



Elementary School



Please Review Soon!

Policy Manual for FAMILIES

Dear Parent/Guardian:

School/home communication serves as the cornerstone to success for students. This manual is being provided to inform you of vital information we feel you need to know to ensure a smooth and successful school year.

The District policies and guidelines listed in this manual are very important. We ask that you read them carefully and discuss them with your children. If you have any questions regarding any of these policies, please call your child's principal for more information.

Best wishes for a productive and successful school year. If we can be of further assistance, please don't hesitate to call!

Sincerely,
AASD Elementary Principals

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For more AASD policies, go to our website at:

www.aasd.k12.wi.us/Schoolboard/policies.html

Elementary Principals and Schools

Appleton Bilingual School (K-1)

Phone: 832-6232

FAX: 832-6355

Principal: Jennifer Dordel

913 N. Oneida Street, 54911

Berry Elementary School

Phone: 832-5750

FAX: 832-2986

Principal: Rick Waters

3601 S. Telulah Avenue, 54915

Edison Elementary School

Phone: 832-6235

FAX: 993-7033

Principal: James Donnellan

412 N. Meade Street, 54911

Fox River Academy (1-8)

Phone: 832-6260

FAX: 993-7060

Principal: Lori Leschisin

1000 S. Mason Street, 54914

Horizons Elementary School

Phone: 832-4600

FAX: 832-1592

Principal: Karen Brice

2101 Schaefer Circle, 54915

Jefferson Elementary School

Phone: 832-6260

FAX: 993-7060

Principal: Lori Leschisin

1000 S. Mason Street, 54914

McKinley Elementary School

Phone: 832-6285

FAX: 832-6326

Principal: Sheree Garvey

1125 E. Taft Avenue, 54915

Wisconsin Connections

Academy (K-12)

Phone: 832-4800

FAX: 832-6284

Principal: Michelle Mueller

120 E. Harris Street, 54911 (shipping)

P.O. Box 2019, 54912-2019 (mailing)

Appleton Public Montessori (1-6)

Phone: 832-6265

FAX: 832-6199

Principal: Dom Ferrito

2725 E. Forest Street, 54915

Classical School (K-8)

Phone: 832-4968

FAX: 997-1390

Principal: To Be Determined

3310 N. Durkee Street, 54911

Ferber Elementary School

Phone: 832-5755

FAX: 993-7069

Principal: Paul Cooney

Associate Principal: Pamela Franzke

515 E. Capitol Drive, 54911

Franklin Elementary School

Phone: 832-6246

FAX: 832-4464

Principal: Carrie Willer

2212 N. Jarchow Street, 54911

Houdini Elementary School

Phone: 832-4608

FAX: 993-7078

Principal: Tiffany Frerks

2305 W. Capitol Drive, 54914

Johnston Elementary School

Phone: 832-6265

FAX: 832-6199

Principal: Dom Ferrito

Associate Principal: Pamela Franzke

2725 E. Forest Street, 54915

Odyssey-Magellan (3-8)

Odyssey (Grades 3-6)

Phone: 832-6250

FAX: 832-4389

Principal: Kristin Comerford

Highlands, 2037 N. Elinor Street, 54914

Badger Elementary School

Phone: 832-6264

FAX: 832-6149

Principal: Doug Benz

501 S. Bluemound Drive, 54914

Columbus Elementary School

Phone: 832-6232

FAX: 832-6355

Principal: Jennifer Dordel

913 N. Oneida Street, 54911

Foster Elementary Charter School (PK-6)

Phone: 832-6288

FAX: 832-4831

Principal: Matthew Zimmerman

305 W. Foster Street, 54915

Highlands Elementary School

Phone: 832-6250

FAX: 832-4389

Principal: Kristin Comerford

2037 N. Elinor Street, 54914

Huntley Elementary School

Phone: 832-6255

FAX: 832-6118

Principal: Tom Kubisch

2224 N. Ullman Street, 54911

Lincoln Elementary School

Phone: 832-6270

FAX: 832-6348

Principal: Bill McClone

1000 N. Mason Street, 54914

Richmond Elementary School

Phone: 832-5779

FAX: 993-7044

Principal: Jack Knaack

1441 E. John Street, 54915



AASD Complaint Procedure

The Appleton Area School District and your Elementary School are committed to working closely with parents and guardians to resolve issues and concerns in a way that is mutually agreeable.

What are the steps to follow when you have a concern, question, or problem that needs attention?

- CENTRAL OFFICE ADMINISTRATORS**
- Lee Allinger
Superintendent
 - Judy Baseman
Assistant Superintendent
West Area
 - Ben Vogel
Assistant Superintendent
North Area
 - Val Dreier
Assistant Superintendent
Student Services
East Area
 - Don Hietpas
Chief Financial Officer

- BOARD OF EDUCATION**
- Sharon M. Fenlon, President
 - John E. Mielke, Vice President
 - Diane S. Barkmeier, Clerk
 - Jeffrey D. Knezel, Treasurer
 - Kay S. Eggert, Secretary
 - John J. Gosling, Member
 - Julie T. Baker, Member

1 First, contact the **classroom teacher**. If there is a serious issue, you may wish to schedule a meeting rather than phone.



2 If no resolution has been reached, or if your concern is school wide, please contact the school **Principal**.



3 If resolution is still not reached, please contact the **Assistant Superintendent** assigned to your school at 832-6142.



4 Unresolved issues may be appealed to Lee Allinger, the **Superintendent of Schools**, at 832-6126.



5 The final step in the district appeal process is the Board of Education. Appeal requests should be submitted in writing to Sharon Fenlon, **President of the Board of Education**, AASD Administrative Center, P.O. Box 2019, Appleton, Wisconsin 54912-2019.

Equal Opportunities

Board Approved Policy 411, March 1988, Amended February 2009

The Appleton Area School District, in accordance with federal law, hereby declares that it does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap, arrest record or conviction record, as per statute.

In keeping with the requirements of Federal and State law, the School District strives to remove any vestige of discrimination in educational opportunities and services offered to students, in their assignment to schools and classes, and in their discipline; in location of facilities, in educational offerings and materials.

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

Student Nondiscrimination

Board Approved Policy 411.2 and 411.2-Rule, January 1993

The Appleton Area School District does not discriminate against students on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities.

Complaint Procedures

The District encourages informal resolution of complaints under this policy. If any person believes that the Appleton Area School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., and PL 9, Wis. Admin. Code, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the following address:

Assistant Superintendent/Student Services
Appleton Area School District
122 E College Ave., Suite 1A, P.O. Box 2019
Appleton, WI 54912
(920-832-6114)

- Step 1** A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the Assistant Superintendent/ Student Services. The District shall send written acknowledgment of receipt of the complaint within 45 days.
- Step 2** A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time.
- a. Appeals under 20 USC s. 1415 and ch. 115. Wisconsin State Statutes, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wisconsin State Statutes, and
 - b. Complaints under 20 USC s. 1231 e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the State or a subgrantee is violating a Federal statute or regulation that applies to a program shall be referred directly to the State Superintendent.
- Step 3** If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 S. Webster Street, P.O. Box 7841, Madison, WI 53707-7841.

Discrimination complaints may also be filed with the Federal government at the Office Rights, U.S. Department of Education, 300 S. Wacker Drive, 8th Floor, Chicago, Illinois 60606.

Accommodation of Religious Beliefs

Board Approved Policy 411.3, June 1995

Reasonable accommodation of a student's sincerely held religious beliefs shall be made with regard to all examinations and other academic activities. The student (if over the age of eighteen) or the parent/guardian of a minor student, may request accommodation in confidence by notifying the building principal or his/her designee. The student shall be permitted to make up the examination(s) or academic activities at a mutually convenient date and time or by an alternative means without prejudicial effect. The District encourages informal resolution of complaints under this policy. A Formal Complaint Procedure is delineated in 411.2-Rule (above).

Student Sexual Harassment

Board Approved Policy 411.1 and 411.1-Rule, October 1993

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

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

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

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

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

Student and Staff Responsibility

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

Failure of the administration and/or staff to take adequate steps to stop sexual harassment of which it is aware, or should be aware, or of which it has been notified, can constitute unlawful sex discrimination.

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

Procedures

The AASD is committed to maintaining and ensuring a learning and working environment free of any form of sexual harassment.

Sexual harassment is:

- Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact, which is considered unacceptable by another individual.
- Unwelcome requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence.
- Verbal abuse or joking that is sexually orientated and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy: telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any tasteless, sexually-orientated comments, innuendos, or actions that offend others.
- Engaging in any type of sexually-orientated conduct that would unreasonably interfere with another's school or work performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
- Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually-orientated conversations, suggestions, requests, demands, physical contacts, or attentions.
- Creating a work environment that is intimidating, hostile, or offensive because of the existence at the school-site of sexually-orientated materials including, but not limited to, photographs and posters.

Dissemination

- Every student or student's parent/guardian will receive a copy of the Policy and Procedures.
- The principal or supervisor (or his/her designee) shall be responsible for the display of the policy in a prominent place. It is recommended that the policy and additional copies be posted in conspicuous locations where students have ready access. Students will be informed about sexual harassment and positive, caring and constructive interpersonal relationships will be encouraged.
- Students shall be informed of the process they are encouraged to follow if they perceived that sexual harassment has taken place. The complaint procedure will be made available to any student or parent/guardian wishing to file a complaint.
- Discussion of sexual harassment will be included age appropriately with all students. Building administrator and staff will be responsible for the appropriate delivery of information and instruction. Education of students regarding the policy will need to be planned, structured, and scheduled yearly.
- Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.
- The policy and rules will also be reviewed each year with employees.

Confidentiality

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

Retaliation

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

Homeless Education Program Policy

Information Extracted from the Board Approved Homeless Education Program Policy 426 and 426-Rule, February 2009

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

Definition of Homeless Students and Unaccompanied Youths

The term "homeless students and unaccompanied youths" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes students and youths who are:

- Living in an emergency shelter or transitional housing.
- Abandoned in hospitals or awaiting foster care.
- Living in motels, hotels, trailer parks or camp grounds due to lack of alternative adequate accommodations.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
- "Doubled up" living with friends or family due to the loss of housing, economic hardship or a similar reason.

Migratory students and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition. Homeless status is determined in cooperation with parents or in the case of unaccompanied youth, the local educational agency liaison. Homeless status may be documented through a variety of Appleton Area School District (AASD) forms such as the Wisconsin Department of Public Instruction PI-Q03-8 Rev. 8/05 or through direct contact with AASD staff. The Appleton Area School District does not discriminate against students on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional or learning disability or handicap in its education programs or activities. Discrimination complaints shall be processed in accordance with established procedures.

Procedure

School Selection

Placement in a school shall be in the student's best interest.

- The student's education may continue in the school of origin for the duration of homelessness and/or in any case in which a family becomes homeless between academic years or during an academic year, or for the duration of the academic year, if the student becomes permanently housed during an academic year.
- The student may enroll in a school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

The school of origin means the school that the student attended when permanently housed, or the school in which the student was last enrolled. In determining the best interests of the student to the extent feasible, the student will be kept in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian, for the duration of the homelessness. In the case of unaccompanied youth, the local educational agency liaison or designee will assist in placement or enrollment decisions considering the requests of such unaccompanied youth.

Enrollment

The school shall immediately enroll the student/youth, even if the student lacks records normally required for enrollment. Records will immediately be requested from the previous school. The term "enroll" and "enrollment" are defined to mean attending school and participating fully in school activities.

Residency

A homeless student is a resident if the student is personally present somewhere within the district with a purpose to remain but not necessarily to remain permanently. The student shall be considered a resident when living with a parent, guardian, or person in loco parentis not solely for school purposes or for participation in extra curricular activities. Homeless students who do not live with their parents or guardians may enroll themselves in school. The address listed on the enrollment forms becomes proof of residency. If residency is questioned by the LEA, immediate enrollment will occur with homeless liaison following up to determine residency.

Comparable Services

Each homeless student or youth shall be provided services comparable to services offered to other students in the school selected

Transportation

At the request of the parent, or in the case of an unaccompanied youth, the local agency liaison or designee, transportation will be provided for homeless students to the school of origin for the duration of the homeless status. Once permanent housing is found, the family has a choice to stay in the school they are attending, school of origin or attend the school where they found housing. If a family chooses to stay in the school of origin, transportation will be discontinued.

Disputes

If a dispute arises over school selection or enrollment in a school, the student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. Disputes should be resolved as expeditiously as possible. Appeals will go to the District Administrator or his/her designee. The parent or guardian of the child or youth, or unaccompanied youth shall be provided with a written explanation of the appealed decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision to the Office of Coordinator for Education of Homeless Children and Youths in the Wisconsin Department of Public Instruction. In the case of unaccompanied youth, the Appleton Area School District Homeless Liaison shall also ensure that the youth is immediately enrolled in school pending resolution of the dispute.

Code of Classroom Conduct

Board Approved Policy 443-Rule (2), August 2010

Procedures

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

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

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

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

A. Reasons for Removal From Class

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

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

1. Disruptive, dangerous, and unruly behavior

The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:

- a. Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
- b. Inappropriate verbal conduct or behavior that may constitute sexual or other harassment.
- c. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time.
- d. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.
- e. Intimidating or inciting other students to act inappropriately or to disobey the teacher, school or class rules, including, without limitation, inciting others to walk out.
- f. Destroying the property of the school or another student.
- g. A repeated pattern of loud, obnoxious, or outrageous behavior that interferes with the classroom learning environment.
- h. Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.

2. Conduct which otherwise interferes with the ability of the teacher to teach effectively

Students are required to cooperate with the teacher by listening attentively, obeying all instruction promptly, and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation this behavior includes:

- a. Open defiance of the teacher, manifest in words, gestures, or other overt behavior.
- b. Open disrespect of the teacher, manifest in words, gestures, or other overt behavior.
- c. Other behavior likely or intended to sabotage or undermine classroom instruction.

3. Conduct covered by the District's policies regarding suspension and expulsion

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

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

1. Teacher Procedures

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

- a. Instruct the student to go to the school office. In such case, the teacher shall verbally inform the administration of the reason for the student's removal from class. This can be accomplished via a two-way communication device or by personally going to the office at the first opportunity.
- b. Obtain coverage for the class and escort the student to the school office. The teacher shall inform the building principal or his/her designee of the reason for the student's removal from class.

Code of Classroom Conduct

(Continued)

- c. Seek assistance from the school office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the main office. The principal or his/her designee shall be informed of the reason for the student's removal.
- d. Within 24 hours of the student's removal from class, the teacher shall submit to the building principal or his/her designee a short and concise written explanation of the reason(s) for the student's removal from class. This written record shall be placed in the student's behavioral file.

2. Office Procedures

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

- a. As soon as practicable, but in any event within 24 hours or one business day, whichever is longer, the building principal or his/her designee shall inform the student's parents/guardians that the student was removed from class. This notice may be made by telephone.
- b. The parents/guardians of the removed student shall also be sent a written notice of the removal of the student from class.
 1. Such written notice shall be postmarked within two business days of the student's removal from class.
 2. Such written notice of removal shall contain the following:
 - (a) Identification of the class from which the student was removed;
 - (b) Identification of the basis for the removal of the student from class;
 - (c) Identification of the expected duration of the student's removal from the class.
- c. In the event a long-term removal of the student is the contemplated decision by the building principal or his/her designee, the parents/guardians of the student may request a meeting with the building principal or his/her designee and teacher who made the request for removal of the student. The purpose of the meeting is to discuss the basis for the removal of the student, the alternatives considered for placement, and the basis for any decision regarding placement.
- d. If the principal or his/her designee makes a long-term placement, the parents shall be notified in writing.

C. Placement Procedures

1. Short-Term Removal from Class

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

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

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

2. Long-Term Removal from Class

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

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

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

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

D. Removal and Placement Procedures for Students with Special Needs

A student with special needs may be removed from a class by a teacher and placed in an alternative educational setting only to the extent authorized by State law, the Federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and related regulations, and consistent with the Department of Public Instruction's directives on the appropriate use of seclusion and restraint.

E. Code Dissemination

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

Student Use of Two-Way Communication and/or Electronic Devices

Board Approved Policy 443.5, May 2007

The Appleton Area School District recognizes the legitimate safety purpose that students and parents have in providing students with cellular phones and other two-way communication devices. The Appleton Area School District also recognizes the legitimate education right that students have to learn and engage in school activities without distraction or disruption from the use of two-way devices or other personal electronic equipment.

During the school day (7:00 am–4:00 pm), students are prohibited from using cellular phones, electronic paging, two-way communication, or gaming devices while in school buildings or attending school activities. Students who are in possession of electronic paging, two-way communication, or personal electronic devices must store the equipment in their locker or vehicle during the school day, or with their personal belongings during school activities (e.g., field trips, co-curriculars, school dances). Stored electronic paging or two-way communication devices must be programmed to a silent mode so as not to disrupt the educational environment.

Principals are authorized to establish school rules and acceptable use guidelines for limited, non-disruptive use of an electronic communication device during the school day in the school building or during school activities for safety, medical, vocational, or other legitimate uses.

The inappropriate use of personal cell phones or other digital devices by students while on campus is subject to disciplinary action. Students may not share or post personal information about or images of any other student or staff member without permission from that student or staff member. The inappropriate use of cameras or electronic communication devices includes but is not limited to the following examples. Cameras or electronic communication devices shall not be used:

- in areas where one would reasonably expect privacy, i.e. locker rooms, bathrooms, etc.
- to communicate test answers, photograph tests, or in any way enable students to cheat.
- to engage in cyber-bullying – placing cell phone calls or sending text messages that ridicule, threaten or harass another student.

The inappropriate use of the Internet, personal cell phones, and other digital devices by students while off campus is subject to disciplinary action if engaging in cyber bullying or maintaining or posting material to a website or blogging that threatens a likelihood of disruption in school or results in disruption in school. Also, students involved in activities that interfere with the rights of other students to participate fully in school or extracurricular activities will be in violation of this policy.

Violation of this policy by students will result in disciplinary action which may include: revocation of District technology use privileges; application of school disciplinary practices and procedures; notification of law enforcement officials; notification of parents/guardians or legal custodians; notification of the activities director and/or co-curricular coaches/advisors; notification of the District Superintendent or designee; suspension from school; recommendation for expulsion. Unauthorized items may be confiscated and held by school officials for return to parent(s)/guardian(s) of the student, retained for disciplinary reasons, or turned over to law enforcement officers.

Student Dress Policy

Board Approved Policy 443.1, June 1999

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

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



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

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

Authority of Principals and Consequences for Violations

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

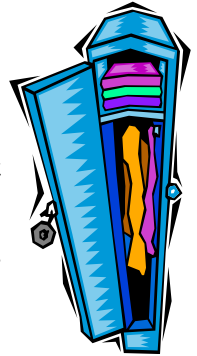
Search of Lockers, Desks, and Other Storage Areas

Board Approved Policy 446.1, June 1999

All lockers, desks, and other storage areas provided for student use remain the property of the Appleton Area School District. At no time does the Appleton Area School District relinquish its exclusive control of these areas.

A search of lockers, desks, and storage areas may be conducted by a District administrator, school administrator, or a school employee designated by the District administrator or school administrator as determined necessary and appropriate. This search can be conducted without the consent of the pupil, without notifying the pupil and without obtaining a search warrant. A police school liaison officer or other law enforcement official at the request of or in conjunction with the District administrator or school administrator may also conduct searches.

No student shall lock or otherwise impede access to any locker, desk, or storage area except with a lock provided or approved by the District. Unapproved locks will be removed. Any unauthorized item(s) found in lockers, desks, and other storage areas may be removed. Items removed may be held by school officials for return to the parent(s)/guardian(s) of the student, retained for disciplinary proceedings, or turned over to law enforcement officials.



Violence and Intimidation

Board Approved Policy 443.7, June 1994

No one shall threaten - verbally, nonverbally, or physically - the safety of another person through the use of intimidation or violence. Such conduct is prohibited on school property, in a school facility, in a school vehicle, at any school-sponsored function or while traveling to and from school.

Intimidation is defined as behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to: physical conduct, verbal or non-verbal threats or gestures.

Violence is defined as aggressive behavior which subjects a person to unwanted physical contact, including, but not limited to: striking, shoving or kicking.

Possible consequences for violation of this policy include:

- Application of approved school disciplinary practices and procedures
- Notification of law enforcement officials
- Notification of parents, guardians, or legal custodians
- Notification of Superintendent or his/her designee
- Suspension from school
- Recommendation for expulsion

Gang Activity Prohibited

Board Approved Policy 443.8-Rule, April 1996

Gang criminal activity includes, but is not limited to, intimidating or threatening others, participating in and/or enticing others to participate in any form of physical violence involving persons or property.

A gang member is an individual meeting any two or more of the gang related listed criteria:

- Self admission of gang membership
- Witness testimony
- Correspondence such as notes, letters, tapes, etc. indicating gang membership
- Paraphernalia or photographs of gang activities
- Gang related tattoos
- Gang related clothing or colors
- Association with known gang members

Gang activity includes, but is not limited to, the display or possession of gang symbols, soliciting others for membership, requesting payment of dues, insurance, or other forms of protection from any individual, intimidating or threatening any individual, and/or inciting others to participate in any form of physical violence involving persons or property, or other criminal activity.

Gang identifiers, which may change periodically, will not be allowed to be displayed by anyone at any Appleton Area School District school at any time including after-school events or school-sponsored activities. Students may not display or wear any sign, gesture, insignia, symbol, color, combination or colors or combination or clothing, wearing apparel, or accessories which have been designed as gang identifiers. Examples of gang identifiers include, but are not limited to: 5-6 point stars, arrows, pitchforks, crowns, identifying numbers or groups of names or initials. The list of identifiers may be updated at any time.

Consequences:

- ⇒ Notification of parents and/or guardians and/or law enforcement officials
- ⇒ Suspension from school pending parent/student conference with school
- ⇒ Repeat offenders:
 - Five days suspension with follow-up parent/school conference.
 - Possible recommendation for expulsion.

Weapons

Board Approved Policy 443.6, October 2002

The Appleton Area School District is committed to providing a safe and secure learning environment for all District students. No one shall possess, use, threaten the use of, or store a weapon or look-alike weapon on school property, in any vehicle located on school property, in any school facility, in any school vehicle, or at any school-sponsored event or function.

A weapon is defined as any object that by its design, use or intended use could cause bodily harm or property damage or intimidate other persons. Weapons include but are not limited to: firearms, whether loaded or unloaded and whether operational or not, look-alike weapons, knives, martial arts equipment, razors, leather tools, and metal knuckles.

Other objects not designed as weapons but used in a manner that cause intimidation or bodily harm to a person, as well as property damage are considered weapons under this policy. Such items include but are not limited to: chains, pencils, belts, sprays, and laser pens.

The following are two exceptions to this policy:

1. A weapon in the possession of and under the control of law enforcement or military personnel acting in their official capacity.
2. A weapon used or handled by an individual in a legal manner as part of an approved school program and authorized by the Superintendent or his/her designee.

Law enforcement officers will be summoned to the school in a situation involving a weapon that presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration will attempt to diffuse and control the situation until law enforcement officials can be summoned.

Possible Consequences

- Suspension from school
- Referral to criminal justice or juvenile delinquency system
- Possible recommendation for expulsion

Gun-Free Schools Act

Expulsion is mandatory for a period of not less than a year for possession of a firearm as defined in Section 921 of Title 18 of the United States Code. Wisconsin Statute 120.13 (1) (g) permits the mandatory expulsion to be modified on a case-by-case basis.

Students with Disabilities

Students with disabilities who possess a dangerous weapon as defined by Section 930 of Title 18 of the United States Code at school or under the supervision of a school authority shall be removed from school and placed in an interim alternative educational setting for the length of time authorized by the Individuals with Disabilities Education Act and State regulations.

Suspensions and Expulsions

Information from Wisconsin Dept. of Public Instruction, August 2000

The authority of a school district to suspend a pupil is found under §120.13(1)(b) and (bm), Wis. Stats. The law permits a school district administrator or any principal or teacher designated by the school district administrator to suspend a pupil

- For disobeying school rules.
- For conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by explosives.
- For conduct while at school or under the supervision of a school authority which endangers the property, health or safety of others.
- For conduct while not at school or while not under the supervision of school authority which endangers the property, health, or safety of others at school or under the supervision of a school authority or endangers the property, health, or safety of any employee or school board member in the pupil's district. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property. The law requires suspension if the student possessed a firearm while at school or under the supervision of the school authority.

A student may be suspended for up to five school days. However, if a notice of an expulsion hearing has been sent, the pupil may be suspended for up to 15 consecutive school days. §120.13(1)(b), Stats. **Note: Special provisions govern the suspension or expulsion of a student with special education needs.**

No public school may deny a pupil credit in a course or subject solely because of the pupil's unexcused absences or suspensions from school. The school's attendance policy shall specify the conditions under which a pupil may be permitted to take examinations missed during absences, other than suspensions, and the conditions under which a pupil shall be permitted to take any quarterly, semester or grading period examinations and complete any coursework missed during a period of suspension. §118.16(4)(b) and §120.13(1)(b), Stats.



Bullying Policy

Board Approved Policy 443.71, January 2011

The Appleton Area School District is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential. The Board of Education considers bullying to be detrimental to the health and safety of students and disruptive to the educational process and is prohibited.

Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. This behavior may include but is not limited to physical and verbal assaults, nonverbal or emotional threats or intimidation, harassment, social exclusion and isolation, extortion, use of computer or telecommunications to send messages that are embarrassing, slanderous, threatening or intimidating (cyber-bullying). Bullying may also include teasing, put-downs, name calling, rumors, false accusations, and hazing. Bullying based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities is also prohibited by law and Board policy.

Bullying behavior is prohibited in all schools, buildings, properties, educational environments as well as on any school grounds or school buses. This includes any property or vehicle owned, leased, contracted, or used by the AASD such as public transportation regularly used by students to go to and from school and to school-sponsored events.

Students who engage in any form of bullying behavior at school or at a school-sponsored activity, will be subject to disciplinary action in accordance with Board policy. This action may include off campus behavior that causes substantial disruption to the educational environment. Consequences and sanctions for such actions, including retaliating against someone for reporting bullying behavior, may include but are not limited to, parent notification, suspension, expulsion, or referral to law enforcement officials for possible legal action. Student services staff will support the identified victim.

Education, intervention, awareness, and prevention shall exist for staff and students to ensure a learning environment free of bullying or intimidation toward and between students and staff.

Disclosure and Public Reporting

Appleton Area School District schools will distribute this policy annually to all students enrolled in the District, their parents, and/or guardians and employees. The District will provide a copy of the policy to anyone who requests it.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. The Bullying Behavior Report Form will be used for written reporting.

The District will also keep data on the number and types of reports made under this policy. The results of each investigation will verify the details made in the complaint. In addition, an annual record of all sanctions will be kept. No individuals will be named in the annual report and the data will be used to develop prevention programs and strategies relative to the policy.

Procedures

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 administrator/designee. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the building administrator/designee.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. The Bullying Behavior Report Form will be used for written reporting.

Reporting Procedures

If bullying occurs, students are encouraged to take the following steps:

1. Clearly say "stop" to the person whose behavior is unwanted and report to a trusted adult.
2. Speak with a trusted adult at school, such as a teacher or counselor, social worker, psychologist, nurse, or administrator.
3. When reporting to an adult, include the following information:
 - Give the name of the person and specific unwanted behavior
 - Describe the nature of the bullying
 - Give the date(s) of the event
 - Tell briefly what happened and note all incidents of bullying that may have taken place
4. A building administrator/designee may make an appropriate person(s) aware of the situation to discuss the case and determine the follow-up. All efforts will be made to handle the situation in a discreet manner and maintain appropriate confidentiality. The building administrator/designee will also inform students of the prohibition against retaliating against another student for reporting an incident of bullying.
5. Any employee who witnesses bullying between students must intervene by giving a verbal warning. In some cases it may be necessary to provide a report of bullying incidents to a building administrator/designee.
6. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

The building administrator/designee will begin the investigation of a report of bullying within one school day. This investigation will include an interview of the person(s) involved and a collection of the information that will determine the facts and seriousness of the report. Parents and/or guardians of all people involved in the bullying incident will be notified prior to the conclusion of the investigation. The District shall maintain confidentiality of the report and related student records to the extent required by law. The Bullying Investigation Form will be used.

Alcohol and Drug-Free Schools

Information Extracted from the Board Approved Policy Student Alcohol and Other Drug Policy 443.4 and 443.4–Rule, January 2003

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

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

A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol. Violation of this policy or refusal to submit to a required breath test for the presence of alcohol will result in disciplinary action.

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

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

Use of prescription or over-the-counter medication in compliance with Board Policy 453.4 (Medication Administration to Students) shall not be considered a violation of this policy. Secondary distribution of any prescribed drug on school property or during school-sponsored activities is prohibited. This policy shall be published annually and distributed to all students of the District. In addition, informational sessions shall be planned which inform students and staff about the dangers of alcohol and other drug abuse; any available drug counseling, rehabilitation, and student assistance programs; and the consequences that may be imposed upon students for drug violations occurring at school.

Alcohol, Tobacco, and Other Drug Abuse (ATODA) Classroom Instruction

The Appleton Area School District provides classroom instruction regarding alcohol, tobacco, and other drug abuse (ATODA) to all students in compliance with state and federal law. Parents who wish their child or children to be withdrawn from these instructional lessons and assemblies during the school year should call the school office.



Smoking and Tobacco Use

In the interest of a tobacco-free environment and in compliance with State law, smoking and/or use of other tobacco products is prohibited in all School District buildings, on all District controlled properties, excluding residential properties, and in all school-sponsored transportation vehicles, at all times.

Violations of this policy could result in disciplinary action such as suspension and expulsion, as well as the issuance of a municipal citation.

The District is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and the community. The District believes that education has a central role in establishing patterns of behavior related to a tobacco-free lifestyle. To further demonstrate this commitment, the District has implemented initiatives that include voluntary smoking cessation programs as well as alternatives in lieu of disciplinary action.

Student Nutrition

Board Approved Policy 341.34, June 2003

The Appleton Area School District promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school programs.

D. Support and promote proper dietary habits contributing to students' health status and academic performance.

All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the District Nutrition Standards. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure high quality meals.

C. Increase the amount of time students are engaged in physical activity.

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades pre-K through 12. Physical activity should include regular instructional physical education, co-curricular activities, and recess. Substituting any one of these components for the others is not appropriate.

D. The Appleton Area School District is committed to improving academic performance in high-risk groups so that no child is left behind.

Educators, administrators, parents, health practitioners, and communities must all acknowledge the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. Research highlighting the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn should be highlighted to ensure widespread understanding of the benefits to healthy school environments. The diversity of the student population (e.g., economic, religious, minority, cultural, and medical) should be considered at all times to ensure that all student needs are being met so that no child is left behind.

Head Lice/Nits in the School

Board Approved Policy 453.31-Rule, March 2011

Procedures for Control and Treatment

1. Any student who is suspected of having live head lice shall be removed from the classroom as unobtrusively as possible to be screened. Live head lice screenings may be made periodically on any child as necessary during the school year. These screenings will occur by the school nurse or designee approved by the school principal.
2. If **live** lice are apparent:
 - a. If a lice infestation is suspected or confirmed, the building principal shall be informed. The building principal may consult with the school nurse or designee to confirm the presence of lice. All students with live lice shall be excluded. The student will remain in the office area until the parent/guardian or designated adult arrives at school.
 - b. A written explanation of lice treatment may be given to the parent. As part of the treatment process and before re-admittance, parents will be instructed to remove all lice and nits. The school nurse or building designee may furnish treatment supplies for those families demonstrating financial need.
 - c. If nits (but no live lice) are found, the student may remain at school until dismissal. Parent/guardian will be contacted by the school nurse or building designee and instructed on treatment plan.
3. Re-admittance to school:
 - a. The student may be checked by the school nurse or designee upon return to school. The presence of live lice will again constitute exclusion, and further treatment options will be discussed. If no live lice are present, the student may remain in school.
 - b. If, after initial treatment, nits are present but no live lice are present, the student may remain in school. The parent/guardian may again be contacted by the school nurse or building designee to discuss nit removal options.
 - c. The above procedures will be repeated until lice and nits are removed.
 - d. Exclusions due to the presence of live lice will be considered excused absences. However, excessive absences due to lice infestation may result in referrals to other agencies.
4. Confidentiality:
 - a. Only information needed for the purpose of assuring notification of the appropriate parties involved and for prevention of further exposures should be noted. All information shall be kept in confidence in accordance with State and Federal laws and regulations.
 - b. Each building will maintain a confidential log of confirmed students with head lice. The log will include information such as inspection, exclusion, treatment, and re-inspection dates and results.
 - c. Parents of other students at the school may be notified of the presence of lice when such a notice is considered appropriate by the principal, designee, or school nurse.



Medication Administration to Students

Information Extracted from the Board Approved Policy Medication Administration to Students 453.4-Rule, March 2011

Whenever possible, all medications should be administered at home; however, under certain circumstances it may be necessary for a student to take medication while in school. Before designated school personnel can administer medication, whether it is a prescription medication or an over-the-counter medication, you will need to be aware of the following information and requirements.

The school nurse shall be informed by school personnel of all students receiving medication and any changes in dosage. The nurse will review the medication record periodically and use professional judgment in contacting the practitioner, school personnel, or parents to resolve inconsistencies in administration directions.

A. Prescription Medications

A written, signed statement from the parent/guardian and a written, signed statement from a practitioner must be on file at the school authorizing school personnel to administer any prescription medication.

The statement must include:

- Student name, date of birth
- Medication name, dose, route, frequency, time/conditions, duration
- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of practitioner
- Parent/guardian signature, practitioner signature, date

Requests must be renewed each year or more often if changes in dosage occur. All changes will be noted on the medication administration record (form HS-018a), dated and initialed by the designee.

Medications must be supplied in the original pharmacy-labeled package; and the package specifies the name of the student, the name of the prescriber, the name of the prescription drug product, the dose, the effective date, and the directions in a legible format.

B. Nonprescription Medications

Nonprescription medication (over-the-counter) which is FDA approved can be administered. A written, signed statement from the parent/guardian must be on file at the school authorizing school personnel to administer a nonprescription medication (form HS-018).

Nonprescription medication must be supplied in the original sealed manufacturer's package. The package must list the ingredients and recommended therapeutic dose in a legible format with the student's name affixed.

If a nonprescription medication is requested to be administered in a dosage other than the recommended therapeutic dose or is intended for long-term use on a daily basis, it must be accompanied by the written approval of the student's practitioner.

C. Food Supplements, Natural Products;

For the safety and protection of students, food supplements and natural products will not be given in the school setting unless approved by the FDA or prescribed by a practitioner. The following criteria must be met:

- Product must be in the original sealed manufacturer's package.
- Appropriate dosing for student is clearly stated on the label/packaging insert.
- Therapeutic purpose for student is indicated.
- Possible untoward effects are listed.
- Signed parent/guardian statement is on file.
- Signed practitioner consent is on file if non-FDA approved.
- Parents/guardians may come to school to administer natural products.



Illness/Communicable Disease Guidelines

Information Extracted from the Board Approved Policy Communicable Disease 453.3-Rule (App. A), November 1999

In order to promote a healthy environment at school for your children, we ask that you be particularly alert to the beginning signs of illness in your child. Keeping your child home during an illness until recovered will help prevent spread of illness to others in the school. The following symptoms may indicate the presence of communicable disease:

Thick mucus from the nose	Persistent, productive cough	Discharge from eyes or ears
Persistent abdominal discomfort	Diarrhea	Excessive drowsiness
Nausea or vomiting	Skin infection	Any rash that is not normal for your child
Red eyes	Sore throat	Elevated temperature associated with other symptoms
Earache		

If your child has any of these symptoms at school, you may be contacted, and if so will be expected to make arrangements to pick your child up from school as soon as possible.

If your child is absent from school, please call the school to notify staff if it is due to illness or other reasons. If your child's absence is prolonged due to illness, we ask that a doctor's note explaining the illness and authorizing the return to school accompany your child upon return to school.

We must have consent forms signed by parent/guardian and doctor if medication is required during school hours. Please call the school office to obtain these forms and further information on the school medication policy. It is also very important to have current emergency information for children at school. We must have a working number to contact you and also a number for a responsible relative or friend in case you are not available. **Remember to notify us if there are any changes in the phone numbers.**

To assist us in providing the best possible care for your child at school, please keep us informed of any changes in your child's health status, including medication changes, allergies, etc. We would be happy to discuss any concerns you may have about your child's health. Please feel free to contact us at school.

Volunteers in Schools

Board Approved Policy 353.1, July, 2001

The AASD recognizes the important role that volunteers play as they give of their time and talents to support the educational process in our schools. School staffs are encouraged to foster volunteer relationships with members of the community. There are multitudes of ways in which the efforts of a volunteer can benefit the educational process. Using trained volunteers in appropriate ways will help to insure a successful experience for the students and the volunteers.

It is recognized that the building principal will need to work with staff and volunteers to bring clarity to the role of a volunteer at their site. Duties may involve service to libraries, classrooms, athletic events, music programs, field trips, tutoring/mentoring youth, and similar activities. When at all possible, volunteers should work within the classroom setting under the direct supervision of a staff member. As the role of a particular volunteer is defined, there are clearly some responsibilities that volunteers should not be assigned.

Volunteers will not be used to:

- Transport students
- Supervise classrooms of students by themselves without District staff
- Supervise playgrounds, lunchrooms, or commons by themselves without District staff
- Work with or have access to individual student cumulative folders or personal records
- Grade papers, record grades, or assessment results
- Discipline students

The safety and well being of the students, staff, and volunteers of the District is paramount. When due to the nature of their responsibilities it is necessary for volunteers to work outside the direct supervision of a staff member, the District reserves the right to complete criminal background checks. Background checks will be conducted prior to the first time the individual volunteers to work with students and the District reserves the right to conduct additional background checks periodically thereafter.

School volunteers shall be expected to abide by all applicable laws, District policies, and administrative procedures when performing their assigned responsibilities. All District employees working directly with a volunteer are responsible for directing and supervising the activities of the volunteer with broad supervisions provided by the building principal. Volunteers shall be covered under the District's liability policy while performing their authorized duties.

In summary, volunteers are a tremendous resource to the educational process. Their participation in our schools needs to be nurtured, meaningful, organized, and valued by both staff and students. The building principal plays a key role in setting the climate for volunteer success in our schools.

School Visitor Guidelines

Revised October 2003

In an effort to protect the youngsters in our care during the school day, we attempt to monitor the presence of nonschool people in the buildings. Nonschool students may visit during the school day but they must be accompanied by an adult relative. Parents are welcome and encouraged to visit the school but it is in our mutual interest that the Board has adopted the following notices:

- ⇒ *Except for faculty and employees of the Appleton Area School District, all registered students of this school, and persons whose presence the principal may deem related to school business, everyone is required to register in the school office for a permit to be in the building during posted school hours.*
- ⇒ *The wearing of an identification badge will be required for all staff and visitors.*
- ⇒ *At all times loitering in the building, on school premises or school grounds by unauthorized personnel is prohibited.*

Highly Qualified Staff

The Appleton Area School District (AASD) knows the educational success your child experiences is directly related to the quality of our educational staff. The AASD is committed to hiring and retaining high quality staff members. One measure of teacher quality is their educational background and licensure. All AASD teachers have at least a Bachelor's degree and are licensed teachers by the Wisconsin Department of Public Instruction (DPI). In addition, 64% of our teachers hold an advanced degree. Below are several specific questions you may have regarding the licensure of the staff members working with your child and the process for locating this information.

1. **Is my child's teacher licensed to teach the grades or subjects assigned?**
2. **Has the state waived any requirements for my child's teacher?**



The status of the qualifications of your child's teacher's licensure can be found on the DPI website at:

<http://dpi.wi.gov/tepd/llsearch.html>

To search this site, click on this Search link: [Enter the Educator License Database Search Page](#), enter the teacher's name in the required fields, then click "Submit." If you do not have computer access, contact your child's principal.

3. **What was the major of my child's teacher in college?**
4. **What degree(s) does my child's teacher hold?**

Answers to these two questions can be obtained by contacting, Julie Hoffman, Appleton Area School District Personnel Services Department at (920) 832-6106.

5. **Are there paraprofessionals working with my child? If so, what are their qualifications?**

Please contact your child's principal directly to receive an answer to question #5.

The AASD will continue to place a high priority on hiring the most qualified educators and providing support for their continued professional growth.

Fourth Grade Promotion

Board Approved Policy 345.4, May 2007

In accordance with State law 118.33, beginning on September 1, 2002, no student shall be promoted from the fourth to the fifth grade unless the student satisfies the specific criteria for promotion. Other District policies relating to the promotion of students apply if they are not inconsistent with this policy.

To meet requirements for promotion to 5th Grade, a student must:

1. a) Score a "Basic" or higher on each of the five tests (Reading, Language Arts, Mathematics, Science, and Social Studies) that comprise the fourth grade Wisconsin Knowledge and Concepts Examination.
OR
b) Demonstrate competency on the Wisconsin Student Assessment System Alternate Assessments, for those students who it is appropriate and acceptable to participate in the Alternate Assessment System.
OR
2. Successfully complete grade level coursework based on Board approved standards and curriculum in the assessed areas.
OR
3. Successfully meet other academic criteria based on Board approved standards and curriculum as specified.
OR
4. Have the recommendation of the Building Consultation Team or the student's Individual Education Program (IEP) team that the student has fulfilled sufficient criteria to be granted grade advancement. Successful completion of student's IEP, which may include alternative assessments, supersedes all other requirements.

Fourth Grade Promotion

(Continued)

School administrators and staff shall help prepare students to satisfy the criteria, consistent with established District policies and procedures. The elementary school principal (and student's IEP team, if the student has an identified disability), shall provide for a regular review of a student's progress toward meeting the established grade advancement criteria and shall keep students and their parents/guardians informed of the student's progress.

Before a student is promoted to fifth grade, the elementary school principal (and student's IEP team, if the student has an identified disability) shall determine whether the student has satisfied the grade advancement criteria outlines in the policy and any other District policy applicable to grade advancement.

Homework Policy

Board Approved Policy 345.3, February 1999

Student achievement is increased when teachers regularly assign homework and students conscientiously complete the work. Homework can also help children develop good habits, attitudes, and self-discipline. Specifically, homework has the following purposes:

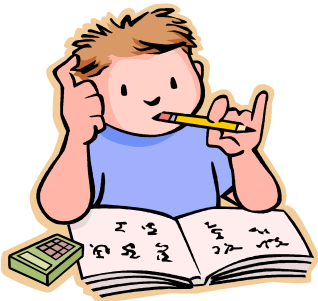
- Promotes growth in self-responsibility and self-direction in learning.
- Directs students toward good work habits.
- Enriches, enhances, and extends school experiences.
- Brings students into contact with out-of school learning resources.
- Helps children learn to budget time.
- Provides essential practice in developing skills.
- Promotes a positive home/school relationship.



It is understood that as a student progresses in maturity, homework will develop from an incidental and informal program to a much more formal, definite concept. It is recommended that homework be given at all grade levels, in a form that is developmentally appropriate.

Homework may be assigned to:

- Supplement and support the school experience through home-related activities.
- Reinforce school learning by providing necessary practice, integration, and application.
- Help students to become resourceful and to work independently.
- Acquaint parents/guardians with what their children are learning in school and invite their help.



Student Records

The Federal Family Educational Right and Privacy Act requires school districts to provide annual notice of student and parents rights regarding student records; the existence of the Student Records policy (347) and where copies can be obtained; and, of the opportunity to file a complaint with the Family Policy and Regulations Office of the Department of Education.

Parents/guardians/adult students have the legal right to request a review and/or copy of the contents of the permanent school records of their children. They may also request the amendment of the student's records if it believed that the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Such a review and/or request for an amendment must be made by scheduling an appointment with the principal. If copies are requested, there will be a charge based on actual cost. If the District decides not to amend the record, the district will notify the parent, guardian or adult student of the decision and the right to a hearing regarding their request. Additional information regarding the hearing procedure will be provided in the event of a hearing request.

Directory Data Notification

If a School Board has designated directory data in accordance with 118.125 of the Wisconsin State Statutes, the District must notify parents, legal guardians or guardians ad litem of the categories of information, which the Board has designated as directory data which may be released without the prior consent of the parent, legal guardian or guardian ad litem.

Student Records

(Continued)

Upon request, student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, degrees and awards, and school of most recent attendance may also be released to publications sponsored by the Appleton Area School District, area newspapers, and appropriate private and public sponsored magazines.

Parents or guardians of minor children and adult students have the right to consent to the disclosure of personally identifiable information contained in their student records, except as allowed by state and federal law.

In accordance with the law, the District forwards upon request student records to another school without consent for purposes related to the student's enrollment or transfer. Student records shall be made available to District employees who are required by the state to hold a teacher's license and to other school district officials only if they have a legitimate educational or safety interest in the record if the individual needs to review an education record in order to provide educational service or to fulfill some aspect of his or her professional responsibilities.

According to state law, pupil records shall be made available to persons employed by the school district, including law enforcement officers who are individually designated by the school board and assigned to the school district.

In addition, pupil records may be disclosed for any purpose concerning the juvenile justice system. The law provides the juvenile justice system with the ability to effectively serve a pupil prior to adjudication provided the records are not disclosed unless otherwise authorized by law.

Under state law, the School District shall disclose pertinent pupil records to an investigating law enforcement agency or district attorney if the person to whom the records are disclosed certifies in writing that the records concern the juvenile justice system and the system's ability to effectively serve the pupil, relate to an ongoing investigation or pending delinquency petition, and will not be disclosed to any other person except as otherwise authorized by law.

Administrators have the discretion to refuse the release of individual student phone numbers and addresses for the safety of the student.

IF PARENTS OR GUARDIANS DO NOT WISH TO HAVE ANY OR ALL OF THE CATEGORIES OF INFORMATION RELEASED, THEY MUST NOTIFY THE SCHOOL IN WRITING WITHIN 14 DAYS OF THIS NOTICE BEING PROVIDED.

Parents/guardians may file a complaint with the Family Policy and Regulations Office of the Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20201 if they feel their rights have been violated.

Animals in the School

Board Approved Policy 383, August 2000

The Board recognizes that animals have educational value in the school setting, but only under conditions that insure the safety and well-being of the students, staff, and the animal. Live animals in the classroom provide opportunities to learn about diversity, habitat, humane care, animal growth and development, reproduction, and behavior. A teacher must have a clear understanding of, and a strong commitment to, the responsible care of living animals before making any decision to use live animals for educational study. Preparation for the use of live animals should include acquisition of knowledge on care appropriate to the species being used including housing, food, exercise, and the appropriate placement of the animals at the conclusion of the study. Reputable pet stores in the community are excellent resources to help a teacher answer these questions. **Prior approval must be received from the principal before any animals are brought into the school. Animals in schools shall be planned and approved in accordance with established procedures.**



Use of District Telecommunication Systems

Board Approved Policy 363.2-Rule, May 2006

A. COPYRIGHT GUIDELINES

The AASD recognizes and supports the limitation imposed by copyright laws. These laws specially prohibit unauthorized duplication of software except to provide for archival back-up copies. Therefore, the AASD declares it to be inappropriate to use "pirated" or otherwise illegally obtained software on District equipment. The use of District equipment to make unauthorized copies of District owned, privately owned, or illegally obtained software is prohibited.

The proper use of computers will be taught through planned computer curriculum and computer-related instruction for students. Staff will address the ethical and practical problems caused by software piracy.

User responsibilities:

- AASD employees will be expected to be knowledgeable of, and adhere to, the current copyright laws.
- AASD employees are expected to maintain software and supporting manuals in a safe place. The manuals need to be available for software and hardware audit.
- When software is being used on a disk sharing system, efforts will be made to secure this software from copying.
- Any reproduction or use of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of the "fair use" guidelines provided in the copyright law; otherwise, the individual responsible for reproduction or use may be liable for breach of copyright under existing laws.

Use of District Telecommunication Systems

(Continued)

User must be aware that:

- AASD employees may reproduce and utilize copyrighted materials under the provisions of the copyright laws currently in force under Title 17 of the United States Code (i.e. "in-house" productions, uncopyrighted works, or works in the public domain).
- Copying copyrighted programs on District equipment is prohibited.
- Using illegal copies of copyrighted programs on District equipment is prohibited.
- The purchasing of programs designed primarily as "break and entry" tools with District, State, or federal funds is prohibited.
- Booting single copies of copyrighted programs into more than one machine, without authorization from the copyright holder, is prohibited.
- Using "archival" copies of software as additional copies is prohibited.
- No AASD employee will surreptitiously or illegally access any database or electronic bulletin board that can be viewed as pornographic or improper for educational use.
- No AASD employee will encourage or allow any student to surreptitiously or illegally duplicate computer software or illegally access any database or electronic bulletin board.
- The principal of each school site or manager of each department is responsible for enforcing these regulations.
- These regulations are not comprehensive and do not absolve AASD employees from complying with all aspects of State and federal laws related to copyright.

B. NETWORK GUIDELINES

AASD network system is a local and wide area technology network linking schools together, which also provides access, to public networks.

- Student records and communication between students and faculty/staff is protected by the Family Educational Right to Privacy Act (FERPA.) Among the exceptions to FERPA, Appleton Area School District administrators may review electronic transactions to ensure that the system is being used properly.
- The use of AASD Network is to promote the exchange of information to further education and research and is consistent with the mission of the AASD.
- AASD is not for private or commercial business use, political or religious purposes.
- Any use of AASD for illegal activity is prohibited.
- Use of AASD to access obscene or pornographic material is prohibited.
- Sending material likely to be offensive or objectionable to recipients is prohibited.
- Students may not permit other persons to use their usernames, passwords, accounts or disk space, or disclose their usernames, passwords or account information to any third party.
- Students may not log on to someone else's account, internet address, or other network codes, or attempt to access another user's files.
- Users may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization.
- Users who maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data will be subject to disciplinary action by Appleton Area School District, and criminal prosecution as well. This includes, but is not limited to, changing or deleting another user's account; changing the password of another user; using an unauthorized account; damaging or deleting District files; altering the system; using the system to make money; destroying, modifying, vandalizing, defacing or abusing hardware, software, furniture or any Appleton Area School District property.

- Users may not disrupt or attempt to disrupt network traffic or attempt to overload or crash the network and attached systems. Users may not attempt to monitor or capture network traffic in any way.
- Users may not take data, equipment, software or supplies (paper, toner cartridges, disks, etc.) for their own personal use. Such taking will be treated as theft.
- Software installed on District computers must be related to the District's educational mission and/or the individual's academic work. Software such as radio player, MP3, radio station, and even screen savers that cause the workstation to become unstable or consume excessive network resources may be removed.
- You will make the most efficient use of network resources to minimize interference with others.
- Any use of AASD that accesses outside resources must conform to their "Acceptable Use Policy."
- Subscriptions to Listservs, bulletin boards, web-logs (blogs) and on-line services must be pre-approved by the District. The District has the right to deny any on-line services as needed.

C. SECURITY GUIDELINES

User Responsibilities:

- You will respect the rights and property of others and will not improperly access, misappropriate, or misuse the files, data, or information of others.
- You may not share your account with anyone or leave the account open or unattended.
- You will keep all accounts and passwords confidential and not accessible to others.
- You are responsible for making back-up copies of the documents critical to you.

D. INTERNET GUIDELINES

User must be aware that:

- AASD has software and systems in place that can monitor and record all Internet usage.
- Inappropriate material including, but not limited to, sexually explicit items, may not be displayed, archived, stored, distributed, edited, or recorded using our network or computing resources.
- Employees with Internet access may download only software with direct educational use and curricular value, and must arrange to have such software properly licensed and registered.
- AASD has the right to refuse or restrict any downloads or software.

E. SOFTWARE GUIDELINES

User responsibilities:

- You are responsible to take precautions to prevent viruses on your own equipment and the AASD's equipment.

User must be aware that:

- The illegal installation of copyrighted software or files for use on District computers is prohibited.
- Please contact the District's Director of Technology to install any software on District computers.

Interpretation, application, and modification of this Acceptable Usage Policy are within the sole discretion of AASD.

Any questions or issues regarding this policy should be directed to AASD Administration.

Use of District Telecommunication Systems

(Continued)

F. WEB PUBLISHING GUIDELINES

The AASD believes that certain guidelines must be followed when creating school web pages in order to maintain those high standards. These guidelines are here to provide direction for the District and not to limit creativity.

User responsibilities:

People creating web pages that will link to the District's homepage will follow a format published by the AASD in order to provide consistency and integrity.

- The person that creates the web page that is linked to the AASD homepage is ultimately responsible for the web site content including links. However, AASD has the right to approve the pages.
- The homepage for each school will contain a copyright notice.
- Web site links must conform to sites that conform to District policies and limited to educational material.
- School web sites can only reside on the District web server.
- Written permission must be obtained from parents or guardians to allow student pictures to be used.
- Written permission must be obtained from parents or guardians to allow student first and/or last names to be published.
- Web sites should clearly be identified as student-created web pages and that the students' opinions are not necessarily a reflection of the AASD.
- Curriculum connections should be linked to the AASD curriculum standards.
- Web sites should not contain confidential information or information that is in violation of laws or the regulations of the Board.
- Web sites should not contain copyrighted material without the proper permission.

User Must be Aware that:

- School web sites will have a link back to the District home page. The District home page will link to each school page.
- Links should be limited only to provide information about other youth activities, agencies, or organizations that are known to be nonsectarian, nondiscriminatory, and devoted to school-community interests or child welfare.

G. E-MAIL GUIDELINES

The District E-mail system is provided for the purpose of exchanging information consistent with the mission and operation of the AASD.

User responsibilities:

- Check E-mail daily. District E-mail is the official means of communicating school information.
- Delete unwanted messages immediately since they take up disk storage.
- Keep messages remaining in your electronic mailbox to a minimum.
- If you receive a message intended for someone else, let the sender know.
- The District provides E-mail access to conduct school business. It may be used for personal use, as long as it conforms to school etiquette standards. Do not use chain mail, solicitations, or advertisements.
- Protect individual user IDs and passwords to prevent unauthorized use.
- Report improper messages or use to the Information Technology Staff.

The AASD communication system may not be used for:

- Transmission of any information that promotes or constitutes discrimination on the basis of race, religion, color, gender, disability, or sexual orientation
- Sexual harassment
- Copyright infringement
- Personal political or religious beliefs
- Personal business interests including private or commercial offerings of products or services for sale or to solicit products or services
- Any unlawful activity

User must be aware that:

- E-mail messages are subject to District review at any time.
- E-mail files and records utilizing AASD resources are the property of the District and may be copied, reviewed, audited, distributed, etc. as deemed necessary by the District.
- Courts have held that E-mail documents may be legally binding
- AASD makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District system will be error-free or without defect.

H. PERSONAL TECHNOLOGY EQUIPMENT

- The District discourages staff and students from bringing personal computing technology or other technology equipment with the purpose of connecting to District infrastructure.
- The District assumes no liability for any personally owned technology that is brought into the district particularly if it is connected to the district owned technology.
- Any damage done to district technology or property due to unauthorized use of personal equipment will become the liability of the owner of the technology.



Internet Safety Policy (CIPA)

Board Approved Policy 363.3, May 2006

Introduction

It is the policy of the AASD to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent possible, practical steps shall be taken to promote the safety and security of users of the AASD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the AASD staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying of any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

Field Trips, Co-Curricular Trips, and Excursions

Board Approved Policy 352, March 2004

The Board recognizes that a dynamic instructional program will cause professional staff to look beyond the confines of the traditional classroom environment for opportunities to enhance student learning. However, before trips are considered, professional educators are encouraged to consider program expansion through proper utilization of films, tapes, speakers and similar kinds of activities, which bring the desired resource into the classroom. Trips of significant educational value shall be permitted. To be educationally beneficial, a trip requires thoughtful selection, careful advance preparation of the class, and opportunities for students to assimilate the experiences during and after the trip. Trips of significant recreational value shall be permitted under special circumstances.

Consideration must be given to the effect the trip will have on other classes, school programs, and activities. The financial implications of field trips must be considered.

Field trips shall be planned and approved in accordance with established procedures.



Field Trips, Parties/Celebrations and Movie Guidelines

FIELD TRIPS: (includes school-sponsored concerts, plays, etc.)

- Each school is encouraged to outline a yearlong plan of priority trips per grade, considering cost, duplication of locations, etc.
- Teachers must inform parents using the Field Trip Information Form detailing aspects of trip and including purpose of this field trip, benefits to be derived from this experience, and cost.
- In-house programs and group activities such as "Read-a-Thons" will also be communicated clearly to parents – including intent and suggested activities.

Field Trips, Parties/Celebrations and Movie Guidelines

(Continued)

PARTIES/CELEBRATIONS:

- Classrooms can have 3 – 5 parties/celebrations per school year.
- Purpose and rationale for parties/celebrations will be communicated in a clear and timely fashion to parents.
- Parties/celebrations will not advance one set of religious beliefs over another.

MOVIES:

- Only G-rated films will be used with elementary students.
- Teachers must preview content prior to showing any movie in school.
- Reasonable use of movies is expected. Movies will have educational value and be tied to AASD curriculum.
- Teacher will be responsible to provide an appropriate “opt-out” activity if the child is not permitted to see the film.

Emergency School Cancellation

In the event of bad weather, dangerous road conditions, school emergencies, school closings, delays in starting the school day, or early school dismissals, important information may be announced on local radio and TV stations. AASD uses the radio and TV stations listed to inform families of such schedule changes as quickly as possible.

Please avoid calling District or school offices during such emergency situations. This seriously disrupts our phone lines and makes it difficult to make vital out-going calls.

The following websites also contain school cancellation information:

www.aasd.k12.wi.us
www.postcrescent.com

FM RADIO

91.5 FM WEMY
 91.9 FM WEMI
 94.3 FM WROE
 94.7 FM WXOR
 95.9 FM WKSZ
 98.5 FM WQLH
 99.5 FM WPKR
 99.7 FM WLTM
 101.1 FM WIXX
 103.9 FM WVBO
 105.7 FM WAPL
 107.5 FM WDUZ

AM RADIO

1150 AM WHBY
 1280 AM WNAM
 1360 AM WGEE
 1400 AM WDUZ
 1440 AM WNFL
 1450 AM KFIZ
 1490 AM WOSH

TELEVISION

WGBA-TV NBC 26
 WBAY-TV Ch 2
 WFRV-TV Ch 5
 WLUK-Fox 11



Photographing and Videotaping in the Schools

Board Approved Policy 492-Rule, May 2006

State and federal laws safeguard students and their families against the release of student information used by schools or provided by schools to parties external to the school district. Films, videotapes, photographs, and web-based images of students in the schools are subject to the provisions of these laws.

The Appleton Area School District shall observe measures intended to protect students from their involvement in films, videotapes, photographs, or web pages to which they or their parents may reasonably object. The following procedures shall be implemented when students are being filmed, videotaped, or photographed for the newspaper or the web in the schools:

1. No videotaping, filming or photography will occur in private places (e.g., restrooms, locker rooms, and offices) where intrusion upon the privacy of a student of a nature highly offensive to a reasonable person may occur.
2. Representatives of the press/media will be expected to obtain permission from the Superintendent or his/her designee prior to interacting with staff or students on school property for any purpose. No other staff on site will be permitted to authorize on-site activities of this nature.
3. Parental consent shall not be required when a film or videotape will not leave the School District and it is only viewed by District staff.
4. Consent will not normally be required when stock footage of large groups of students, e.g. classroom groups, hallway shots, sporting events, etc., is being taped.
5. Advanced consent shall be obtained from parents or guardians of children when:
 - A. The film or tape will be taken from the Appleton Area School District either physically or by transmission.
 - B. The film or tape will be viewed by persons who are not professionally responsible for the specific setting (i.e., those other than District staff, a student teacher, or a student teacher supervisor).
6. When parental consent is required and some parents or guardians object to filming their children, the person making the film or tape will specifically avoid filming of the student(s) whose parents object or edit the film to delete those children from it.
7. Individual students will be allowed to exclude themselves from classroom shot(s) if they choose to do so.
8. Parents/guardians will have opportunity to exclude the photographing and/or videotaping of their children when footage will leave the District.

Open Enrollment and Student Transfer Guidelines

Information Extracted from the Board Approved Policy Public School Open Enrollment 425 and 425-Rule, January 2011

The Appleton Area School District shall allow nonresident students residing within the State of Wisconsin to attend school full time or part time within the AASD, and resident students shall be permitted to attend school in other districts (inter-district). The process for nonresident parents to submit open enrollment applications takes place in February (between the first Monday in February and 4:00 PM on the third Friday in February). Absolutely no late applications will be accepted.

The AASD shall continue open enrollment among the schools within the AASD boundaries (intra-district). The intra-district open enrollment process takes place in January with a deadline of February 1.

Once accepted as an open enrolled student, the student may transition to the same middle and high school as their attendance area peers. If the elementary or middle school student is transferring to a middle or high school which transitions to more than one school, then the student will be afforded a choice of schools.

Students who are approved through the open enrollment process are not required to reapply for open enrollment. These students are assured continued enrollment regardless of space availability unless they commit a violation of school rules, which equals an expellable offense, or if determined to be habitually truant. Students attending under a tuition waiver and who apply for open enrollment will be accepted unless they have been found to be habitually truant in the AASD during any semester of attendance in the current or previous school year. The AASD, at its discretion, may reject their open enrollment application for this reason.

FAMILY MOVE--TO OUTSIDE THE DISTRICT

When a family moves from within the Appleton Area School District to outside the Appleton Area School District (inter-district), students may continue to attend the school where they are currently enrolled if they qualify for a Tuition Waiver (obtain from school office). Students who qualify for a Tuition Waiver (Remainder of Current School Year, Additional Year, Current Year/Additional Year, or Current Year Permissive) are entitled to continue their enrollment through the waiver period. However, they are **required to apply for open enrollment at the next** possible time (February each year) that the application process is available to remain in the District for the present school year and beyond. Those students attending under a Tuition Waiver agreement will have their applications approved for open enrollment. They will be assured continued enrollment unless they commit a violation of school rules, which equals an expellable offense.

FAMILY MOVE-- WITHIN THE AASD

When a family move occurs within the AASD (intra-district), students may continue to attend the school where they are currently enrolled even though their residence has changed to another AASD attendance area. Students can then transition through the same elementary, middle, and high school as their attendance area peers without having to apply through the District's Open Enrollment process. Essentially, a student maintains his/her original "home" school status throughout the elementary, middle, and high school grades no matter how many moves occur within the AASD. However, if a student enrolls at the new school at the time of the move or any time thereafter, the new school then becomes the "home" school for the student.

Parents who wish to have their student(s) remain in the same school after an intra-district move occurs must send written notification to the District Attendance Office using the "Family Move Notification" form (see next page) and inform the school as well.

SPECIAL TRANSFER REQUESTS

Open Enrollment: Appleton Area School District Public School Open Enrollment Board Policy 425 and 425-Rule will be followed.

Special Education Requests: Refer to the *Students With Disabilities Transferring Within Appleton Schools* guidelines. Generally, the IEP Team is the process for allowing students with disabilities to transfer. **To obtain Guidelines for Students With Disabilities Transferring Within Appleton Schools, please call the Student Services Department at 832-6114.**

Medical Requests: Requests will be considered when a letter from a physician or psychologist is received.

Special Requests Outside of Open Enrollment Process (Elementary/Middle School): Decision is made by the principals of the open enrolled schools involved only – depends on space available at that particular grade level, needs of the child, etc. The District Attendance Office must be notified whenever these transfers are made.

Special Requests Outside of Open Enrollment Process (High School): Requests are referred to the Assistant Superintendent for the school where the student is currently enrolled. The Assistant Superintendent may collect background information from people to the extent they feel is necessary, and make the decision. Notification is made to the Student Services Associate Principal at the schools involved and the District Attendance Office. If an agreement is made between the principals of the two high schools to transfer a student, the District Attendance Office must be notified.

FAMILY MOVE NOTIFICATION FORM

When a family move occurs from one Appleton Area School District attendance area to another Appleton Area School District attendance area and the student wants to remain at their original school, notify your school office about your address change and then complete this form and send it to:

AASD Attendance Office
P.O. Box 2019
Appleton, WI 54912-2019

Old Address _____

Telephone _____

New Address _____

Telephone _____

* * * * *

_____ is presently a student at _____
Student Name *School*

and wants to remain there even though we have moved to another Appleton Area School District school attendance area.

.....
If you have further questions about the open enrollment process,
please call the Attendance Office at 832-6116.
.....

Attendance Guidelines

Information Extracted from the Board Approved Policy Student Attendance 430 and 430-Rule, November 2005

Regular school attendance is essential to school success and is the shared responsibility of students, parents, schools, and community. Daily educational opportunities lost through absences can never fully be made up, and students cannot expect to achieve to their full potential if they miss class sessions. This pattern is established early in the child's life by the attitude and support toward the school shown by the parents/guardians.

The District, in accordance with state law [Section 118.15 (1) (a)];, requires that all students between six and eighteen years of age (and those students enrolled in 5-year old kindergarten) attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the school term, quarter or semester of the school year in which the student becomes 18 years of age, unless they have an acceptable excuse, meet attendance exceptions outlined in state law, or have graduated from high school. It is the responsibility of each school's attendance officer to determine if an absence is excused, unexcused, or truant.

PARENT RESPONSIBILITIES

It is the responsibility of the parent/guardian to ensure the student's regular school attendance. Parent/Guardian is expected to provide a written explanation of a student's absence in advance of the absence or upon the student's return to school. **It is also the responsibility of the parents/guardians to notify the school of a child's absence before 9:00 a.m. on the morning of the absence.**

STUDENT ABSENCES

Students arriving to school after 10:00 a.m. for morning classes or 2:00 p.m. for afternoon classes will be considered absent for the morning, afternoon, or whole day. The primary responsibility for regular school attendance rests with the student's parent/guardian.

Excused Absences

All excused absences require that parent/guardian verification be provided to the school attendance officer or designee in advance of the absence or prior to re-admittance to school.

Excused Absences With Prior Parent Request

A parent/guardian may request that a student be excused from school attendance prior to an absence occurring. The request shall be in writing and the student may be excused by the parent/guardian under this provision for not more than 10 days in the school year. Absences include but are not limited to the following:

- Appointments that cannot be scheduled outside of the school day.
- A court appearance or other legal procedure that requires the student's presence.
- A death in the immediate family or funerals for relatives or close friends.
- Attendance at special events of educational value such as college visits, job fairs, etc.

Excused Absences Without Prior Consent

The school attendance officer or designee is authorized to approve an excused absence for any student for the following reasons:

- Evidence that the student is not in proper physical or mental condition to attend school. The district may request the parent/guardian to obtain a written statement from a physician, dentist, chiropractor, optometrist, or psychologist, or Christian Science practitioner residing in the state and listed in the Christian Science Journal as proof of the physical or mental condition of the student. Such excuse shall be in writing and shall state the period of time, which shall not exceed 30 days. Absences beyond 30 days require another written statement.
- An emergency in the family or other crisis that requires the absence of the student because of family responsibilities.
- Religious holidays.
- A quarantine imposed by a public health officer or Board of Education's Communicable Disease Policy.
- A suspension from school (in-school or out-of-school suspensions).
- Approved school activities during class time.
- Special circumstances that show good cause and which are approved by the school attendance officer or designee.

Unexcused Absences

- Skip/truant from school; absent without parent/guardian consent.
- Absences not being called in within 24 hours of the absence or absences occurring without receipt of written documentation upon child's return.
- Children who are absent from school with the consent of their parent(s) or guardian(s), but whose absence does not fall under the reasons listed above shall be considered unexcused.

Student Tardies

Students arriving between the start of school and 10:00 a.m. for the morning classes and/or between the start of afternoon classes and 2:00 p.m. for afternoon classes will be considered tardy for that portion of the day.

Excused Tardies

- Doctor, dentist, optometrist, chiropractic or other professional appointment which occur prior to a student coming to school
- Late due to inclement weather

Unexcused Tardies

- Over sleeping
- Running late

Attendance Guidelines

(Continued)

TRUANCY

A student is considered truant if absent from part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student. It also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Written notification of legal cause of absence shall be submitted by the parent/guardian prior to the absence, the day of, or upon the return to school.

Parents/guardians shall be notified when a student has an unexcused absence. Notices shall be made by personal contact, mail, or telephone call of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail.

The parent/guardian shall be directed to return the student to school no later than the next day school is in session or provide an excuse of absence.

Consequences for trancies shall be determined by the building principal. These may include assignment to detention or a supervised, directed study program that occurs outside the regular school day.

Habitual Truancy

A student is considered a habitual truant if absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester.

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

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

Tardiness

Guidelines and criteria previously described for determining if an absence is excused or unexcused apply to students who are tardy. A determination as to the classification of a tardy is the responsibility of the school attendance officer or designee. A pattern of tardiness on the part of any student shall be brought to the attention of the student's parent/guardian. If it appears that the student is negligent with being at school/class on time, appropriate disciplinary action shall be taken.

Depending upon the frequency and amount of school missed, tardiness may be classified as an unexcused absence and therefore reportable as truancy or habitual truancy.

CONTAGIOUS DISEASE AND IMMUNIZATIONS

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

RELIGIOUS INSTRUCTION

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

APPEALS TO THIS POLICY

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

