

Sparta Area School District

Article 511 - Rules and Regulations

The administrative staff of the school is authorized to make such rules and regulations and to exercise such procedures as are necessary for the everyday operation of the school. Such rules, regulations, and procedures should be carefully communicated to the students through student handbooks, bulletins, and directives.

The teachers and other employees of the Sparta Area School District responsible for the activities of students are authorized to make such rules and regulations and exercise such procedures as are necessary for the control and welfare of the students while in their sphere of influence. Such rules, regulations, and procedures are subject to the review and approval of the immediate supervisor of the employee.

Violations of policy, rules, regulations, and procedures cannot be tolerated if the school is to successfully serve the students to which it is dedicated. Such violations shall be handled by the appropriate staff members in the following fashion:

Step 1 - Initial Confrontation - This is an everyday process whereby the disciplinarian should attempt to correct the violation by identifying the violation and requesting or insisting on correction by the student. Normally this would occur between the teacher or other staff member immediately responsible for the student. If the violation persists or is serious or flagrant, the matter should be directed to the attention of the principal.

In this step the teacher or principal will consider various forms of action to encourage future compliance on the part of the pupils. These might include, but are not limited to:

- A. verbal discussion
- B. denial of privileges
- C. detentions
- D. notification of parents

Step 2 - Suspension – Out of school suspension is a serious consequence which should be reserved for situations where the student’s behavior is disruptive to the school environment, poses a safety or health danger to the student or others, is damaging to school property or the property of others, or shows complete or repeated defiance or refusal to comply with school rule or policies. Principals are authorized to suspend the student from school for up to five (5) days. Parents shall be notified in writing of the suspension of the student and efforts shall be made to work cooperatively with the parent considering both the welfare of the individual student and the other students in the school. A copy of this notification will be forwarded to the Superintendent of Schools.

Step 3 – Pre-Expulsion Conference – In an attempt to avoid expulsion in cases of serious misconduct, the superintendent or designee may hold a pre-expulsion conference during the student’s initial suspension. The purpose of the meeting is to establish the parameters of a voluntary re-entry plan that, if successful, would avoid expulsion. The plan may include, but is not limited to, alcohol or other drug assessment and demonstrated compliance with assessment of

subsequent treatment, community service, appropriate counseling, restitution and restriction of privileges.

Step 4 - Expulsion - The principal may, through the Superintendent of Schools, recommend expulsion of a student from school. Such action will only occur if a student is believed to be guilty of repeated refusal or neglect to obey the rules, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or school board member of the Sparta Area School District, and is satisfied that the interest of the school demands the pupil's expulsion. Any student who is determined to have brought a firearm shall be expelled for a period of not less than one year as required by the GUAVAS, except that the superintendent, with the approval of the Board of Education, may modify the one year expulsion requirement on a case by case basis for an EEN student if mitigating factors are present. Any student who brings a weapon to school will be referred to the Criminal Justice System. Expulsion procedures will be followed as per Wisconsin Statute 120.13 (1)(e) 2.

The "due process" steps outlined hereafter is the procedure for a student and his/her parents to follow in appealing decisions relating to action taken by school personnel. It should be understood that students and parents will be expected to follow the "due process" steps in the event legal action should be initiated at some later date.

1. After learning or being notified of an action taken by the school, parents or an emancipated adult student may formally appeal the decision in writing to the administrator involved, or informally request additional information to better understand the situation. If a formal appeal is to be filed, it must be received within ten (10) work days from the first day the parents became aware, or were notified, of such action.
2. Within three (3) work days of receipt of such written appeal, the administrator involved shall formalize the action either in written form through registered mail, or hold a conference with the parents outlining the specific details relating to:
 - (a) violation or infraction;
 - (b) date of violation or infraction;
 - (c) period of suspension or other action taken by the school; and
 - (d) any other pertinent information.

If a conference is held a written summary will be kept on file.

3. After an appeal has been received and the school's formal reply mailed to the parents, and/or the conference held, the parents or emancipated adult may appeal the decision to the Superintendent of Schools. The Superintendent of Schools will establish a date for a meeting not later than seven (7) work days after the receipt of the request. Present at the hearing, in addition to the Principal and

Superintendent of Schools, shall be other appropriate school personnel involved, the student and the parents.

- a. The student will be provided with an opportunity to testify and present evidence in his/her behalf at the meeting.
 - b. A summary of the meeting, including the Superintendent's decision, will be put in writing. A copy of these proceedings will be mailed to the student and his/her parents.
4. If the student and his/her parents are not satisfied with the outcome of the meeting with the Superintendent, a hearing may be requested within ten (10) work days of the mailing of the Board of Education or its designee. The student, or his/her parents, may have counsel and witnesses at "Step 3" and/or "Step 4" of this procedure.

It is the policy of the Sparta Area School District to comply with all applicable state or federal laws concerning non-discrimination and, therefore, no person may be denied participation in, be denied the benefits of, or otherwise be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity on grounds that include the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy or marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap, or any other factor outlined in state or federal law.

Legal Reference:

Cross Reference:

Approved:

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