow to obtain copies of this policy and the location where copies may be obtained.
8. A summary of the rights of parents and eligible students under the District policy adopted in accordance federal law.

### III. LOCATIONS OF PUPIL RECORDS

- A. All pupil records shall be located in the individual schools of attendance. The custodian of student records shall be the building principal. Copies of all records related to special education evaluations and individualized education plans shall also be located in the office of the Director of Student Services who shall be the custodian of such records.
- B. Patient health care records shall be maintained separately from a student's other pupil records.
- C. Law enforcement officers' records obtained under State Stats. 48.396(1) or 938.396(l) or (lm) shall be maintained separately from a student's other pupil records.

### IV. PROCEDURE TO INSPECT PUPIL RECORDS/OBTAIN COPIES

- A. A parent or eligible student desiring to inspect or obtain copies of a pupil record shall make a request to the student's principal or other record custodian. While no written consent is required, a Request to Inspect Pupil Records/Obtain Copies should be completed. This form helps to identify as precisely as possible the record(s) the parent or eligible student wishes to inspect and serves to apprise parents and eligible students of their rights. The principal or other record custodian shall make necessary arrangements as promptly as practicable and notify the parent or eligible student of the time and place the records may be inspected/or obtained. In no case will this process require more than ten (10) working days after the request has been received. The principal or other record custodian shall arrange to have present a District representative who is qualified to interpret the records, if requested.
- B. The principal/designee or other record custodian shall make certain the parent or eligible student is properly identified before he or she is granted access to any of the student's records. The parent or eligible student shall not be given access to the original records unless a District employee is present.
- C. If for any valid reason (such as working hours, distance, or health) a parent or eligible student cannot personally inspect and review the records, the principal/designee shall arrange for the parent or eligible student to obtain a copy of the record which has been requested.
- D. When a pupil record contains information about students other than a parent's own child, the parent may only have access to that portion of the record referring to his/her child. The same standard shall apply when eligible students request access to their records.

### V. FEES FOR COPIES OF PUPIL RECORDS

- A. The District shall not deny parents or eligible students access to copies of records because of the following published fees. Fees may be waived in part or entirely by the record custodian.
- B. The first copy of the record provided to the parent or eligible student shall be free. Additional copies may be obtained from the custodian of the record at a cost of twenty-five cents (25¢) per page.
- C. The District may require payment before the record is provided to the person or agency as per request. The District may also assess for the cost of postage (1st class mail) if the record is to be mailed.

### VI. AMENDMENT OF EDUCATIONAL RECORDS

- A. Rights to Seek a Change. Parents of students and eligible students have a right to seek to change any part of the student's records they believe to be inaccurate, misleading, or in violation of the privacy or other rights of the student. This policy is not applicable to a request to change a grade that a teacher has assigned for a course or records generated outside of the school district such as law enforcement or patient health care records.
  1. Request to Change Name and/or Gender:
    - a. The District shall change a student's official records to reflect a change in legal name and/or gender upon receipt of documentation that such name and/or gender change have been changed pursuant to Wisconsin State Law. Unofficial records shall include the student's preferred name and/or gender for use in all situations where legal name and gender is not required by law.



B. Procedure for Requesting a Change.

1. First level decision:

- a. When a parent of a student or an eligible student finds an item in a pupil record which he or she believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, he or she may ask the record custodian to correct it.
- b. The record custodian must respond to the request within ten (10) working days. If the acknowledgement to the request or the change is made to the satisfaction of the requester, no further action is necessary.
- c. If the record does not appear to be incorrect, or if the record custodian cannot change the record to the requester's satisfaction, the record custodian shall inform the requester of the decision and explain the procedure for filing a written request to amend the record. The procedure for a second level decision may then be followed.

2. Second level decision:

- a. The parent or eligible student may submit a written request to correct a pupil record. The written request shall identify the item(s) the requester believes to be incorrect and state whether he or she believes the item:
  - (1) is incorrect and why; or
  - (2) is misleading and why; or
  - (3) violates student privacy rights and why.The request shall be dated and signed by the requester and sent to the Director of Pupil Services.
- b. Within 20 working days after the Director of Pupil Services designee receives the request, he or she shall:
  - (1) study the request, b) discuss the request with legal counsel and/or District Officials and staff, c) make a decision regarding the request, and d) notify the requester of the decision.
  - (2) If the Director of Pupil Services designee decides that the pupil record should be corrected, he/she shall effect the change and notify the requester in writing that the change has been made. Such written notice shall include an invitation for the requester to review the corrected record.
  - (3) the Director of Pupil Services designee decides the record is correct, he/she shall prepare a written notice to the requester which shall include:
    - (a) The District's decision that the record is correct and the basis for the decision.
    - (b) A statement to the requester that he/she has a right to ask for a hearing to present evidence that the record is incorrect and that the District shall grant such a hearing. This statement shall inform the requester that he/she should inform the Superintendent in writing if a hearing is desired.

3. Third level decision:

- a. If the requester submits a request for a hearing, the Superintendent/designee shall, within ten (10) working days, meet with the requester to discuss acceptable hearing officers, convenient times, and a site for the hearing. The District shall not be bound by the requester's positions on these items but shall make reasonable efforts to consider the requester's wishes.
- b. The Superintendent/designee shall advise the requester that he/she may be represented or assisted during the hearing by other parties at the requester's expense, including an attorney.
- c. The Superintendent/designee shall, within ten (10) working days after this meeting, notify the requester when and where the District will hold the hearing and who has been designated as the hearing officer. The requester shall be afforded the opportunity to designate the hearing as a closed or open hearing.
- d. At the hearing, the hearing officer shall provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned parts of the student's pupil records are incorrect, as shown in the requester's written request for a change in the record. A record of the proceeding shall be kept (audio tape).
- e. Within five (5) working days after the hearing, the hearing officer shall submit to the Superintendent/designee a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer shall submit a decision based solely on the evidence presented at the hearing. As a result of the hearing officer's decision, the Superintendent/designee shall take one of the following actions:
  - (1) If the decision is that the District shall change the record, the Superintendent/designee shall instruct the record custodian to correct the record. The custodian shall correct the record and notify the requester.
  - (2) If the decision is that the District shall not change the record, the Superintendent/designee shall prepare a written notice to the requester which shall include:
    - (a) The District's decision that the record is correct and shall not be changed.
    - (b) Notification of the reasons for the District's decision.
    - (c) Notification that the requester may place into the student's records an explanatory statement which states the reasons why the requester disagrees with the District's decision and/or the reasons why the requester believes the record to be incorrect.

- C. Entry of Explanatory Statement. If the District receives an explanatory statement from a requester following the third level decision, the District shall maintain that statement as part of the student's records as long as it maintains the questioned part of the record. The statement shall be attached to the questioned part of the record. Whenever the questioned part is

## VII. RELEASE OF PUPIL RECORDS (Other than Directory Data)

The District shall not permit access to, or disclosure of, information in a student's pupil records to persons other than the parents or eligible student unless the access of the disclosure is consistent with the criteria listed below.

- A. Without Written Consent. The District shall release information from, or permit access to, a student's pupil records without written consent of a parent under the following circumstances:
  - 1. The District has received written notice from another school district that the student has enrolled. All pupil records shall be sent within five (5) working days. The transfer of records shall be handled by the individual elementary, middle and high schools. The parent or the eligible student shall be notified that the records are being forwarded to the requesting school district (Practice Statement 5125). In addition to the definition of school district as defined in State Stats.115.01, the definition also includes secured correctional facilities, mental health institutes, and centers for the developmentally disabled that provide an educational program for its residents.
  - 2. When certain federal and/or state officials need information in order to audit or enforce legal conditions related to federal or state education programs and/or requirements. The District shall release individual student data to authorized agencies as required by state or federal law. Social Security numbers are not released.
  - 3. To comply with a judicial order or a lawfully issued subpoena. The custodian of the records shall make a reasonable effort to notify the parent or eligible student before making a disclosure under this provision unless the District is complying with a federal grand jury subpoena, an ex parte subpoena of the U.S. District Attorney, or a law enforcement subpoena in which the court has specifically ordered that the student and/or parent not be notified of the disclosure.
  - 4. If the disclosure is an item of "Directory Data" and the parent or eligible student has not refused to allow the information to be released.
  - 5. Where there is reason to suspect child abuse or neglect and when disclosure is required under State Stats. 48.981.
  - 6. When a law enforcement or fire agency certifies in writing that the student is under investigation for truancy or allegedly committing a criminal or delinquent act, the school district clerk is required to provide a copy of the student's attendance record. If the District discloses a copy of a student's attendance record to a law enforcement agency for purposes of a truancy investigation, the district shall notify the student's parent of that disclosure as soon as practicable after that disclosure.
  - 7. In connection with an emergency, the information necessary to protect the health or safety of the student or other individuals. The District may disclose personally identifiable information to appropriate parties, e.g., law enforcement or health care workers.
- B. With Written Consent. Information shall be released from a student's pupil records if the parent or eligible student gives prior written consent for disclosure. The written consent shall include:
  - 1. A specification of the records to be released.
  - 2. The purpose(s) for disclosure.
  - 3. The person or organization to whom the disclosure is to be made (name and address).
  - 4. The parent's or eligible student's signature.
  - 5. The date of consent, and if appropriate, a date when consent is to be terminated.
- C. Limitation on Redisclosure.
  - 1. Written consent of the parent of the student or the eligible student must be received prior to the District disclosing personally identifiable information from records that have been generated by an educational agency or institution other than the District.
  - 2. The District shall, except for the disclosure of Directory Data, inform the party to whom a disclosure is made that the information disclosed may not be disclosed to any other party without the prior written consent of the parent of the student or the eligible student.
  - 3. Mental health and patient health care records generated outside the school district may not be redisclosed.

## VIII. RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURE

- A. No Records Maintained. No record need be maintained of requests for access and access granted to:
  - 1. Parent(s) of the student or the eligible student.
  - 2. Officials of the District who have a legitimate educational interest in the record.
  - 3. Persons or organizations who have the prior written consent of the parent or eligible student.

4. Persons or organizations seeking Directory Data not restricted by the parent or eligible student.
5. Federal and state agencies as authorized by law.
- B. Records Maintained. A record of requests for disclosure (Practice Statement 5125) from, or access to, a student's pupil records other than those identified in paragraph A of this section shall be maintained. The record shall be kept by the pupil records custodian. It shall be available only to the record custodian, the eligible student, the parents of the student, or to federal, state or local officials for the purpose of auditing or enforcing laws dealing with educational programs. This record shall include:
  1. The name of the person or agency that made the request.
  2. The interests of the person or agency in the information (purpose).
  3. The date of the request.
  4. Whether the request was granted, and if it was, the date access was permitted or the disclosure was made. In the case of authorized federal or state requests, a record of the request for the group of students involved will be logged.
- C. Records Maintained. A record of requests for disclosure (Practice Statement 5125) from, or access to, a student's pupil records other than those identified in paragraph A of this section shall be maintained. The record shall be kept by the pupil records custodian. It shall be available only to the record custodian, the eligible student, the parents of the student, or to federal, state or local officials for the purpose of auditing or enforcing laws dealing with educational programs. This record shall include:
  1. The name of the person or agency that made the request.
  2. The interests of the person or agency in the information (purpose).
  3. The date of the request.
  4. Whether the request was granted, and if it was, the date access was permitted or the disclosure was made. In the case of authorized federal or state requests, a record of the request for the group of students involved will be logged.

#### IX. MAINTENANCE/DESTRUCTION OF PUPIL RECORDS

- A. Behavioral Records:
  1. All behavioral records shall be destroyed and/or irretrievable one (1) year after the student has graduated from or has last attended the District.
  2. A parent or an eligible student may request that the District maintain his/her behavioral records for a longer period of time.
  3. Parents or eligible students shall be given the opportunity to complete a Permission to Retain Behavioral Student Records (Practice Statement 5125) prior to graduation or at such time as they indicate that they are leaving the District. The Permission to Retain Behavioral Student Records form shall: (1) explain what constitutes behavioral records, (2) explain that the student's behavioral records will be destroyed one (1) year after graduation or withdrawal from school, and (3) explain that the parent or eligible student may request the preservation of any or all parts of the behavioral record for a period of up to five (5) years, and (4) notify the family that the any or all parts of the behavioral record requested to be maintained will be destroyed after five (5) years.
- B. Progress Records: Progress records shall be destroyed and/or irretrievable sixty (60) years after the student ceases to be enrolled in the District.

#### X. CONFIDENTIALITY SAFEGUARDS

- A. The designated custodian(s) of records at each location shall be responsible for the collection, storage, transfer, disclosure, and destruction of records as appropriate.
- B. Individuals collecting and handling pupil records shall receive training or instruction in the District pupil record policies.
- C. Each building shall maintain, for public inspection, a current listing of the names and positions of those employees within the District who may have access to pupil records.

- XI. The District shall make available to parents or eligible students, upon request, a list of the types and locations of pupil records. The District encourages informal resolution of complaints under this policy. However, if any person believes that the School District of Birchwood or any part of the school organization has failed to follow the law and rules of Wis. Stats. 118.13 and PI 9, Wis. Admin. Code, or in some way discriminates against persons on the bases listed above, he/she may bring or send a written complaint to the following address: Superintendent, School District of Birchwood, 300 S Wilson St., Birchwood, WI. Telephone No.715-354-3471.

#### Reference:

Fed. Stats. 20 U.S.C. 1232g, Federal Family Education Rights & Privacy Act (FERPA)  
Fed. Stats. 34 CFR, Part 300, Individuals with Disabilities Education Act (IDEA)  
Wis. Stats. 19.21-19.35

Revised 7/2021

\*Copies of all board policies are available in the school office

Wis. Stats. 118.125

Wis. Stats. 938.396(1), (1m)

Directory Information		
<b>Date Approved:</b>	1/04	<b>Date Revised:</b> 5/21/18

The School District of Birchwood, based upon federal law, with certain exceptions must obtain parental written consent prior to the disclosure of personally identifiable information from a child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from a child's education records in certain school publications. Examples include:

- A playbill, showing a student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members; and
- Videotaping or photos of activities and events.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, and Institutions of Higher Learning. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.(1)

If a parent does not want the School District to disclose directory information from a child's education records without parental prior written consent, he/she must notify the District in writing by a specified date the School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Visitors to Schools		
<b>Date Approved:</b>	8/2/91	<b>Date Revised:</b> 10/23/17

**Definition of "Visitor."** A "visitor" means any person who enters a district facility except for the following: enrolled students who are in the facility to attend school, to participate in a school sponsored event or activity, or to attend a meeting of a student-initiated, non-curriculum related group that is recognized by the District; administrators; employees who are assigned to work at the facility or are otherwise authorized to enter the facility; and volunteers who have been assigned to be in the facility at the time of the visit.

**1. Sign-In Procedures.** All visitors must comply with the following procedures:

Revised 7/2021

\*Copies of all board policies are available in the school office

- a. Immediately upon entering a District facility, all visitors must report to the administrative office or reception desk. Signage to this effect must be prominently displayed on or near all unlocked doors to the facility.
  - b. Upon reporting to the administrative office or reception desk, all visitors must complete a form that requires them to do the following: print and sign their names, state the purpose of their visit, state the time of their arrival, and state the location of the building in which the visit will occur.
  - c. Parents who wish to observe their children in the classroom during the regular school day must schedule the visit in advance with the classroom teacher or the building principal.
  - d. The building principal or a designee will follow this policy in determining whether or not permission will be granted for a visit to a school building.
  - e. If permission for a visit is granted, the visitor will be given a visitor's identification badge.
  - f. All visitors must wear the issued visitor identification badge in a conspicuous location at all times while in a District facility building.
  - g. If a District employee sees a visitor in a school building without a visitor's identification badge, the employee must either escort the visitor to the administrative office or immediately notify the administrative office of the presence of the visitor.
  - h. Upon completing a visit, a visitor must return to the administrative office or reception desk, return the visitor's identification badge, sign his/her name on the same form that was signed upon entering the building, and state the time of his/her departure.
  - i. The sign-in procedures do not apply to members of the public who are in a limited part of the facility in order to attend an event that is open to the public, such as parent-teacher conferences, a school board meeting, concert, play, or an athletic contest.
2. **Communication Protocols.** The District recognizes that under limited circumstances parents may occasionally need to communicate with their children during the school day. When this need arises, parents must follow one of the following procedures:
- a. Parents may call the office and ask to speak with their child. School staff will then locate the child and instruct the child come to the office to speak with the parent by telephone. This may occur by making an announcement over the school's intercom system or phone system. Students generally will not be permitted to place or receive a call from a classroom.
  - b. Parents may enter the office and ask the office staff to call their child to the office. Parents may not go directly to a classroom or to any other location in a District facility without complying with the Visitor Procedures stated in this policy.
  - c. Students will not be permitted to make calls or receive calls on personal cell phones during any class period.
3. **Administrative Procedures in Response to Inappropriate Conduct.** The administrator, principal, or designee may take the following steps when a visitor violates this policy or engages in other inappropriate conduct:
- a. Notify the offending visitor that his or her conduct is inappropriate.
  - b. Notify the offending visitor that if the conduct does not cease immediately, the visitor will be required to leave the building.
  - c. Notify the offending visitor that he or she is required to immediately leave the building.
  - d. Contact law enforcement.
  - e. Document the incident.
  - f. Take other action that the administrator, principal, or designee reasonably deems to be prudent or necessary in order to protect the safety of students, staff, or school property or to maintain an environment that is conducive to learning and working.
  - g. Any step or steps of this procedure may be skipped or addressed at a later time if the administrator, principal, or designee determines, in the exercise of his or her professional discretion, that immediate removal of the offending visitor is in the best interests of the students or the staff.
4. **Rules of Conduct.** All visitors must demonstrate respect and civility when interacting with other individuals during a visit. In addition, all visitors must immediately comply with any and all lawful directives given by a District employee, including a directive to leave the building. Visitors must not do any of the following during a visit:
- a. Violate any law or policy of the District;
  - b. Make any threat or engage in any threatening behavior;
  - c. Engage in any conduct that is designed to intimidate another person or that could reasonably be perceived as being designed to intimidate another person;
  - d. Swear or use vulgar language;
  - e. Demonstrate hostility toward another person;
  - f. Engage in conduct that is objectively rude;
  - g. Make or participate in making any personal attacks against another person;

- h. Make or participate in making any objectively disrespectful, demeaning, disparaging, or insulting comments or statements about or to another person;
  - i. Confront or make physical contact with any person other than their own child, unless the physical contact is part of the normal greeting process, such as a handshake, or is reasonably necessary to prevent imminent harm to another person or serious harm to property;
  - j. Photograph, film, or otherwise record any students, employees, or volunteers of the District outside of an event that is open to the general public;
  - k. Enter onto school property while impaired from the use of alcohol or any other chemical;
  - l. Create or participate in creating a disruption to the learning or working environment. Examples of disruptive behavior include, but are not limited to, using a raised voice, shouting, or yelling; talking with a teacher or a student while observing in a classroom; and engaging in other conduct that interrupts a lesson while observing in a classroom.
- \*NOTE: This policy may not be construed to limit the ability or right of any person to file a complaint in accordance with any law or District policy governing the filing of complaints.

5. **Classroom Observations by Parent.** The administrator, principal, or a designee may deny a parent's request to observe his or her child in the classroom, or may revoke permission for such a visit, if the administrator, principal, or designee determines that:
- a. The parent has failed or refused to comply with any part of this policy, including the requirement that classroom visits be scheduled in advance;
  - b. The parent observed in the classroom on a prior occasion during the school year and created a disruption or violated this policy in some other respect;
  - c. The requested date or time for the visit is educationally inappropriate or inconvenient, such as when a test is being administered, when a substitute teacher or guest speaker is present, or when students are going on a field trip;
  - d. The parent has observed the child in the classroom on at least three prior occasions or for three or more hours during the school year;
  - e. The parent's parental rights have been terminated or the parent does not have physical custody or visitation rights during the school day or during the specific period of time when the parent wants to observe the classroom; or
  - f. In the discretion of the principal or the administrator, the parent's presence in the classroom is not in the best interests of the student, other children, or staff.
6. **Classroom Observations by Independent Examiner.** If the parent of a special education student requests an independent educational evaluation or hires an independent examiner to evaluate the student, and the parent requests that the independent examiner be permitted to observe the student in the classroom, the District will allow the independent examiner to visit and observe the student in the classroom to the extent permitted by law, provided that the independent examiner complies with this policy and does not create a disruption.
7. **Other Visits by Parent.** The administrator, principal, or a designee may deny permission for a parent to visit any part of a District facility if the administrator, the principal, or the designee determines that:
- a. actions or words suggest that the parent is impaired from using alcohol or another chemical.
8. **Appeal of Denial of Request to Visit.** If a parent believes that his or her request to visit a District facility has been improperly denied, the parent may submit a written appeal to the Superintendent. The decision of the Superintendent or a designee is final.
9. **Visits by Third Parties.** The administrator, principal, or a designee may, as he or she sees fit, deny a visitor's request to visit any part of a District facility if the visitor is not a parent of a child who attends school in the facility.