



WAUWATOSA SCHOOL DISTRICT
•Your Educational Community•

Dear Wauwatosa Parent/Guardian,

I hope that all of you are enjoying a successful start to the 2017-18 school year. As part of the start to the school year, the district is sending home some important information for you to review. Enclosed, you will find a copy of the Wauwatosa School District's Parent and Student Notifications for the 2017-18 school year. Each year, the district is required by the state Department of Public Instruction to present parents/guardians with a copy of these annual notifications. Whether you are familiar with some or all of these notifications or are receiving them for the first time, I encourage you take a moment to look through the notices and familiarize yourself with them.

If you have any questions on the notifications, you can contact the district's Teaching and Learning Department at (414) 773-1080 or write to: Teaching and Learning Department, 12121 W. North Ave., Wauwatosa, WI 53226. You can find an electronic copy of these notifications as well as all of the district's policies by visiting the district website at www.wauwatosaschools.org.

Sincerely,

Phillip Ertl, Ed.D.
Superintendent

WAUWATOSA SCHOOL DISTRICT
Parent and Student Annual Notifications - 2017-2018

STUDENT NON-DISCRIMINATION

The Wauwatosa School District does not discriminate on the basis of a person's color, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning disability in any programs or activities.

EQUAL EDUCATIONAL OPPORTUNITY

In accordance with state and federal law, the right of a person to be admitted to a school in the district and to participate in extracurricular, student services, recreational or other programs and activities shall not be influenced by discrimination based upon the person's sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status or physical, mental, emotional or learning disability. Discrimination is prohibited in the following areas: admission; standards and rules of behavior; discipline, suspension and expulsion; acceptance or administration of gifts, bequest, scholarships or other aids; selection of instructional and library media materials; testing, evaluating and counseling of students; facilities; opportunities for participation in athletic programs; and food service program.

The policy is not intended to prohibit programs or services based on objective standards of individual need or performance.

FILING A COMPLAINT

If a person believes that the school district or any part of the school organization has inadequately applied the principles of student records policy, Title VI of the Civil Rights Act, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act or the Americans with Disabilities Act or in some way discriminates, a complaint may be filed with: Director of Elementary Education or Director of Secondary Education, 12121 W. North Ave., Wauwatosa, WI, 53226; (414) 773-1080. The school district encourages informational resolution of complaints. Address your concerns first to the teacher, principal or staff member directly involved.

STUDENT RELIGIOUS ACCOMMODATIONS

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for the children but also recognizes its responsibility to enforce the attendance requirements of the State.

The Board shall permit students, with written parental permission, to be absent from school during required school periods at least sixty (60) minutes but not more than 180 minutes per week to obtain religious instruction outside of school.

A student must be properly registered and a copy of such registration must be filed with the principal. The supervisor of the religious instruction must report monthly to the District the names of the students who are attending the weekly instruction.

The District will assume no liability for a student while attending religious instruction nor will it provide transportation for such instruction.

No solicitation for attendance at religious instruction shall be permitted on District premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

Absences for religious holidays consistent with the student's creed or sincerely held beliefs shall be excused so long as prior written notification is provided by the parent or guardian of the student or by the adult student. Consistent with School Board Policy 5200, which states that students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up coursework and examinations missed during the absence when they return to school, students missing school for religious holidays or for religious instruction will be permitted to make-up coursework and examinations. At the secondary level, it is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

A. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Director of Elementary Education or the Director of Secondary Education a written request that identifies the record(s) they wish to inspect to the following address:

Director of Elementary Education or Director of Secondary Education
Wauwatosa School District
12121 W. North Ave.
Wauwatosa, WI 53226

The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

B. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the Director of Elementary Education or Director of Secondary Education at the address above, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

C. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

DISCLOSURE OF DIRECTORY DATA

The district may release, individually or as part of a directory, yearbook or sports program, directory data for students. Directory data includes: the pupil's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, awards received and name of the school most recently attended.

An adult pupil or the parent or guardian of a minor pupil may request that the directory data not be released without prior consent. To ensure that directory data remains confidential, the school principal must be notified in writing by September 15, 2017. Such notification should include the student's name, age, address, school and grade level, as well as the parent's or guardian's name, address and phone. Such notification must be given annually. Exclusion from the school directory is not the same as requesting that directory data remain confidential.

Adult students or the parents or guardians of minor pupils who transfer into the school district have 14 days from the time of actual enrollment to submit the above notification.

RECRUITER ACCESS TO STUDENT RECORDS

In accordance with the No Child Left Behind Act of 2001, school districts are required to provide military recruiters and institutions of higher education with students' names, addresses and telephone numbers unless the student or a parent has asked that such information not be disclosed without written consent, per the above regarding directory data.

STUDENT ATTENDANCE

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the district's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the direction of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative procedure issued under this policy.

Absence Reporting

The Superintendent shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason notification of the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. Single absence; or
- B. Repeated unexplained absence and tardiness.

School Attendance Officer

The Superintendent shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative procedures issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

- A. Physical or Mental Condition
 - a. The student is temporarily not in proper physical or mental condition to attend a school program.
- B. Obtaining Religious Instruction
 - . To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).
- C. Permission of Parent or Guardian
 - . The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- i. Professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
- ii. To attend the funeral of a relative or friend
- iii. Legal proceedings that require the student's presence
- iv. College visits
- v. Job fairs
- vi. Vacations

- D. Religious Holiday
 - a. For observance of a religious holiday consistent with the student's creed or belief.
- E. Suspension or Expulsion
 - . The student has been suspended or expelled.
- F. Program or Curriculum Modification
 - . The District has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
- G. High School Equivalency - Secured Facilities
 - . The District has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.
- H. Child at Risk
 - . The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the School Attendance Officer or his/her designee, for the following reasons:

- A. Quarantine:
 - a. Quarantine of the student's home by a public health officer.
- B. Illness of an Immediate Family Member:
 - . The illness of an immediate family member.
- C. Emergency:
 - . An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.
- D. Under extraordinary circumstances, other absences may be allowed per parent request and with the prior approval of the building principal.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Superintendent shall develop administrative procedures to address unexcused absences.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. Procedures to be followed for notifying the parents or guardians of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents or guardians
 - B. Plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
 - C. Methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
 - D. A provision addressing the immediate response to be made by school personnel when a truant child is returned to school
 - E. The types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
 - F. Plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
 - G. Methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem
- A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. Students missing part of a school day due to tardiness can be considered truant. Tardy is defined as arriving to school more than five (5) minutes after the start of a school day or arriving to a specific class after the bell rings to alert the start of a class without an acceptable excuse.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Notice shall be made by personal contact or telephone call, if possible, and a written record of this notice shall be kept. If such notice is not effective, notice shall be made by mail. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered, certified, or first class mail, which contains the following:

- A. A statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. A statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. A request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy
- D. A statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian if s/he fails to cause the child to attend school regularly as required by State law.

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days. The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. Met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused
- B. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level
- D. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph (A) is not required if the meeting between school personnel, the student, and the student's parent or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs (B), (C) and (D) are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Coursework and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up coursework and examinations missed during the absence when they return to school. At the secondary level, it is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstance.

Superintendent Procedure

- The Superintendent shall develop administrative procedures concerning the attendance of students which:
- A. Ensures a school session which is in conformity with the requirement of the law;
 - B. Ensures that students absent have an opportunity to make-up work they missed;
 - C. Governs the keeping of attendance records in accordance with State law;
 - D. Facilitates implementation of the Truancy Plan;
 - E. Identifies the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
 - F. Ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.;
 - G. Provides that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned;
 - H. Ensures that all parents and students are informed of the District's Attendance Policy and related procedures;
 - I. Enable the School Attendance Officer to perform his/her duties under State law and this policy; and
 - J. Addresses unexcused absences.

RIGHT TO REQUEST MODIFIED CURRICULUM

Any child's parent or guardian, or the child if the parent or guardian is notified, may request the school board, in writing, to provide the child with program or curriculum modifications, including but not limited to:

- A. Modifications within the child's current academic program.
- B. A school work training or work study program.
- C. Enrollment in any alternative public school or program located in the school district in which the child resides.
- D. Enrollment in any nonsectarian private school or program, located in the school district in which the child resides, which complies with the requirements of 42 USC 2000d. Enrollment of a child under this subdivision shall be pursuant to a contractual agreement which provides for the payment of the child's tuition by the school district.
- E. Homebound study, including nonsectarian correspondence courses or other courses of study approved by the school board or nonsectarian tutoring provided by the school in which the child is enrolled.
- F. Enrollment in any public educational program located outside the school district in which the child resides. Enrollment of a child under this subdivision may be pursuant to a contractual agreement between school districts.

The school board shall render its decision, in writing, within 90 days of a request for curriculum modification, except that if the request relates to a child who has been evaluated by an individualized education program team and has not been recommended for special education, the school board shall render its decision within 30 days of the request. If the school board denies the request, the school board shall give its reasons for the denial.

Any decision made by a school board or a designee of the school board in response to a request for program or curriculum modifications shall be reviewed by the school board upon request of the child's parent or guardian. The school board shall render its determination upon review in writing, if the child's parent or guardian so requests.

STUDENT LOCKER SEARCHES

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections are done at least annually of all such storage places.

The Board directs that the searches may be conducted by the Superintendent, Directors, building principals, assistant principals, School Resource Officer, staff members while on field trips, athletic directors and coaches.

TWO-WAY COMMUNICATION DEVICES

In order to avoid disruption of the educational environment and protect students' right of privacy, student use of wireless communication devices (WCDs) is generally prohibited on school grounds, at school sponsored events and on school buses or other vehicles provided by the District. A "wireless communication device" is a device that emits an audible signal, vibrates, displays

a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones (including camera phones), pagers/beepers, personal digital assistants (PDAs), Blackberries/Smartphones, WiFi-enabled or broadband access devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Under school board policy 5518, students are generally prohibited from using or displaying in plain sight electronic communication devices (ECDs) including, but not limited to, cell phones and pagers during the school day, in school buildings and vehicles, and at all school sponsored activities. However, the Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety and educational purposes. Therefore, use of ECDs may be permitted only if use by the student is determined to be for a medical, school, educational, vocational, or other legitimate use. Such possession or use of an ECD may not, in any way:

- A. Disrupt the educational process in the School District;
- B.
- C. Endanger the health or safety of the student or anyone else;
- D.
- E. Invade the rights of others at school;
- F.
- G. Involve illegal or prohibited conduct of any kind.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student, up to and including expulsion.

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

The Superintendent shall prepare procedures consistent with this policy.

118.258 Wis. Stats.

CHILD FIND - Special Education Services for Students with Disabilities

The Wauwatosa School District is committed to providing students with disabilities a free, appropriate public education. Special education and related services for students with disabilities are provided in each school in accordance with state and federal law.

If you have or know of a child between the ages of 3 and 21 whom you believe may have an intellectual disability, hearing impairment, speech or language impairment, visual impairment, emotional disturbance, orthopedic impairment, autism, traumatic brain injury, other health impairment or learning disability which requires special education and related services, please contact the Special Education office at (414) 773-1080 to obtain the necessary evaluation referral form or to receive additional information about the process.

RESPONSE TO INTERVENTION – Special Education Services

Beginning December 1, 2013, the Wauwatosa School District will use Response to Intervention (RtI) to identify a student with a significant learning disability. For more information, contact the Teaching and Learning: Student Services office at (414) 773-1080.

STAFF QUALIFICATIONS

The Wauwatosa School District is committed to hiring the best qualified individuals. In accordance with federal law (No Child Left Behind Act of 2001), parents have a right to request information about the professional qualifications of their child's teacher(s). This information includes: Whether a teacher is fully licensed for the subject matter and grade level taught; whether a teacher is in the classroom under a provisional or emergency license; and the teacher's undergraduate major and any graduate degrees or certifications the teacher may have, including the field of concentration. Parents also have a right to know if their child is receiving services from a paraprofessional and, if so, what the qualifications of that individual are. Contact the school principal if you would like to request any information regarding the qualifications of the staff.

CHILD NUTRITION PROGRAMS

The Wauwatosa School District offers a hot lunch program in all schools. The district participates in the National School Lunch Program. Free and reduced lunches are available for qualified families. Copies of the application are available in each school office or at the administrative offices located in the Fisher Building, 12121 W. North Ave.

EDUCATION FOR HOMELESS YOUTH

Homeless children and youth must have access to a free, appropriate public education and be given a full and equal opportunity to be successful in school. This includes the right to participate in all programs and educational services for which the child is eligible, including transportation to and from school. In addition, homeless children must not be segregated in a separate school or classroom. Also, parents or guardians of homeless youth and children must be provided with meaningful opportunities to participate in the child's education. For more information regarding the educational rights of homeless youth and children, contact the Teaching and Learning: Student Services office at (414) 773-1080.

ASBESTOS

In compliance with the federal Asbestos Hazardous Emergency Response Act (AHERA), the Wauwatosa School District has prepared an Asbestos Management Plan for all district buildings. The complete plan is available for review in the Buildings and Grounds Department, located in the Fisher Building, 12121 W. North Ave.

NON-CUSTODIAL PARENTS

The Wauwatosa School District recognizes the importance of parental involvement and will make every effort to foster such involvement. The district shall maintain strict neutrality between parents who are involved in a legal action affecting the family, unless otherwise directed by court order. It is the responsibility of the parents to notify the district of a court order.

The custodial parent will be considered the legal signatory for school purposes. Parents are responsible for notifying the school of the names and contact information of the custodial and non-custodial parents.

The non-custodial parent may participate in all activities, including conferences, and have access to school records unless such access has been restricted by court order. The school may release a student to either parent, unless expressly curtailed or restricted by a court order that has been provided to the principal.

ENGLISH LANGUAGE LEARNERS

The Board of Education recognizes that there are students whose primary language is not English who reside and/or attend District schools. With that in mind, the Board shall provide appropriate identification and transition services for District students who possess limited command of the English language. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English speaking classroom and complete the District's required curriculum.

These services shall include the identification of students who are English language learners (ELL), the implementation of curricular and instructional modifications, and the assessment of the ELL student's academic progress. The degree of modification, the duration and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements; the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The parent(s) of ELL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of ELL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to ELL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an ELL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any ELL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an ELL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for postsecondary education opportunities.

HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

The Board of Education directs that students receive instruction in human growth and development, consistent with Chapter 118, to include the following: Self-esteem, responsible decision-making, and personal relationships; interpersonal relationships; discouragement of adolescent sexual activity; family life and skills required of a parent; human sexuality, reproduction, contraception, including natural family planning, the recognition, prevention, and treatment of non casual contact communicable diseases such as venereal diseases, HBV, and HIV; prenatal development, childbirth, adoption, available prenatal and postnatal support, and male responsibility; and sex stereotypes and protective behavior

The District shall also provide instruction in marriage and parental responsibility.

A citizens' advisory committee shall be established, in accordance with Board Policy 9140 and 118.019(5), Wis. Stats., in order to ensure the effective participation of staff, parents and health-care professionals in the design and implementation of this program area.

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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. Aggressive behavior 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 or while traveling to or from school and those occurring 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 school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed,

pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. 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 Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above. All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign 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 aggressive behavior 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 aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports 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 aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

- A. **"Bullying"** is defined as a person willfully and repeatedly exercising 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. Some examples of bullying are:
- Physical** – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
 - Verbal** – taunting, malicious teasing, insulting, name calling, making threats.
 - Psychological** – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
 - "Cyberbullying"** – the use of information and communication technologies such as email, 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." [Bill Belsey (<http://www.cyberbullying.ca>)] The Board recognizes that cyberbullying can be particularly devastating to young people because:
 - Cyberbullies more easily hide behind the anonymity that the Internet provides;
 - Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed
 - 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
 - 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:
 - Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
 - Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
 - Using a camera phone to take and send embarrassing photographs of students; or
 - Posting misleading or fake photographs of students on web sites

- F. **"Staff"** includes all school employees and Board members.
- G. **"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. For a definition of and instances that could possibly be construed as *"hazing,"* consult Policy 5516.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom 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 with any discovery or disclosure obligations. All records generated under this policy and its related administrative procedures shall be maintained as confidential to the extent permitted by law. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be *annually* circulated to and 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.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative procedures. All training regarding the Board's policy and administrative procedures on aggressive behavior and bullying will be age and content appropriate. The Superintendent is directed to develop administrative procedures to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- A. Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. Allow the parents the option of excluding their student from the activity;
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. Treat information as identified in A-H above as any other confidential information in accordance with school board policies

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

ACADEMIC STANDARDS

Under section 120.12 (13) of the state statutes, as created by 2015 Wisconsin Act 55, each school district must annually notify parents of the academic standards that the school board has adopted pursuant to section 118.30 (1g) (a)1 and that effect the current school year. These standards, also called Wauwatosa School District Benchmarks, can be found on the district website at www.wauwatosa.k12.wi.us.

ACADEMIC AND CAREER PLANNING SERVICES

The State of Wisconsin requires all schools to have Academic and Career Plans (ACPs) for all students in grades 6-12 by the beginning of the 2017-18 school year. In the Wauwatosa School District, students in grades 5 through 12 are working on ACPs to support their efforts to be both college and career ready. ACPs are developed collaboratively by students, parents, and school staff (including teachers and counselors) and are dynamic documents that are updated as students' personal, educational, and career goals change. In the Wauwatosa School District, students in grades 6-12 will use *Career Cruising* to access and maintain items (in an individualized portfolio) required for the ACPs. For more information on ACPs please contact your child's school counselor.

EDUCATIONAL OPTIONS

The Wauwatosa School District manages the public education of approximately 7,300 students enrolled in nine traditional elementary schools, two middle schools, two high schools, the elementary Wauwatosa STEM charter school, the JK-8 Wauwatosa Montessori School and Wauwatosa Virtual Academy, an online school for grades 6-12. The District also provides teaching staff at Milwaukee County programs, including Children's Hospital of Wisconsin, River Hills School and the Detention Center. The school district also participates in Wisconsin's full-time Open Enrollment program where space is available. School performance reports can be found on the district website at www.wauwatosa.k12.wi.us.

HOME BASED PRIVATE EDUCATIONAL PROGRAM

Under Wisconsin Statute 118.15(4), a parent or guardian has the right to select a home-based private educational program, commonly referred to as homeschooling, for his or her child or children, in order to comply with the compulsory school attendance law. If this option is chosen, the parent or guardian is required to complete the online PI-1206 Homeschool Enrollment Report. Wisconsin Statute 115.001(3g) states, "Home-based private educational program means a program of educational instruction provided to a child by the child's parent or guardian or by a person designated by the parent or guardian. An instructional program provided to more than one family unit does not constitute a home-based private educational program."

YOUTH OPTIONS PROGRAM

The Board of Education recognizes the value to students and to the District of students participating in programs offered by University of Wisconsin system institutions, Technical Colleges, tribally controlled colleges and private, nonprofit higher education institutions in Wisconsin.

The Board will allow high school juniors and seniors who satisfy the eligibility requirements under the Youth Options Program statute and the administrative rules of the Department of Public Instruction to enroll in an approved course at an institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing courses at institutions of higher education provided they complete the course(s) and receive a passing grade.

The School District's responsibility to pay for tuition, fees, books and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

The Superintendent shall establish administrative procedures to ensure that the District's Youth Options Program comports with applicable State law and the administrative rules of the Department of Public Instruction. The Superintendent shall also ensure that students in grades 9-11 and their parents are provided with information regarding the program by October 1st each year.

COURSE OPTIONS PROGRAM

Course Options was created in Wisconsin statutes through a provision in the 2013-15 Wisconsin State Budget which repealed and recreated the Part-Time Open Enrollment statute. It allows students enrolled in Wisconsin public school districts to attend up to two courses at a time in a variety of educational institutions. The Course Options statute identifies the educational institutions as a nonresident school district, the

University of Wisconsin System, technical colleges, nonprofit institutions of higher education, tribal colleges, charter schools, and nonprofit organizations that have been approved by the Department of Public Instruction (DPI). A list of approved nonprofit organizations will be posted on the DPI

Course Options website following the initial round of applications. For more information on Course Options please contact the office of Teaching and Learning: Student Services office at (414) 773-1080.

INTRADISTRICT TRANSFERS

Resident families can apply to attend a school outside their boundary area or assigned school for non-resident families. See Policy and Administrative Guidelines 5120—Assignment Within the District and 5120a—Transfer Procedures, for more information.

SCHOOL PERFORMANCE REPORT

Parents, guardians, and adult students have a right under Wisconsin Education laws to request a performance report for the school and school district of enrollment. Requests for a school or school district performance report must be made by January 1 of the current school year and will be distributed by May 1 of the current school year. School or school district performance reports can be found on the district website at www.wauwatosa.k12.wi.us.