

**EFFECTIVE
TEACHING SKILLS/MASTER
TEACHERS**

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EFFECTIVE TEACHING SKILLS/MASTER TEACHERS

The age-old question, “What are the characteristics of an effective teacher?”, still exists. Fortunately or unfortunately, there isn’t a universal answer to this question. Yet, with all of the information published in educational journals, periodicals, etc., along with the proliferation of research done through the Effective Schools Movement, there has been some consensus on the practices and procedures that effective teachers utilize in their classrooms.

Please take time to review the following nine effective teaching categories to familiarize yourself with the effective teaching characteristics. Feel free to use these traits as benchmarks for professional improvement and compare your skills as a teacher against those listed.

Effective Teaching Categories

1. Knowledge of Content
2. Planning Skills
3. Skills in Selection and Use of Materials
4. Skill in Classroom Management
5. Skills in Human Relations
6. Instructional Skills
7. Community Involvement
8. Professional Growth
9. Policies and Procedures

The traits and characteristics that teachers possess within these general categories include the following:

Knowledge of Content - The effective teacher:

- A. Approaches subject matter in a positive, enthusiastic manner.
- B. Is well-informed and up-to-date with subject matter.
- C. Correlates subject matter areas.
- D. Understands and uses all components of the established curriculum for which the teacher is accountable.

Planning Skills - The effective teacher:

- A. Shows written evidence of long-range and short-range instructional plans.
- B. Secures the necessary materials, equipment, and resource personnel in advance.
- C. Provides activities for transfer of learning.
- D. Implements lesson plans to meet the needs of the group.

Skills in Selection and Use of Materials - The effective teacher:

- A. Selects relevant materials which are related to the specific objectives.
- B. Selects materials that are appropriate to the abilities of learners.
- C. Uses textbook and other instructional materials appropriately and effectively.
- D. Gives adequate instructions to students for use and care of materials.
- E. Takes advantage of opportunities to preview and use current materials which relate to the established instructional objectives (newspapers, supplementary books, artifacts, TV, etc.)

Skills in Classroom Management - The effective teacher:

- A. Practices efficiency in routine activities: attendance, restroom permission, etc.
- B. Establishes classroom expectations of conduct at the beginning of the year, shares them with students, and consistently maintains them.
- C. Involves the students in maintaining an orderly, efficient and attractive classroom.
- D. Shows respect and consideration for others and expects the same traits of the students.
- E. Confers privately with individual students when the need arises.
- F. Deals with the unexpected in a calm, rational manner.

Skills in Human Relations - The effective teacher:

- A. Actively seeks to know and understand students.
- B. Works toward development of positive self-image within learners.
- C. Generates a psychological environment conducive to learning.
- D. Actively listens to students.
- E. Gives positive reinforcement to acceptable academic and social behavior.
- F. Confronts students whose behavior is in violation of school policy.
- G. Deals effectively and professionally with students, parents, staff, and community groups.
- H. Dresses appropriately to serve as a model for students.

Instructional Skills - The effective teacher:

- A. Selects a learning objective from the established curriculum which is at the appropriate level of difficulty for the students.
- B. Teaches to the identified objectives.
- C. Monitors the understanding of the students and adjusts teaching accordingly.
- D. Maintains the focus of the students on the objectives.
- E. Correctly uses sound principles of learning.

Community Involvement - The effective teacher:

- A. Utilizes community resources in the learning process whenever possible.
- B. Serves as a positive model in the community.
- C. Becomes involved in community activities when possible.

Professional Growth - The effective teacher:

- A. Participates in meaningful professional growth activities.
- B. Participates in staff development and in-service activities.
- C. Is involved in district curriculum development activities.

Policies and Procedures - The effective teacher:

- A. Follows all established policies and procedures.
- B. Always acts in a reasonable and prudent manner.

POLICIES, GUIDELINES, PROCEDURES
CONCERNING
PROFESSIONAL STAFF

The School Day:

- A. The school day begins at 7:40 and ends at 2:45 for the students. All high school teachers are required to report to school by 7: 15A.M., and remain until 3:00, unless assigned to extra duty. The extra teacher time should be used for class preparation, providing student instruction, or for hallway supervision.
- B. As a rule of thumb, teachers should be in their room area by 7:15 A.M. After school all teachers should remain in their room area until 3:00 P.M., unless they have another assignment. If a student is with you seeking instructional assistance, you may be in your room during the 7:15 A.M. to 7:40 A.M. time period. **Otherwise, teachers are to be out and about the halls providing supervision.**
- C. Be present, alert, and in the hallways during class changes. Position yourself in the middle of the hallway traffic patterns, engage students in conversation, monitor restrooms, watch exterior doors, and watch for visitors who are not displaying a pass or badge.
- D. Student management is a team effort, so we all have a responsibility to maintain discipline in the halls and on school grounds between the hours of 7:40 A.M. and 2:45 P.M., and at other times we may be present in the building.

In cases of school-sponsored trips outside of the above-mentioned time in which teachers are involved, we have a responsibility to maintain discipline in a reasonable and prudent manner.

- E. The bell schedule is as follows:

First Bell	7:35		
1	7:40	to	8:50
2	9:00	to	10:15 (announcements)
Lunch A	10:20	to	10:50
3	10:55	to	12:05
Lunch B	11:40	to	12:10
3	10:25	to	11:35
4	12:15	to	1:25
5	1:35	to	2:45

Announcements

Student announcements will be read over the PA system during 2nd hour. If you have an announcement to be read, please have it written and submitted to the Resource Center along with your signature by 8:40 A.M.

Absences (Staff)

If a teacher is ill and cannot report to school, notification should be given to the High School Secretary, Nancy VanDeHei between 5:30 A.M. - 6:00 A.M. at phone number 920-833-7148 so that substitutes can be obtained. **Absolutely no phone calls should be left on voice mail at school. If you call Nancy VanDeHei at home after 6:00 a.m. and she has already left for work, you must come in for your 1st hr. class.** Whenever possible, anticipated absences should be submitted or requested of the school secretary and principal so that proper planning may take place in advance. When a teacher needs to be absent part of a day, consent must be obtained from the principal. Substitute teacher request forms are available from the office and must be returned when completed.

Substitutes:

- A. Teachers who have preparation periods corresponding to the classes of the absent teachers may be asked to take charge of the class when a substitute teacher is not available. Teachers who take charge of these extra classes are reimbursed at the negotiated rate.
- B. Substitutes for partial day absences should be cleared between the involved teacher and the principal.
- C. Lesson plans should be available for each day a substitute will be in charge of your classes. These plans should be general in nature and allow the substitute to teach rather than baby-sit. These plans should be in the upper right-hand drawer of the teacher's desk. Seating charts and class lists should be available for the substitute. These should be in the upper right-hand drawer of your desk.

Attendance at School Events and Assemblies:

Teachers are encouraged to attend activities during the school year such as graduation, sporting events, musical events, etc.

Teachers' Meetings:

Faculty meetings are held periodically throughout the year. All teachers are expected to be present at these meetings. If an emergency arises, a teacher who cannot be present should check with the principal prior to the meeting which will be missed.

Conference Request Forms:

Teachers attending conferences or other types of meetings are asked to place their request on a requisition form and submit it to the principal's office. Once your conference attendance has been approved, please double check with the principal's office to be sure that a substitute has been arranged for you. Teachers must submit receipts for any expenditure incurred while attending a conference or workshop before reimbursement will be made.

Supplies:

Teachers are responsible for ordering certain supplies On-Line (SAGE) (ie. ink cartridges, overheads transparencies, toners etc.) Catalogs are available in the office. The office will supply all basis supplies.

Classroom Housekeeping:

- A. When teachers' rooms look great, then we as a profession look great. As you know, teachers are responsible for the overall appearance of their rooms. All rooms are swept or vacuumed by Shur Clean L.L.C Service. Teachers having special requests, concerns, or questions which need to be addressed can do so by leaving a note in the Shur Clean mailbox.
- B. To conserve energy, lights should be turned off and the windows should be closed when the room is not in use.
- C. The teacher is responsible for the furniture in the classroom. The use of a seating chart is recommended so that students can be made more responsible in this respect.

Hazardous Waste Disposal:

- A. All chemicals to be disposed of are to be provided to the head custodian who will store the chemicals in a safe location until they can be picked up and disposed of properly.
- B. For the safety of all those involved, chemicals is never to be disposed of in the drains, waste receptacles, or dumpsters. Chemicals that are improperly disposed of may result in a fine, payment of clean-up costs, and/or transportation to a special disposal site.
- C. Questions regarding waste disposal should be directed to the Custodian or the District Business Manager.

Soliciting:

In an effort to limit the number of interruptions to the education process, solicitors will not be allowed to see teachers during assigned class time. All solicitors must report to the office before visiting a teacher during the school day and must follow proper sign-in procedures.

Purchasing-Receiving:

- A. Copies of a requisition form should be submitted to the chairperson in your department who will review the forms, sign them and submit them to the principal.
- B. The principal's office will forward requisition orders and requisitions to the administrative offices. After the district administrator makes final approval, one copy is sent to the supplier, one copy is retained in the administrative office, and one copy is returned to the teacher.

Expenses:

- A. Mileage expenses should be itemized on a Mileage Reimbursement Claim. It should be turned in to the principal's office prior to each corresponding pay period. Generally, you will be paid for mileage on the paycheck following submittal of your voucher.
- B. To avoid confusion and misunderstanding, all above normal mileage requests and trips must be approved by the principal prior to taking them.

Teacher Checkout Day:

With the close of the school year, teachers will be asked to hand in certain reports and other items as listed on the teacher checkout form. The teacher checkout form will be published well in advance.

Textbooks, Workbooks, Broadcast Media - Copyright Law:

- A. For accurate inventory purposes, each teacher is asked to keep a record of textbooks issued to the students. All textbooks should have labels inside of them for students to sign their names on. Each teacher is expected to maintain an inventory of books used in class.
- B. As per district policy, all students must pay a \$35.00 book deposit fee, a \$20.00 ID card fee which is non-refundable and a \$20 technology fee also non-refundable.
- C. For sound educational practice, along with keeping student fees to a minimum, the use of workbooks is discouraged. Check with the principal before ordering such items. In most cases, students must pay for the full cost of workbooks, so teachers are asked to use workbooks only in the case of necessity.
- D. The West De Pere Public School District supports the provisions of the federal copyright law, Public Law 94-553, which amends in its entirety Title 17 of the United States Code.

Grades and Progress/Deficiency Reports:

- A. Student grade reports are issued at the end of each trimester.
- B. Personalized comments in the space provided should be used extensively. Students and parents appreciate this type of personal feedback.
- C. The grade and progress reports are kept on file in the Student Services office.
- D. Update grades on Power School weekly.

Grade Changes:

Faculty who must change a grade for a student may do so by submitting a completed Grade Change Form to the Registrar.

Grading Suggestions and Guidelines:

A. Failing Grades

Issuing failing grades certainly has to be one of the most discouraging things that a teacher must do. All parties involved: parents, students, and teachers, face a great deal of frustration when dealing with failure in the classroom. For obvious educational reasons, we as educators should do everything that we can to **prevent failure**. In a related vein, it is also important to document our efforts to prevent failure so that the onus of failure can be attributed to the student's lack of effort and not ours as educators.

Teachers are asked to adhere to the following guidelines when dealing with failing students.

1. After two weeks into every grading period, any student who is having serious learning problems in a class should be discussed with the counselor. Personal records should be checked to assess individual learning capabilities. Based upon information gathered from this contact the teacher may elect to:
 - a. Make any necessary adjustments in instruction to accommodate identified individual student needs.
 - b. When appropriate, seek help from support staff.
 - c. When appropriate, contact the parent/guardian to arrange for a conference to discuss the student's academic situation.
2. Prior to giving a student an "F" as a final grade, the teacher should be able to verify that the parent/guardian has been informed of the pending "F" grade well in advance of the end of the trimester.
3. This procedure is applied for each trimester in the school year.

Every effort should be made to recognize all student work, effort, and classroom contributions to evaluate the student's grade. We should try to pass all students that are on our roster. In addition to the above, at the end of the school year the parents of each student who has not maintained an average of 6.5 credits per year are notified by the student service office of their son's/daughter's credit status.

B. Progress Report Requirement

Progress Reports are mailed home during the 6th week of each trimester. Every student will receive a progress report.

C. Incompletes

When a letter grade "I" is assigned a student at the end of a reporting period, the following procedure will be followed:

The student will generally be granted a maximum of 10 school days in which to make up the missing assignments or tests. If at the end of the 10 school days, the student has failed to turn in all, or part, of the missing assignments or tests, a letter grade of "F" or its equivalent, would be assigned to the

remaining incomplete assignments or tests. The teacher then will assign an appropriate grade for the grading period based upon the scores earned by the student on the total number of assignments or tests given the student for that reporting period. Exceptional cases will be dealt with on an individual basis and must be approved by the building principal.

D. Trimester Exams

1. For those courses who have scheduled a Trimester examination, teachers are asked to consider student schedules when administering the Trimester examination. Teacher discretion can permit scheduling of examinations to insure students are not taking all final examinations in 1 or 2 days.
2. The final examination grade may only count a maximum of 20% of the trimester grade. **It may count less.** In any case, the teacher's grading system should be explained in writing to all students during the first week of school. All staff should consider the value of work a student completes throughout a Trimester when grading.

Graduation:

The dates of graduation are announced each year far in advance. Volunteers from the staff will be assigned graduation responsibilities and reimbursed at the district rate. Staff are highly encouraged to attend this event and show your support for our students.

Lesson Plans:

- A. Each probationary teacher and teachers who are due for an evaluation, regardless of tenure, are required to prepare lesson plans and turn them into department chairs or office weekly. It's just good educational practice to plan and organize. With this in mind, everyone is expected to complete lesson plans and have them available at all times. Teachers are asked to keep the lesson plans and a seating chart in the upper right-hand drawer of the teacher's desk in case a substitute is needed.
- B. Lesson plan books are available in the main office.

Injuries to Employees:

- A. For the welfare and protection of both the school district and employee, schools are required to report employee accidents if they meet the following criteria:
 - 1. When medical services must be rendered which can be performed only by a medical doctor. (Note: This would NOT include the taking of x-rays or the administration of medicine via a needle, as these tasks may be performed by paramedical personnel.
 - 2. If the accident is fatal.
 - 3. In multiple hospitalization cases.
 - 4. Students are included only when injured while functioning as employees of the district.
- B. An accident report is to be completed and submitted to the Department of Industry, Labor, and Human Relations either on the fourth day after the accident, or in the case of a fatality or a multiple hospitalization, within twenty-four hours.
- C. A log of all employee occupational injuries or illness must also be kept and is subject to scrutiny by state inspectors at any time during reasonable hours.
- D. An annual summary of all accidents must be made each year and it must be posted in each school building from February 1 - March 1 of each year, and, like all school records, must be kept on file for a minimum of five years.
- E. The administrative offices will do all the necessary reporting to the Department of Industry, Labor, and Human Relations and maintain the log. Therefore, it is imperative that they be notified of work-related accidents or illnesses requiring a doctor's care. Please make certain the administrative offices are informed even if you are in doubt as to the necessity of reporting a particular case.
- F. All accidents should be reported to the principal, who in turn will report them to the district administrative office.

Teachers Requesting Early Leave:

Teachers who wish to leave early for any reason are asked to make their request personally to the principal or his administrative assistant.

Faculty Council:

- A. The Faculty Council is an organization made up of department chairpersons, the athletic director, the associate principal, and principal. The primary purpose of the Faculty Council is to foster communication between the staff, administration and other involved populations. Participants will share in school decision-making and management. The council will be organized according to guidelines established by the council members.
- B. Meetings will be held once per month according to a published calendar.
- C. The meetings of the Faculty Council are open to all faculty members.
- D. The principal's office will create the agenda and publish the minutes of all meetings. The minutes will be provided to all staff.

Department Chairperson:

- A. A copy of the department chairperson job description is on file in the principal's office and each department head also has a copy.
- B. Each department must hold a minimum of three department meetings throughout the year. The meetings should involve curriculum planning (October), student scheduling (January), and end-of-year evaluation (April).
- C. Other major duties assumed by the department head include:
 - 1. Serving as the department representative on the Faculty Council.
 - 2. Developing a department schedule.
 - 3. Developing a department budget and presiding over it.
 - 4. Generally serving as the department contact with the administration and other staff.
- D. The department chairperson will be reimbursed at the rate described in the Master Agreement. In addition, one period each day will be assigned to the department chairperson for the purpose of carrying out his/her duties, providing the department includes the criteria listed in the Master Contract.

No Smoking Policy:

School Board policy 1335 states that, "Tobacco use is prohibited at all times on school premises. School premises include all property owned by, rented by, or under the control of the West De Pere School District. The administrative staff shall inform students, staff, and the general public about this policy and shall establish enforcement procedures."

Supervision Responsibilities:

As previously indicated, the expectation of the staff at West De Pere High School will be that supervision is done as a team effort and viewed as a shared responsibility. Principals, teachers, and support staff all have a responsibility for the care and supervision of our children.

A. Expectations for Supervision

Outlined below are the supervision responsibilities which staff members assume during the school year. If you cannot honor the assignment when you receive your notice, check with the principal's administrative assistant. A copy of the master schedule for supervision assignments will be provided to each teacher.

B. Before School Supervision

1. As previously indicated on page 4, if not assisting a student, all teachers are to be on duty from 7:15 A.M. to 7:40 A.M.
2. When leaving from your area at 7:40 A.M., please make sure students are moving to their classrooms.
3. Loud yelling, horseplay, acts of vandalism and other inappropriate behavior will for the most part be curtailed because of your presence. Be visible, positive, yet firm.
4. When confronted with a situation which is critical and beyond your ability to control, summon the appropriate school official and we will provide assistance.

C. After School Bus and Parking Lot Supervision

1. Teachers who are assigned after school bus and parking lot supervision are to be on duty from 2:40 P.M. and stay until the last bus has loaded and left the parking lot.
2. The supervision stations which need to be supervised are 1) the bus loading zone and 2) the commons.
3. Remain in the assigned area until the last bus has departed. Assure that the bus loading zones are utilized for bus pickup only. Ask unauthorized vehicles to vacate the bus loading zone.
4. Supervisors must be outside where students board buses. Be visible and aware of the need to assure that students board the buses in an orderly manner.
5. Snowball throwing, running to meet the oncoming bus, pushing while waiting, and all other inappropriate acts should be discouraged. Violators should be confronted. If your intervention does not stop the negative behavior, call the appropriate school official.
6. In case a faculty meeting is held on a day you are assigned, please take care of the bus supervision responsibility and join the meeting in progress.
7. If you cannot meet your supervision responsibility, it remains your responsibility to get a "substitute." A substitute is a full time teacher, intern or substitute teacher. Be sure to inform the associate principal's secretary of any changes.

Co-curricular Duties:

There are many duties to be performed in support of the high school co-curricular activities program that teachers are asked to do. The sign-up for these duties occurs at the end of the previous year. The athletic director's office manages the contracts for duties for all athletic-related events.

Teachers are strongly encouraged to support our activities program and become as involved with our students outside of the classroom as much as possible.

Telephone Voice Mail Guidelines - Faculty:

- A. Most messages, when appropriate, to faculty will be placed in the faculty member's voice mail on the assumption that voice mail is checked during the preparation hours and at the end of the day.
- B. Messages that require a time-limited response will be delivered to faculty members in a timely manner, if a preparation period does not occur within the time limitation.
- C. Messages of an emergency nature, especially those involving family members, will be delivered to the teacher immediately. Staff should inform family members of this provision.

Building Key Management:

Building and classroom security is a critical element in effective school management. Staff members are certainly encouraged to be in the building beyond normal hours for educational purpose. This in turn puts a great deal of emphasis on having a building security plan which is followed responsibly and without fail. While staff is encouraged to utilize the building, they also must assume ownership of providing for building security.

- A. Upon request, staff members will be provided one key card to enter the building during non-school hours and with keys that are necessary for access to their assigned work area(s). Staff with particular responsibilities may be issued a key to the exterior door in accordance with the guidelines established.
- B. All building keys are considered to be school district property which is entrusted to staff. The privilege of being assigned keys carries with it an important responsibility that each staff member must take very seriously, since the security of the building and its contents depends on it.
- C. School keys should remain in the personal possession of the person they are assigned to at all times. **Keys should not be entrusted to students or non-school personnel.** When keys are found to be in the possession of unauthorized people, the matter will be treated very seriously.
- D. The official inventory of high school building keys is maintained in the principal's office. Keys that are misplaced, stolen, or lost must be reported immediately to the principal. Replacement keys may be issued after a written report has been submitted on how the keys were lost, with possible security breaches addressed.

Gifts and Bequests:

- A. So that appropriate thank you's can be extended, inventories updated, and for program awareness, any gifts to the high school or its programs should be reported to the principal who will request acceptance of the gift by the Superintendent of Schools. The report should include a description of the donation, its value, and its intended purpose. Gifts of money will be receipted and deposited in the general fund.
- B. To avoid confusion and misunderstanding, donors should be made aware of the district policy which facilitates this process.
- C. Gift items must be included in the annual inventory update that is completed for each area of the school building.

Adult Visitors:

For obvious legal reasons, coupled with the goal of interrupting the educational process as little as possible, unauthorized visitors are discouraged from being in our school. A visitor must obtain authorization by checking into the office. The reason for the person's visit will be verified and a pass issued. When possible, the person will be accompanied to the appointment. Therefore, if a salesperson or other stranger appears unannounced, the most appropriate response would be to direct the person to the principal's office. If possible, the person should be escorted to the office to either assure arrival at the office, or departure from the building. It is necessary to be alert to strangers in our building, even if they appear to be legitimate. We are responsible for the safety and welfare of our students and staff, and must take this responsibility seriously.

Student Visitors and Guests:

Students bringing a guest must pick up a permission slip from the High School office as per the procedure outlined in the student handbook. Students bringing guests will be asked to notify the office and involved staff two (2) days prior to the guest's arrival at school.

Extra Duty Pay and Expense Reimbursement:

Copies of the forms to be used to request extra duty pay or expense reimbursement are located in the main office. These forms should be submitted according to the guidelines associated with each activity.

Room Sharing:

Teachers who must share a room should cooperate with each other in allocating whiteboard and bulletin board space. If the room arrangement cannot work for some important reason, then the appropriate person to discuss the issue with would be the principal.

Duplication Services:

Faculty members have two options for making multiple copies of papers for their classes and activities. In all cases, the cost of making copies comes out of the high school budget, so be judicious in your duplicating pursuits. Print quality for both machines is best when the master copy is a clean black and white master. Items sent to duplicating must have a Duplicating Request Form attached.

- A. Photocopy Machine: Twenty-five copies or less should be performed on the photocopy machine.
- B. Digital Duplicator: All runs of twenty-five or more must be done on the digital duplicator. Absolutely no runs of less than twenty-five should be performed on these machines due to the cost of the masters needed for this process.

Publication of Materials

All materials submitted for publication that include the school's name or imply school policy must be cleared through the principal's office. This includes news items, letter to the editor, etc. School letterhead stationery should be used for official school business only.

POLICIES, GUIDELINES, PROCEDURES
CONCERNING
STUDENTS AND RELATED ACTIVITIES

STUDENT ATTENDANCE POLICY

**REFERENCE: SCHOOL BOARD POLICY 5113 HAS BEEN ADOPTED
IN ACCORDANCE WITH WISCONSIN STATUTES
118.15(3) AND (4) AND 118.16.**

Importance of Student Attendance

The primary legal and moral responsibility for student attendance rests with the parent (or guardian) and the student. The West De Pere Schools will work cooperatively with the parent or responsible adults to teach students the importance of daily and timely school and class attendance. Effective instruction is an important part of this process; however, it is the position of the West De Pere Board of Education that the climate for instruction begins with regular attendance. When students are absent from class, they miss integral and essential parts of the learning process. Certain classroom activities, such as discussions, films, and the participation of guest speakers, can never be made up. It is the student's responsibility to participate and contribute in the classroom learning process. Excessive absences and trancies have a detrimental effect on other students, as well as on the process of education, by placing greater demands on the time of teachers for make-up assignments, and assistance to truant or absent students. This demand is an infringement upon the rights of other students for equal attention of the teacher.

There are direct relationships between school attendance habits, the incidence of student dropout, and post-secondary success, whether it be in advanced training opportunities or on the first job.

Student Absences Defined

1. Definitions of absences
 - a. Excused absences - Excused absences are those student absences from school which fall under the purview of Wisconsin Statutes 118.15(3) and (4). There are two categories of Excused Absences: a) Pre-arranged Excused Absences and b) Unexpected Excused Absences. Each is defined below:
 1. Pre-arranged excused absences - Pre-arranged excused absences are those student absences wherein arrangements have been made for the student to be excused by the school office and the teacher(s) concerned. Accordingly, a student who plans to be absent is required to request permission from the Principal's Office and to obtain assignments from teachers prior to the excused absence.
 2. Unexpected excused absences - Unexpected excused absences are those student absences from school for which arrangements between the school and the student (described in the preceding paragraph) have not been made. Absences falling in this category may include short-term illnesses (1-3 days), long-term illnesses (4 or more days), absences of the nature of an emergency in which the time element may preclude the student from making arrangements to be absent from school in advance.
 - b. Suspensions - Student absences under this section of the policy are those absences which fall under the purview of Wisconsin Statute 120.12(1) (b): they include absences by students who have been suspended from school for not more than ten (10) school days prior to an expulsion hearing as well as those who have been suspended from school for not more than five (5) days for violation of school rules.

Procedure for Excusing Absences

1. The responsibility for regular school attendance of a child rests upon the child's parent(s) or guardian(s).
2. All excused absences require a parent/guardian to provide a written or verbal verification which is to be submitted to the principal, or designee, in advance or prior to re-admittance to school.
 - a. The preferred method of excusing absences is by calling in to the appropriate school official the day the student is absent. Students who are absent should have a parent or guardian call the attendance officials on the day of the absence to provide an explanation for the absence. Students having a call on the day the absence occurs do not need to pick up an admit slip and should return directly to class on the next day.
 - b. Written excuses for student absences should be presented to the school's attendance official the day the student returns to school. Students not having a call-in the day of the absence must bring a note from a parent or guardian explaining the absence to the attendance office prior to 7:40 A.M. the morning the student returns to school. The attendance office then will issue an admittance slip indicating an excused absence. The slip is to be signed by each of the student's instructors. **A student must have parent/guardian contact school within 48 hrs. to explain the student absence. If this is not done within the required time period, the absence will be considered unexcused.**
3. The district administrator or designated attendance official is empowered to approve a legal excuse to any student for the following reasons:
 - a. Illness of the student for prolonged or chronic absences. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical condition of the child.
 - b. An illness in the immediate family which requires the absence of the student because of family responsibilities.
 - c. Medical, dental, chiropractic, optometrical or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours.
 - d. A death in the immediate family or funerals for close relatives.
 - e. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian(s) 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 for the purpose of reviewing the student's attendance record and overall performance record.
 - f. A court appearance or other legal procedure which requires the attendance of the student.
 - g. A quarantine as imposed by a public health officer.
 - h. Attendance at special events of educational value as approved by the principal, or designee.
 - i. Approved school activities during class time.
 - j. Special circumstances that show good cause which are approved by the principal, or designee in advance.
 - k. Impassable roads and extreme conditions endangering the child's safety.
 - l. Pre-arranged post-secondary school visitations, not to exceed two days.
 - m. Pre-arranged job interviews, not to exceed one day.
 - n. School directed absences; i) disciplinary action taken by school, ii) school sponsored activities, iii) homebound instruction, iv) others.

Procedure for Pre-arranged Absences

Students who know they will be missing one or more days of school for reasons acceptable to the school (family trips, etc.), must have written parental permission in advance. This request should be brought to the Associate Principal's office for approval one week in advance. The student will be given a pre-arranged absence form to present to each of his/her teachers before the absence. Class work and tests will be allowed to be made up. Teachers will consider such factors as the student's attendance record, status of the makeup work, incomplete work and over-all grades. Students with critically low grades and poor attendance records may not gain approval due to the possibility of failure of the class in question. The pre-arranged absence slip must be returned to the office before the student leaves.

Student Sign In; Sign Out Procedure

1. Signing In - Any time that a student arrives at school after 7:40 A.M. with an excuse; he/she is required to sign in at the attendance office. Once signed in, a student will be given a pass to class.
2. Signing Out - Due to legal considerations, a student may not leave school, at any time, during the course of the school day without having parental permission on file and must sign out in the attendance office. The following procedure must be followed:
 - a. The student should have a note or a call from home which designates the time and purpose for leaving and the call must be received **prior to** leaving.
 - b. The attendance official will issue a pass to the student with the time listed.
 - c. Before leaving, the student must sign out on the appropriate sheet in the attendance office. If the student is to return that day, he/she must sign back in on the same sheet and receive a re-admittance pass.
 - d. If a student is ill and wishes to go home, he/she must report to the attendance office before leaving. The office will call home to have the student picked up from school. The student must sign out when the parent arrives to pick him/her up. When a student is ill and has a car at school, the parents will be called and the same procedure will be followed.
 - e. If a student fails to follow this procedure, the absence will be considered unexcused and the student will be assigned detention.

Unexcused Absences and Truancies

1. Unexcused Absence Defined: Unexcused absences are those student absences from school which fall under the purview of Wisconsin Statute 118.16. Students who are absent from school without a legitimate reason may be considered to be truant. Unexcused absences include student absences that have not been excused within the time period established at each school.

Attendance officials may determine that an absence may be classified as unexcused rather than a truancy if, in the judgment of the official, a lesser penalty is warranted.

2. The following are unexcused absences:
 - a. Oversleeping
 - b. Shopping of any kind
 - c. Working - if no special provisions are made with the principal or associate principal.

- d. Missing the bus (some emergencies will arise and these will be judged by the attendance office on an individual basis).
- e. Hair appointments
- f. Babysitting - unless an emergency and a parent calls or sends a note.
- g. Car trouble - possibly excused based on school discretion.
- h. Deer Hunting - unless:
 - 1. A two-day notice by call and letter from parents.
 - 2. All coursework is done prior to the leave.
 - 3. All teacher signatures are secured on the special absence form obtained from the attendance officials.
- i. Senior pictures
- j. The High School defines truancy as any unexcused absence of greater than five minutes.

There are many varying circumstances involved with reasons for absence. Because of this, the school must reserve the right to judge all absences excused on an individual basis. Any questions, which do arise, will be communicated to the parents by telephone.

Compulsory Attendance

1. In accordance with state law, all children between six and eighteen years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen years of age unless they have a legal excuse. 118.15(1)(a).
2. Upon the child's request, and with the written approval of the child's parent or guardian, any child who is sixteen years of age may be excused by the school board from regular school attendance if the child and his/her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation s.118.15(1)(c).
3. Upon the child's request, and with the written approval of the child's parent or guardian, any child who is seventeen years of age or over may be excused by the school board from regular school attendance if the child and his/her parent or guardian agree, in writing, that the child will participate in a program of curriculum modification leading to the child's high school graduation or leading to a high school equivalency diploma under s.115.29(4), (s.118.15(1)(c)).

Adult Student Attendance

- a. An adult student (18 years or older) and still residing at home is not exempt from complying with policy enacted by the Board of Education or school administration; all school rules are binding regardless of age.
- b. An adult student (18 years or older) not residing at home must sign an attendance waiver form and register this form in the Associate Principal's office. If absent, he/she must call the school prior to 7:40 A.M. that morning or the absence will be unexcused.
- c. Students emancipated from parental authority can assume responsibility for their attendance by presenting a notarized document stating emancipation and the state of living outside their parent/guardian home. Forms may be obtained from the attendance office.

Tardiness

In the event of unexcused tardiness to school, students should report directly to their class. The teacher will assign consequences using the following criteria:

- a. First tardy: teacher warning
- b. Subsequent tardies for class (per Trimester) may result in school detention. The detention will be supervised by the issuing teacher.
- c. When a student fails to attend teacher assigned detention, the teacher will reassign the detention.
- d. Habitual tardiness will result in a parent/teacher contact.
- e. Failure to improve tardiness will result in an office referral.

ATTENDANCE PROCEDURE

General Procedures Relative to Attendance

1. Staff are required to take attendance for each hour that they are assigned students to supervise.
2. Students who are absent are to be recorded on the attendance software program generated for each class. Teachers will have an individual attendance roster for each class they teach.
 - a. The attendance roster will have the names and I.D. numbers of all students registered for the course printed on the roster.
 - b. Additions and deletions to a course attendance roster are handled by the Student Service Department. Students who have been added or dropped from a course will be reflected through each attendance roster update.

Special Notes Regarding Use of the Attendance Roster Sheets

1. To maintain a high degree of accuracy, it is critical that the teacher indicates the absence which corresponds to the day on which the student absence occurs.
2. You can designate tardies on the attendance rosters.
3. Student assistants may take attendance, provided they have been inserviced as to the procedure.
4. If a student comes in late with a pass or is tardy, staff should make every effort to note the change on the attendance roster before it is transmitted. **If the roster has already been transmitted, please call the attendance secretary to note the change.** This avoids the student being taken out of class the next day to clear up the discrepancy.

Attendance Input

1. Attendance rosters must be submitted via the school computer network.
2. Attendance data for each hour is recorded into the computer data base. Included are:
 - a. Full day absences
 - b. Pre-excused absences
 - c. School-related activities
 - d. Suspensions
3. All excused absences are posted into the computer. Absences will appear as excused (ex.) or unexcused (un.).

Student Procedure to Resolve Absences

1. Students who are absent should have a parent or guardian call the attendance office on the day of the absence to provide an explanation for the absence. The absence will appear as excused or unexcused on the teacher's attendance roster for that day and the student may return directly to class on the next day. **Students excused in this fashion do not need to present an admittance slip to the instructor.**
2. Students not having a call-in the day of the absence must bring a note from a parent or guardian explaining the absence to the attendance office prior to 8:40 A.M. the morning the student returns to school. The attendance office will then issue a **white** admittance slip indicating an excused absence or a **yellow** admittance slip indicating an unexcused absence. This slip is to be signed by each of the student's instructors.
3. Students not having a note or a call prior to returning to school will report to the attendance office where a **yellow** admittance slip will be issued indicating that the absence is unexcused.
4. Students who have a legitimate absence, but need to provide verification, have one additional day to provide a note or call from a parent/guardian explaining the absence. If the student does get the absence excused by the next day, a **white** slip will be issued to verify the absence. If the absence remains unexcused, then it will be handled as a truancy.

Unresolved/Unexcused Absences

1. Any absences which are not excused on the day of the absence will appear on the unresolved list generated by the attendance secretary. Included on this list are:
 - a. Any full day absence not yet excused
 - b. Full day trancies
 - c. Partial day trancies
 - d. Discrepancies
 1. Unexcused tardies
 2. Tardy with a pass, but marked absent
 3. Student in wrong seat, but present
 4. Student is in an approved school activity outside of class (i.e., student council meeting)
 5. Errors made in attendance

Processing of Unresolved Absences

1. Any unresolved absence of over two days will be handled by recording the student absence as unexcused.
2. A student having an unresolved absence will be called in by the attendance officials.
3. In the case that a parent/guardian contact cannot be made after the allowed two-day period, all unresolved absences will be entered as unexcused. Parents will be notified of unexcused absence by a 3, 5, or 10 day truancy letter.

4. Any unresolved hourly discrepancies will be cleared off of the active absence list after two days as unexcused, and dealt with as outlined above. Students with discrepancies will be called in by the attendance officials. In the case that a student indicates that they were in attendance in a class which had them marked absent, teachers will be asked to verify this via a slip placed in their mailbox, e-mail, or phone call. Please make every effort to provide the information requested.
5. All trancies will be handled according to the guidelines established in the student handbook.

Parent/Guardian Notification

In accordance with PL 118.162, parents/guardians of students who are truant or having unresolved absences will be contacted using the following procedure:

1. An effort will be made to contact the parents/guardians of students having unresolved absences by phone on the day following the day the truancy occurred.
2. In the case that a parent/guardian cannot be reached to resolve an absence, it will be entered as unexcused.

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Excusing Students from Class and Resource Labs

NOTE: To maintain continuity of the learning process, refrain from allowing students to leave your classes for any reason, especially to use the lavatories. If hallway traffic, etc. is going to be controlled we must all commit to limiting student presence in hallways during class.

- A. Honor the agenda book system. Students should not be allowed to leave a resource lab or a class without an agenda book signed by another teacher under whose supervision the student will remain.
- B. Please keep the number of students excused from class for extracurricular activity reasons to a minimum.
- C. Students may not be excused from classes to run errands that involve the student leaving the building. Don't put a student and yourself in an indefensible position.
- D. Under no circumstances may students be allowed to drive their cars, or yours, during in-school hours. This could be a case of intentional tort and you or the school will not have insurance to cover such a liability.
- E. Use good judgment when allowing students to use the pay phone outside the commons. Unless it's an emergency or an office-initiated request, let's not have a lot of phone traffic.

Discipline

Supervision and maintaining a positive school climate is a shared responsibility of all school employees. Every staff person is expected to exercise general supervision over all students, not only in the classroom, but also before and after school, between classes, during noon hours, and at extracurricular activities.

The purpose of this procedure is to assure that effective communication occurs between staff and administrators, that the tenets of progressive discipline are followed, and to allow adequate documentation of disciplinary procedures for each case.

These procedures are to be followed in cases of chronic, minor disruption or increasing problems. In cases of a major incident, the student(s) involved should be immediately referred to the office.

A statement of student expectations should be distributed by the teacher and discussed with the class at the beginning of each trimester and periodically throughout the year as needed. It is expected that teachers should be able to effectively manage most classroom discipline problems. However, when it becomes necessary to refer students to the associate principal the following procedure should be followed:

- A. Discipline used by the teacher should be progressive and developmental including personal and private discussion with the student, changing of seat, discussion with parents, discussion with guidance or other school personnel, letters home, and possibly a behavioral plan.
- B. If it is necessary to write a referral on a student after staff intervention has failed or there was a violation of the rights and responsibilities handbook, the referral form should be completed by the staff member with a complete description of the event being referred. Prior action taken by the staff member as well as what the staff member feels might be appropriate should also be noted on the referral. The referral then should be taken to the associate principal's office.
- C. In cases of severe misbehavior, more detailed documentation may be needed from the staff member to protect the staff member and the school.
- D. Upon receipt of the referral, the associate principal will take action and the staff member will receive a report on the referral and action taken.
- E. Students sent to the office without a referral form will be detained for the hour but action will not occur until a written referral is received. Please keep this type of action to a minimum.
- F. When situations that occur in a classroom with chronic misbehavior, or failure to meet educational goals, teachers are reminded of the classroom code of conduct statute (forms available in the office).

Corporal Punishment

Pursuant to Wisconsin State Statutes, the use of corporal punishment by the faculty, staff, and/or administrators of the West De Pere Public School District is hereby prohibited, except as provided for under s. 115.80(3)(e), i.e. the M-team process of special education, or reasonable physical activities associated with athletic training.

No official, employee, or agent of the school board may subject a pupil enrolled in the school district to corporal punishment, except, an official, employee or agent of a school board is not prohibited from using reasonable and necessary force:

- A. to quell a disturbance or prevent an act that threatens physical injury to any person.
- B. to obtain possession of a weapon or other dangerous object within a pupil's control.
- C. for the purpose of self defense or the defense of others under s. 939-48.
- D. for the protection of property under s. 939.49.1
- E. to remove a disruptive pupil from school premises or motor vehicle, as defined in s.125.09(2)(a) 1 and 4, or from school-sponsored activities.
- F. to protect the safety of others.

If an incident of corporal punishment does occur, or if physical action is taken as provided for in A-F above, the involved official, employee or agent of the school board will complete the following procedure within twenty-four hours of the incident:

- A. Parents shall be notified by the person administering the corporal punishment either by phone or in writing, as soon as possible.
- B. Parents have the right to meet with the person who administered the corporal punishment to discuss with them the reason(s) for its use.
- C. Whenever corporal punishment is administered, written record will be made of the incident. The following information is to be included:
 - 1. Name
 - 2. Type of corporal punishment
 - 3. Person administering the punishment
 - 4. Witness(es)
 - 5. Reason for use

The record is not to be included in the student's behavioral and academic records. It is to be filed in the principal's office. Records will be destroyed upon the student's transfer from the building. All staff should be aware of the increasing incidents of child abuse reports being filed against teachers. Section 1983 of the Civil Rights Act assures students the "safety and integrity of their bodies." The test of what is "responsible and necessary" allows you to match but not exceed the force used against you. You must not initiate force.

Child Abuse

School teachers, administrators and counselors are required reporters of child abuse under Wisconsin State Statutes 48.981(2). Suspected child abuse cases must be reported to either the police or social services immediately by telephone or personally. It is necessary for all of us to be aware that the reporting requirement includes reporting other employees. Large awards have been made in cases where school officials knew of an incident that resulted in student injury but failed to report as required. This reporting law also provides immunity from civil or criminal liability where the report is made in good faith.

Student Schedule Changes

The number of student schedule changes should be at a minimum once school begins since students have the opportunity to review their schedule in the summer.

The procedure below will be followed:

- A. Please do not send students from your class to make a schedule change. Students may leave resource labs for this purpose if they have an appointment pass from the guidance office.
- B. The student will make an appointment in the guidance office and obtain a pass from the resource lab if the need cannot be met before school or after school.
- C. The student and counselor will determine the need for a change and make the necessary changes.

Field Trips and Other Activities:

- A. All field trips must be approved by the principal. To facilitate planning for the school year, teachers who wish to schedule field trips will be asked to complete a field trip request form each spring to be turned in to the principal's office. Those field trips which are approved via this form will be scheduled for the school year.
- B. When staff takes a field trip they are asked to observe the following guidelines:
 - 1. Two days prior to going on the field trip, a sheet containing the names of all students involved will be placed in the mailbox of all teachers in the high school. This is the responsibility of the teacher in charge of the trip. One copy of the list must also be given to the attendance secretary and associate principal. This sheet should contain student names, student number, destination, departure time, and arrival time back to school.
 - 2. The procedure outlined above must be followed for any activity which takes students out of their regularly scheduled classes.
 - 3. Parental permission slips must be on file with the supervising teacher for all students going on field trips.
 - 4. Usually, no more than one field trip per week for the entire high school will be scheduled.
 - 5. Field trips during the month of May will be kept to a minimum.
 - 6. Students participating in school-related field trips, regardless of age, must use district transportation and be chaperoned by district approved personnel.
 - 7. School personal must check out first aid kits from the office before departure.

Co-Curricular:

- A. All students are strongly encouraged to participate in co-curricular activities. We recognize the healthy experience of participating in co-curricular activities.
- B. Eligibility for participation in athletics is determined according to the standards of the Wisconsin Interscholastic Athletic Association.
- C. No student is to be excused from any regularly scheduled class for extra practice in any sport.

Student Accidents - Reporting and Handling

- A. In case of an accident of any kind on the school campus or any off campus school sponsored event, the teacher in charge of the group or class should take immediate charge. If help is needed, notify the principal's office.
- B. In the event of a serious injury, and first aid is needed, the student should be escorted to the principal's office. The office will notify the parent/guardian and appropriate emergency personnel.
- C. A Student Accident Report Form must be completed in each case of student injury and reported to the building principal.

Scheduling of Activities:

In an effort to maintain some type of organizational procedure while avoiding scheduling conflicts, the scheduling of all school activities will take place through the athletic office and the athletic secretary, who maintains the master school calendar. Notification of any activity should be made a month in advance through the athletic secretary. Forms are available in the athletic office.

Advisors to Organizations:

- A. The advisor to any organization, class or club will be the principal's representative at any meetings held by the group which he/she advises.
- B. Only the advisor may sign for /or authorize purchases.
- C. The advisor(s) of each organization must supervise each student election.

Handling Money:

- A. Money collected from the students for any reason should be turned in to the principal's office as soon as possible. Enclose a slip containing the teacher's name, the reason the money was collected, and the amount. This will facilitate receipt writing.
- B. It is not good practice to keep any amount of money in a classroom whether the room and desk are locked or not. Keeping money in the classroom invites its loss or theft.
- C. State public education financing laws do not allow for school-related funds to be kept by a person in any personal or special account.
- D. Fund raising must be done in accordance with the district fund raising policy. All approvals for raising funds must be cleared by the principal using the Fund Raising Request Form.

Closing of Schools:

- A. The policy is not to close schools unless it is absolutely necessary. In case it becomes necessary to close schools because of emergency, announcements will be made over the following stations:
 - WGEE - 1360 AM
 - WDUZ - 1400 AM - 98.5 FM
 - WNFL - 1440 AM
 - WIXX - 101 FM
- B. The announcements will be made as early in the morning as possible. Responsibility for closing the school lays with the district administrator or his/her designee.
- C. Teachers need not report when schools are officially closed because of storms, etc. If we have more than two snow days or other district days, and school closing is necessary, these days will be made up as per the negotiated agreement.

General emergency guidelines (see District Crisis Manual)

Fees:

All fees charged students should be approved by the building principal and they should be announced to students at the start of the year or at the start of the Trimester.

Alternative Methods of Providing Transportation (Wis. Stat. 121.555)

- A. A school board or the governing body of a private school may provide pupil transportation services by the following alternative methods:
 - 1. A motor vehicle transporting nine or less passengers in addition to the operator.
 - 2. A motor vehicle transporting 10 or more passengers in addition to the operator and used temporarily to provide transportation for purposes specified under s.340.01(56)(a) when the school board or the governing body requests the secretary of transportation to determine that an emergency exists because no regular transportation is available. The secretary of transportation shall approve or deny the request in writing. Any authorization granted under this paragraph shall specify the purpose and need for the emergency transportation service.
- B. A school board or the governing body of a private school shall determine that any motor vehicle used under sub. (1) complies with the following conditions:
 - 1. Insurance. If the vehicle is owned or leased by a school or school bus contractor, or is a vehicle authorized under sub. (1)(b), it shall comply with s. 121.53. If the vehicle is transporting nine or less persons in addition to the operator and is not owned or leased by a school or by a school bus contractor, it shall be insured by a policy provided property damage coverage with a limit of not less than \$10,000 and bodily injury liability coverage with limits of not less than \$25,000 for each person, and, subject to the limit for each person, a total limit of not less than \$50,000 for each accident.

2. Inspection. The motor vehicle shall be inspected annually for compliance with the requirements of s. 110.075, ch. 347, and the rules of the Department of Transportation. The owner or lessees of the vehicle is responsible for the annual inspection.
3. Operator requirements. The operator:
 - a. Shall possess a valid Wisconsin operator's license.
 - b. Shall be at least 18 years of age.
 - c. Shall have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The Department of Transportation may require substantiation of such use by a driving examination conducted by the department or by a medical opinion.
 - d. Shall submit at least once every three years to the school, a medical opinion in such form as the school may prescribe that the operator is not afflicted with or suffering from any mental or physical disability or disease such as to prevent the operator from exercising reasonable control over a motor vehicle. The examination report prescribed in s. 118.25 (2) and (4) may be used to satisfy this requirement.
 - e. May not be a person convicted of reckless driving under s. 346.62, operating a motor vehicle under the influence of any intoxicant or of a controlled substance under s. 346.63 (1), or any of the offenses enumerated under s. 343.31 (1), within a two-year period. Upon request of the operator or school, the City of De Pere Police Department shall certify whether the operator meets this requirement.
4. Seating requirements. The vehicle may not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the operator.

Use of Private Vehicles to Transport Students

The vehicle and operator must meet all requirements as defined above, i.e. all vehicle insurance, vehicle inspection, and operator requirements must be met.

Students who are members of school-sponsored organizations which are participating in school-sponsored events are not allowed to transport themselves or other students to the events. The district will provide transportation for all school-sponsored activities and a district-approved chaperone will accompany the students. This policy applies to all students regardless of age.

Telephone Message Guidelines - Students

- A. Messages from parents will be delivered to students. Messages from others will not be delivered without administrative approval.
- B. Messages will be delivered at the end of the current class that the student is in, but the student will not be excused from class to act on the message unless it is an emergency. A common message is to call home. The student will be instructed to call between classes or during lunch unless necessity dictates otherwise.
- C. In case of emergency, a message will be delivered to the teacher, instructing the teacher to send the student to the office.

Dance Supervision

Dances are certainly recognized as an excellent vehicle for promoting student involvement, fun and school spirit. As our student clientele becomes more diversified, the need for supervision and planning becomes very evident.

The following guidelines are provided to assist clubs in running a dance. While there are a lot of do's and don'ts, it is important for everyone to understand their responsibility in order to achieve success.

Supervisors - THE KEY ELEMENT

- a. Permission to hold a dance on a particular date is to be obtained from the principal.
- b. Student clubs and organizations must contact the police liaison officer to discuss event security. Sponsoring clubs will be required to pay the salary of the police officer.
- c. For each dance, there should be a minimum of four chaperones including at least one male and one female.
- d. It is recommended that a male and female parent voluntarily chaperone all dances.

Location of Supervisors

- a. One chaperone should be stationed in the approximate vicinity of the lavatories during the entire dance. Boy and girl bathrooms should be checked at least once every half hour by walking through these areas.
- b. One chaperone should be stationed at the ticket table at all times during the dance. Preferably this would be someone familiar with the student body. It is also the responsibility of the sponsoring organization to have ticket personnel available who are familiar with the student body and who have been instructed in the dance policies.
- c. Other chaperones should mingle among the students.
- d. At least one adult advisor should meet the band and be present during set-up. Contracts with bands should stipulate that band members are to abide by the school district's policies which do not allow smoking or drinking.

Rules to Be Enforced

- a. All school rules will be enforced.
- b. Students cannot wear coats once they enter the dance.
- c. All dances will end at 11:30 P.M. unless special permission is given by the building principal. (Twelve P.M. after a home evening athletic event)
- d. A student who leaves the school building during a dance will not be allowed to return to the dance.
- e. After 10:30 P.M., no student will be allowed to enter the dance.
- f. All non-students must have a guest pass if they wish to attend the dance.

ADMINISTERING MEDICATIONS TO STUDENTS

ADMINISTERING MEDICINES TO STUDENTS

School personnel should never administer medicines to students except as provided for under district policy. Medicine in this case includes over the counter products such as aspirin. Medical products should not be left where students can “find” them.

1. *PHYSICIAN PRESCRIBED MEDICATIONS – BASIC REQUIREMENTS*

The State of Wisconsin Medical Examining board, in accordance with 1983 Wisconsin Act 334 has determined that where medications are administered, the physician prescribing the medications has the power to ensure that the physicians retain these powers, no medication shall be given to a student by an employee or agent of the Board of Education unless the following are delivered to the individual(s) responsible for administering the medication:

- A. Written instructions from the prescribing physician for the administration of the prescribed medication. Said written instructions must be signed by the prescribing physician.
- B. A written statement from the prescribing physician which:
 1. Identifies the specific conditions and circumstances under which contact should be made with the physician concerning the condition or reaction of the student to the prescribed medication.
 2. Indicates that the physician will accept direct communication(s) from the person(s) administering the medication.
- C. A written statement from the parent or guardian of the affected child:
 1. Authorizing school personal to give the medication in the prescribed dosage, and
 2. Authorizing school personnel to contact the physician directly.

II. *PHYSICIAN PRESCRIBED MEDICATIONS—PROCEDURES*

- A. Consent Forms Required:

No medications will be administered by school personnel or its agents unless and until the following forms are completed to the satisfaction of the school principal.

1. Parent/Guardian Medication Consent Form
2. Physician Order for Medication Administration Form

B. Medication Information Required:

Medication to be administered at school must have the following information printed in language understandable to the lay person on the container:

1. Child's full name
2. Name of drug and dose
3. Time and quantity to be given
4. Physician's name

C. Employees Designated to Give Medication:

Medications will be given by the school principal or by individuals designated by the principal. Except where an emergency is believed to exist, in no instance shall medication be dispensed by other than a school employee or agent while the student is at school unless specifically approved in writing by the parent/guardian.

Designated employees will be familiarized with proper procedures for administering medications.

D. Responsibility: It is the responsibility of the student, if appropriate, not school personnel to get his/her medication at the designated time.

E. Storage of Medications:

Only limited quantities of any medication are to be kept at school. Said medications are to be kept in a safe place not accessible to students and checked out only by a district employee or agent designated to administer the medication.

F. The length of time for which a medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in dosage, time to be administered or discontinuance of administration must be in writing, said changes to be at the request of the physician only.

G. Updating of Prescriptions and Other Requirements:

All consent forms and related materials must be renewed annually and/or at any time a medication is changed.

H. District Records Required:

Accurate and confidential written records shall be established and maintained for each student receiving medications.

1. It is advisable to have in the principal's office a list of students needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
2. An individual record along with completed consent forms for each student receiving medication shall be maintained by the school, including the type of medication, the dose, the times given, and the dates given.
3. School personnel are asked to report any unusual behavior of students on medication.

III. NON-PRESCRIPTION MEDICATIONS

Designated personnel will administer non-prescription (over the counter) medications only with parental approval as indicated by written consent on Parent/Guardian Medication Consent Form.

All criteria listed above must be adhered to regarding non-prescription medications with the exception of the written authorization from the physician.

ADMINISTERING MEDICINES TO STUDENTS

School personnel should never administer medicines to students except as provided for under district policy. Medicine in this case includes over the counter products such as aspirin. Medical products should not be left where students can “find” them.

Adopted 12/16/75

Revised 01/16/86

STUDENT NONDISCRIMINATION

[To be published annually in student and staff handbooks]

I. POLICY

It is the policy of the School District of West De Pere that no person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or homelessness.

II. DESCRIPTION

The School District of West De Pere shall strive to remove any vestige of discrimination in: admission to any school, class, program, or activity; standards and rules of behavior, including student harassment; disciplinary actions, including suspensions and expulsions; acceptance and administration of gifts, bequests, scholarships and other aids, benefits, or services to pupils from private agencies, organizations, or persons; selection of instructional and library media materials; methods, practices, and materials used for testing, evaluating, and counseling pupils; facilities; opportunity for participation in athletic programs or activities; and school sponsored food service programs.

Individuals who upon investigation are determined to have engaged in discriminatory behavior shall be subjected to disciplinary action. In the case of students, discipline may include, but is not limited to reprimand, suspension or expulsion. In the case of others engaged in such conduct while participating in district programs and activities, discipline may include removal and prohibition from participation in such activities or programs.

III. HARASSMENT

Harassment is considered a form of discrimination.

<u>Student harassment is...any behavior directed toward a student</u>	<u>based in whole or part, on membership in a protected class</u>	<u>which substantially interferes with a student's school performance, or creates an intimidating, hostile, or offensive environment.</u>
Can include: name-calling, making threats, spreading rumors, telling jokes, making fun of someone, gestures, physical intimidation, hitting, touching, pranks or hazing, vandalism or destruction of property	sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or homelessness	the behavior is so severe (can be one incident of a more serious nature) or pervasive (occurs frequently, is part of a pattern of behaviors, permeates the atmosphere) that it has a strong negative effect.

Sexual harassment is often rationalized as a part of normal adolescent development, and so socially prevalent that it is acceptable. The School District of West De Pere does not tolerate sexual harassment or any other form of discrimination. The law protects both male and female students from sexual harassment, regardless of who the harasser is (another student, staff person, visitor) or their gender. Sexual harassment can be student-to-student, staff-to-student, or student-to-staff; and can be inter- or intra-gender.

Examples of inappropriate conduct that would be considered sexual harassment are:

- A. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual.
- B. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment (e.g. better grade) or negative consequence concerning one's organizational, academic, or educational status.
- C. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- D. Engaging in any type of sexually oriented conduct that would unreasonably interfere with a student's learning environment. This includes extending unwanted sexual attentions to someone such that the student's participation in any program or activity is negatively affected.
- E. Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts or attentions.
- F. Creating an environment that is intimidating, hostile or offensive because of the existence on school premises or during school activities of sexually oriented materials including, but not limited to, photographs, or other offensive sexually graphic materials.

When similar behaviors to those above are based upon any of the other protected classes (e.g. race, religion, etc.), this would constitute discriminatory behavior in violation of this policy.

IV. COMPLAINT PROCEDURES

Any person who believes he or she has been discriminated against (including harassment) in violation of the terms of this policy, or is witness to discriminatory actions against another shall report it and is encouraged to follow the complaint procedures below.

A. INFORMAL COMPLAINT PROCEDURES

1. The person who believes they are being subjected to discrimination is encouraged, but not required, to advise the person who is engaging in such conduct of their objection to the physical or verbal acts of discrimination.
2. If the person being discriminated against is unable or unwilling to discuss the matter of their objections with the person committing the discrimination, or the discrimination continues after completion of step 1, the person shall advise their principal or counselor of the allegations. A parent or legal guardian is able to register a complaint on a student's behalf. If the person is not comfortable with making a complaint to the principal or counselor, the complaint may be made to any staff person. That staff person must then report the complaint to the building principal. The principal or counselor shall conduct an initial investigation, and discuss the allegations with the complainant and accused to attempt to affect relief. This initial investigation and follow-up will occur within ten (10) days of the complaint.

If a staff person observes behavior that they believe meets the policy definition of student discrimination (including harassment), they are obligated to report it to the building principal, even if no student complaint is brought forth.

3. If, in the judgment of the complainant, step 2 would be ineffective or the complainant does not wish to discuss the matter with the principal or counselor, or the results of step 2 are unsuccessful, a

complaint shall be filed according to the formal complaint procedures within fifteen (15) days of the original complaint.

B. FORMAL COMPLAINT PROCEDURES

The District Administrator or designee shall be responsible for processing formal discrimination complaints and shall be further responsible for coordinating state and federal regulations concerning discrimination.

1. The person who believes they are being subjected to discrimination is encouraged, but not required, to advise the person who is engaging in such conduct of their objection to the acts of discrimination.

If the person being discriminated against is unable or unwilling to discuss the matter of their objections with the person committing the discrimination, or the discrimination continues after completion of this step, the person shall submit a formal complaint.
2. The formal complaint shall be submitted in writing to the District Administrator or their designee in such matters. The complaint report shall include the name, address, and phone number of the complainant, the name of the victim (if different), the name(s) of the person(s) who engaged in the alleged discrimination, and others who may be a witness or have knowledge. The complaint shall also include the specific nature of the discrimination and should detail, in so far as possible, the times, dates, locations and other details of the alleged discrimination, and a description of any relief sought. The complaint shall be signed and dated by the complainant. If the complainant is a minor, the complaint shall be co-signed by a legal guardian. Complaint forms are available in each school office, from a school counselor, or the district office.
3. The complaint will be acknowledged in writing within a reasonable timeframe (maximum is 45 days of receipt). This acknowledgement will typically include a requested day and time to meet with the district-appointed investigator.
4. The complaint shall be thoroughly investigated. This will occur in an expeditious yet methodical manner so as not to compromise the integrity of the investigative process. In doing so, he/she will notify the person accused of the complaint and the specifics thereof. The accused individual shall be permitted to respond to the allegations either verbally or in a signed statement at his/her discretion. If in the judgment of the investigator a meeting of involved parties is necessary or appropriate to clarify or resolve the matter, a meeting will be conducted.
5. The investigator shall notify, in writing, the complainant and accused of the final determination of the investigation. This must occur within 90 days of receipt of the formal complaint. This final determination must also include a list of actions taken, if any, to resolve the matter and an explanation of the complainant's appeal rights. A copy of the final determination will be maintained in the district office.
6. If the complainant is not satisfied with the final determination, he/she may submit a written appeal to the Superintendent. The appeal shall be filed with the Superintendent within ten (10) working days of receipt of the final determination. The appeal shall include the nature of the disagreement with the final determination and the complainant's underlying reason for disagreement. The individual accused of discrimination shall be notified of the consideration of appeal. The Superintendent shall respond, in writing, to the complainant and accused within twenty (20) working days of the hearing with respect to the findings and determination in the matter of the appeal. A copy of the Superintendent's findings will be maintained in the district office.

7. If the complainant is not satisfied with the Superintendent's appeal determination, he/she may submit a written appeal to the Board of Education. The appeal shall be filed within ten (10) working days of receipt of the Superintendent's determination.
 - a. The appeal shall be filed with the Superintendent who shall transmit the appeal to the Board of Education for placement on a closed session agenda at the next regularly scheduled board meeting. If the appeal is filed less than five (5) working days before a regularly scheduled meeting, the matter will be considered at the next successive regular board meeting.
 - b. The appeal shall include the nature of the disagreement with the most recent determination and the complainant's underlying reason for disagreement. The complainant may request and shall be granted the right to be present during discussion of the appeal and shall be permitted to present their reasons for disagreement. The individual accused of discrimination shall be notified of the consideration of appeal and may be present and shall be permitted to present their response.
 - c. Both the complainant and the accused may be represented during the Board's informal appeal consideration.
8. The Board shall respond, in writing, to the complainant and accused within twenty (20) working days of the hearing with respect to the Board's findings and determination in the matter of the appeal. A copy of the Board's findings will be maintained in the district office.

The District Administrator and/or the Board of Education reserves the right or may have the legal duty to refer matters of discrimination to appropriate legal authorities in such cases where child abuse may be a factor or in such cases where reasonable belief exists that a criminal act may have occurred.
9. If the complainant is not satisfied with the Board's determination, he/she may submit a written appeal within thirty (30) days to the State Superintendent of Public Instruction [State Superintendent, Wisconsin Department of Public Instruction, 125 S. Webster St., P.O. Box 7841 Madison, WI 53707]. This appeal must contain the same components as the original complaint (the district's complaint form may be used for this appeal).

C. EXCEPTIONS

1. Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with disability shall be processed in accordance with established appeal procedures outlined in the district's special education handbook and special education rights pamphlet.
2. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g., EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.
3. Nothing in these procedures shall preclude individuals who feel they have been discriminated against on the basis of the protected classes of sex, disability, race, creed, or national origin from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to: Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.

V. RETALIATION

- A. Retaliation against an individual for filing a discrimination complaint or for participating in a discrimination investigation will not be tolerated, and will be grounds for disciplinary action.

LEGAL REFERENCE: Wisconsin Statute 118.13
 Wisconsin Administrative Code Chapter PI9
 Title VI of the Civil Rights Act of 1964
 Title IX of the Educational Amendments of 1972
 Section 504 of the Rehabilitation Act of 1973
 McKinney-Vento Homeless Assistance Act

CROSS REFERENCE: 1113 - Nondiscrimination
 4117 - Staff Nondiscrimination

ADOPTED: 5/19/94
 REVISED: 3/14/00
 REVISED: 2/16/04
 READOPTED: 3/15/04

SCHOOL DISTRICT OF WEST DE PERE BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school sponsored events in transporting vehicles arranged for by school district officials. The policy applies as well during activities that occur off school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business. Instances of bullying that occur outside of regular school hours or outside of school sponsored activities that are reported to school district officials will be referred to local law enforcement.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical or emotional well being. 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, but may not be motivated by these characteristics. Bullying is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

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. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building Principal or his or her designee. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

SCHOOL DISTRICT OF WEST DE PERE

BULLYING

Parents and/or guardians of each pupil involved in the bullying report 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.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student reprimand, suspension, or possible expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position or resignation for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" as defined above is: deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be when a person willfully and repeatedly exercises power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Furthermore, it may be serious enough to negatively impact a student's educational, physical or emotional well being. 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; however this type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

SCHOOL DISTRICT OF WEST DE PERE

BULLYING

D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

Cyberbullying that is reported to school officials and is determined to have occurred outside of regular school hours and has had no impact on the student's school environment will be referred to local law enforcement.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

SCHOOL DISTRICT OF WEST DE PERE

BULLYING

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. Physically harming a student or damaging a student's property;
- B. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. Creating a hostile educational environment.

"Staff" includes all school employees.

"Board Members" includes all members of the school board.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be annually distributed to all students enrolled in the school district, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The school district will also provide a copy of the policy to any person who requests it.

Records & Reports

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.

SCHOOL DISTRICT OF WEST DE PERE

BULLYING

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines bullying will be age and content appropriate.

The complaint procedure established by the District Administrator and set forth in Administrative Guidelines shall be followed.

LEGAL REFERENCE: Wisconsin Statute 118.46

CROSS REFERENCE: 5117-Student Nondiscrimination
4117-Staff Nondiscrimination
4117(E) / 5117(E)-Discrimination Complaint Form

ADOPTED: 9/20/10
5119
(con't)