

School District of West Allis-West Milwaukee, et al.

# STUDENT RIGHTS & RESPONSIBILITIES HANDBOOK



**2007-2008**

**Expectations  
of Students,  
Parents, & Schools  
for the  
2007-2008 School Year**

# MISSION STATEMENT

The mission of the School District of West Allis-West Milwaukee, et al., in partnership with family and community, is to provide challenging curriculum and engaging instruction so that every student may attain academic success.

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# Introduction

September 2007

Dear Parent(s)/Guardian(s) and Student(s):

The West Allis-West Milwaukee School staff appreciates the trust you place in us every day as you and your children enter our schools. We take pride in our continuous effort to maintain a safe and productive learning environment for all. We also count on you, the students, parents, and members of our school community, to join us in shouldering that responsibility.

The West Allis-West Milwaukee School District's *Student Rights and Responsibilities Handbook* delineates learning, behavioral safety expectations, procedures, and consequences which establish the framework for successful school performance. Our district feels strongly that clearly defined and well communicated expectations set the foundation for high academic achievement and appropriate behaviors.

Every student has the right to an environment that encourages learning and is free of disruption. The rules of conduct and consequences for violations detailed in this document are part of a prioritized effort to monitor student behavior. The explanation of violations is provided to assist students and parents in understanding the expected behaviors. Due Process Procedures are included in the handbook for parent and student review.

This handbook describes the unacceptable and subsequent discipline policies and procedures that will be used to ensure fair and equitable treatment for all members of our student population.

It is the School District's expectation that each student and his/her parent(s)/guardian(s) will to read and discuss the contents of this *Student Rights and Responsibilities Handbook*. It is the expectation of our school district and Board of Education that all students and parent(s)/guardian(s) will be knowledgeable of the contents of this handbook. As you read and discuss the contents of this handbook, you may wish to develop your own goals to support school expectations.

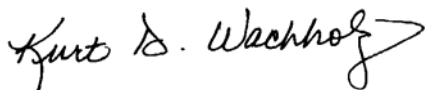
The West Allis-West Milwaukee School District is committed to students and families. Our goal is to meet each student's needs and to strive for excellence in educational performance.

We attempt to be proactive in our approach and, as always, remain student focused. We comply with state laws and work with our educational community, families, and law enforcement agencies to provide for the safety and welfare of students.

We look forward to working with you to support your child in achieving a positive and rewarding school experience.

Please contact your school principal if you have questions about the *Student Rights and Responsibilities Handbook*.

Sincerely,



Kurt D. Wachholz  
District Administrator

# Building Information

## High Schools

**West Allis Central High School**  
8516 W. Lincoln Ave., 53227  
414-604-3100  
Fax: 414-546-5536

**Nathan Hale High School**  
11601 W. Lincoln Ave., 53227  
414-604-3200  
Fax: 414-546-5734

**Dottke Alternative High School**  
1964 S. 86 St., 53227  
414-604-3780  
Fax: 414-546-5955

## Middle Schools

**West Milwaukee  
Middle School**  
5104 W. Greenfield Ave., 53214  
414-604-3300  
Fax: 414-389-3815

**Frank Lloyd Wright  
Middle School**  
9501 W. Cleveland Ave., 53219  
414-604-3400  
Fax: 414-546-5785

## Elementary Schools

**Franklin Elementary**  
2060 S. 86 St., 53219  
414-604-3700  
Fax: 414-546-5682

**Hoover Elementary**  
12705 W. Euclid Ave.  
New Berlin, 53151  
414-604-3800  
Fax: 262-782-2231

**Horace Mann Elementary**  
6213 W. Lapham St., 53214  
414-604-3900  
Fax: 546-5554

**Irving Elementary**  
10230 W. Grant St., 53227  
414-604-4000  
Fax: 414-546-5641

**Jefferson Elementary**  
7229 W. Becher St., 53219  
414-604-4100  
Fax: 414-546-5683

**Lincoln Elementary**  
7815 W. Lapham St., 53214  
414-604-4200  
Fax: 414-777-7256

**Longfellow Elementary**  
2211 S. 60 St., 53219  
414-604-4300  
Fax: 414-546-5540

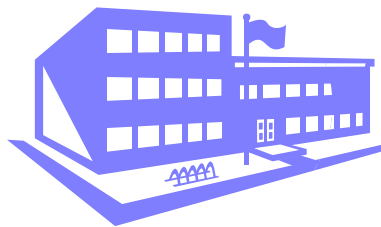
**Madison Elementary**  
1117 S. 104 St., 53214  
414-604-4400  
Fax: 414-256-6782

**Mitchell Elementary**  
10125 W. Montana, 53227  
414-604-4500  
Fax: 414-546-5684

**Pershing Elementary**  
1330 S. 47 St., 53214  
West Milwaukee  
414-604-4600  
Fax: 414-649-4981

**Walker Elementary**  
900 S. 119 St., 53214  
414-604-4700  
Fax: 414-479-3481

**Wilson Elementary**  
8710 W. Orchard St., 53214  
414-604-4800  
Fax: 414-256-6781





# What Students Can Expect of School

*As a student attending the School District of West Allis-West Milwaukee et al., you can expect the following:*

- ❖ To be taught by competent and well-prepared teachers.
- ❖ A copy of your teacher's classroom expectations. Teachers will discuss these with you and explain how they relate to your grades.
- ❖ To be told about the rules of the classroom, school and district and what will happen if you break the rules.
- ❖ To attend school in a safe and comfortable setting.
- ❖ To have teachers tell you what they expect of you on a day-to-day or weekly basis and how you are doing in your work.
- ❖ To be treated firmly and fairly.
- ❖ To know if you get into trouble, you will be given the opportunity to tell your side of the story. Each student has a right to contact parent(s)/guardian(s) regarding any problems that arise at school at times specified by the principal. School officials or agents, however, may question students without their parent(s)/guardian(s) present.
- ❖ To be treated no differently because of race, religion, sex, national origin, or handicapping conditions.
- ❖ To be allowed to express your thoughts and feelings verbally or otherwise as long as you don't violate the rights of others or disrupt school activities.
- ❖ To have the right to expect courteous behavior from other students and school personnel.
- ❖ To have the right to form, to hold, and to express opinions and beliefs if the expression does not disrupt the normal operation of the school.
- ❖ To have the right to have property free from theft or damage; however, the school district is not responsible for loss due to theft or damage.
- ❖ To have the right to be free from assault (battery) and from physical or verbal abuse.
- ❖ To know no corporal punishment may be administered to students in the school district.
- ❖ In case of an accident or illness, to have the school make every attempt to talk to your parent(s)/guardian(s). In case of a serious accident or illness, the paramedics will be called immediately.



# What Parents/Guardians Can Expect of School

*Parents and guardians with children in the School District of West Allis-West Milwaukee et al. can expect that:*

- ❖ Academic expectations will be clearly communicated to you each year.
- ❖ Your child will be under the guidance of a professional, competent, and well-prepared teacher and building administrator.
- ❖ School personnel will be willing to communicate relative to the progress of your child upon your request and/or at scheduled parent/teacher conferences.
- ❖ You will be contacted by the teacher or the building principal when problems arise other than those considered to be minor or routine.
- ❖ You will have calls returned in a timely manner, usually within the same day or by the end of the next working day.
- ❖ Your child will attend school in a safe, well-controlled setting.
- ❖ Should it become necessary to discipline your child, the situation will be handled in a fair, firm, and caring manner.
- ❖ You will be treated with courtesy and respect when visiting your child's school.
- ❖ You will be provided the opportunity for involvement in school-parent organizations and/or activities.
- ❖ You will receive periodic communications relative to school programs, curriculum, policies or rule changes, and student progress.



# What Schools Expect of Students

*It is expected that if you attend public school in West Allis - West Milwaukee, you will:*

- Attend school regularly. Compulsory attendance is a requirement of Wisconsin Statutes for students between the ages of 6 and 18. You may be excused from school, however, for the reasons listed below.
  - Illness — When a student is absent, his/her parent or guardian shall contact the principal's office no later than 30 minutes after the start of the school day. Failure to contact the principal's office will result in a telephone call or a personal visit to the home or the place of employment of one of the parents.
  - Appointments which cannot be scheduled outside the school day and family vacations — When requesting a pre-planned and/or an extended absence, the principal's office shall be notified at least two weeks prior to the absence. Make up of work may be required. However, the parent should realize that in elementary level classes, very little work can be done outside of the classroom. Parents must realize that time out of the classroom will mean that some valuable academic experiences will be missed.
  - Funerals or other religious services requested by parents.
  - Serious personal or family reasons.
- Complete all assignments on time as directed by your teachers.
- Follow school rules and procedures.
- Remain at school during the day unless you have permission to leave. Permission is given by the parents/guardian listed on the emergency card at the school.
- Conduct yourself on busses in accordance with acceptable conduct at school-sponsored functions. The same rules of conduct that apply at school, also apply on the bus.
- Leave objects which could be dangerous, such as guns, knives and matches, at home.
- Not smoke or have smoking materials in school or on school grounds.
- Not use, have, or sell controlled substances or alcohol at school. You may not use these materials before coming to school.
- Not possess pagers, beepers, or other two-way communication devices.
- Come to school in clothing and shoes that are appropriate, neat, clean, promote health and safety, and are not disruptive to others. Or, if the individual school has a uniform policy, will follow it as expressed.
- Cooperate with requests of all school staff members.
- Use suitable language and avoid swearing.
- Identify yourself by providing your name or showing an identification card upon the request of any school staff member because school staff members have the right to know the names of all persons in the school building.
- Present written evidence of immunization against certain diseases (measles, rubella, polio, diphtheria, tetanus, Hepatitis B, mumps, and whooping cough) within thirty (30) school days after admission to school, in accordance with state law. This requirement can be waived only if properly signed health, religious, or personal conviction exemption is filed with the school.

# What Schools Expect of Parents

*In our attempt to provide a successful educational program for your child(ren), we place a great deal of importance on your role in the process. If we are to do our best, it is important that we can expect that you will:*

- Make every effort to provide for the physical needs of the child. This includes plenty of rest, good nutritional foods, and proper dress.
- Strive to prepare your child emotionally and socially in developing a good attitude toward learning and discipline.
- Display a positive, supportive attitude toward the education of your child.
- Become familiar with our academic and behavioral expectations for your child and support us. If you feel that the expectations are being unreasonably implemented, it is your right and obligation to contact the teacher and/or principal to discuss your concerns.
- Contact the school if you have questions or concerns in an effort to communicate with the person closest to the particular situation.
- Encourage and lead the child in the development of proper study habits at home.
- Work for the success and improvement of the school program.
- Become familiar with Board of Education policies that pertain to student behavior.
- Inform school personnel when your child will be absent from school.
- Provide the necessary information, birth certificate, immunization record, and other forms required as necessary in a timely fashion to school.

## **Handling Violations**

*A school has rules to help students do their best. When rules are enforced, school is a good place to learn and work.*

### ➤ Who's in charge?

The School Board makes major decisions about rules and discipline and asks the Superintendent of Schools to carry them out. Principals are in charge of each school building and have the authority – with the permission of the Superintendent – to make reasonable rules concerning student conduct. Teachers and other school workers enforce school rules and their expectations for students. They may speak to any student at any time about a problem.

### ➤ What happens when someone breaks the rules?

- The person in charge will talk with the student as soon as possible.
- The student will be asked to talk with the teacher and/or principal.
- The parent/guardian will be asked to talk with the teacher or principal.
- The student might have privileges taken away.
- The student might have to stay after school.

### ➤ What happens if some cases of serious problems or problems continue?

- The student might be suspended from classes.
- The student might be removed from school, i.e., suspension or expulsion.
- The student might be referred to the police or juvenile court for action.

# Guidelines To Student Rights and Responsibilities

*A student who attends the School District of West Allis-West Milwaukee et al. has basic rights and responsibilities. It should also be noted that unacceptable behavior and/or a violation by the student of his/her responsibilities will cause the district to take appropriate action to deal with the situation. Below you will find an outline of the student rights and responsibilities. Students should note that when exercising these rights and privileges, they may not interfere with the rights of others.*

- ❖ **Student Government:** Students have the right to establish and conduct a student government with the cooperation of the administration.
- ❖ **Freedom of Speech:** Each student has the right to form, hold and express opinions and beliefs so long as the expression does not disrupt the normal operations of the school.
- ❖ **Postings/Publications/Symbols:**
  - *Postings* - Students may post any literature in any designated posting area. If the information is of a commercial nature, it should be reviewed by the administration. If the material is considered obscene, libelous or disruptive to the school, it may be removed by the administration.
  - *Flyers* - Distribution of flyers are governed by the same rules and procedures as set forth for posting. Also, flyers cannot be distributed during instructional time.
  - *Outside Publications* - The distribution of these materials shall conform to the rules and procedures set forth under Postings and Flyers.
  - *Visible Symbols* - Students shall have the right to wear buttons, arm bands, and other badges of symbolic expression provided they are not obscene, libelous, or disruptive to the educational environment.
  - *Student Publications* - Publications produced by students include the stipulation that editing will be done by student editors chosen by the publication staff. The principal or a designee shall be given the opportunity to review the material prior to publication and distribution and may suspend publication and distribution if he/she considers it obscene, vulgar, profane or libelous, or inconsistent with the educational goals of the district or disruptive to the educational environment. Students who are responsible for the publication must make their editorial policies and standards for acceptance or rejection of material known to the entire student body.
- *Non-School-Sponsored Publications*  
Publications or notices produced by school district students without school sponsorship may be distributed and/or sold within the school according to the following procedure:
  - a. The name of the sponsoring organization and/or individual must be included.
  - b. A time and place for distribution must be set by the principal.
  - c. A copy must be given to the principal at least 24 hours before its distribution.
  - d. The publication shall contain this phrase: “The opinions expressed are not necessarily those of the

school district or its personnel.”

- e. If the principal finds the publication (1) contains libelous or obscene language, (2) may incite (lead) persons to illegal acts, (3) is insulting to any group or individual, or (4) he/she can reasonably forecast that its distribution to the students will greatly disrupt or materially interfere with school procedures or intrude into school affairs or the lives of others, the principal shall notify the sponsors of the publication that its distribution may not be started, or must stop. The principal shall state the reason for his/her decision.
- ❖ **Lockers:** Where available, students have the right to be assigned lockers and must only use the lockers assigned to them. The school district does not insure items left in lockers and will not reimburse the cost of replacement. Students must empty lockers when notified by the school. Student lockers are the property of the school district and are fully controlled by the West Allis-West Milwaukee School District. The superintendent/designee or the principal/designee of the school may authorize searches of lockers at any time, without notice, without student consent, and without a search warrant. Unauthorized items, such as weapons, drugs, drug paraphernalia, and other items a school may list as inappropriate to the educational setting, may be taken from lockers. Items are inventoried by the school district and may be returned to the student’s parent/guardian, or to the student if he/she is an adult, or may be held for disciplinary proceedings, or turned over to law enforcement officers.
- ❖ **Search and Seizure:** Students have the right to be free from arbitrary or illegal search and seizure by school authorities. Search and seizure shall conform to the legal requirement of reasonable suspicion that a school rule, regulation or possible violation of a state law has occurred. Any official, employee, or agent of the school district is prohibited by law from conducting a strip search of any pupil. Random searches for weapons, drugs, alcohol, and other prohibited items will be conducted at any school.
- ❖ **Electronic Communication Devices:** The Board of Education believes that student use and possession of personal electronic devices during the normal school day are generally disruptive in the educational environment. Therefore, students are prohibited from using or possessing cell phones, personal radios, tape/CD/DVD players/recorders, or tapes/CDs, headphones, walkmans, televisions, two-way radios, pagers, hand-held electronic planners, laptops, and other electronic communication or entertainment equipment during the school day. Students who bring any of the above listed items to school do so at their own risk. In addition, students shall not use cell phones in any restroom or locker room while at school or while at a school-sponsored activity. The West Allis - West Milwaukee School District shall not be responsible for the safety or security of personal electronic equipment that students choose to bring to school. This prohibition may be modified by the building principal or his/her designee if the student provides evidence that such a device is required for a medical, school, educational, vocational or other legitimate use. Students who violate this policy shall be subject to disciplinary action in accordance with established procedures.
- ❖ **Participation in Ceremonies:** The student has the privilege to participate in school-related ceremonies for his/her recognition subject to the guidelines and rules of the school principal or the district. If the student chooses not to attend the ceremony, he/ she has the responsibility to make arrangements with the person in charge.
- ❖ **Use of Facilities:** Students or groups of students are eligible to use school facilities with proper administrative approval of the

supervision if these activities are school related and consistent with board policy.

**Dress/Grooming:** Unless an individual school has adopted a student uniform policy, students may dress and groom themselves as they and their parents wish. This includes the right to display political statements and/or commercial messages on behalf of legal products and services. However, students are expected to exercise the above right responsibly, in accordance with accepted community standards regarding health and safety, vulgarity, and/or obscenity, sexual innuendo, board goals and objectives, and not be disruptive of the educational process. Students are prohibited from face painting, which is not for school purposes.

- ❖ **Hats/Coats:** Students are prohibited from wearing hats and other headwear and coats in school during the school day.
- ❖ **Pregnancy:** A student who is pregnant or a school-age parent has the right to be a fully participating member of the school community.

- ❖ **Student Records:** If a parent, guardian, or eligible student would like to request copies of or an amendment or deletion to a student record, they may do so by providing a written request to the building principal or the Director of Student Services (depending on the nature of the request). If you wish to have “directory information” (name, address, and phone number) of your child withheld from requesting parties, please contact your building principal within the first month of school. Access to student records conforms to state and federal laws and school board policy. A summary of school board policy concerning student records is available in the principal's office.
- ❖ **Athletics:** Students may participate in athletics subject to provisions of these guidelines and other applicable rules.
- ❖ **Co-Curricular Activities:** Students may participate in school activities carrying no academic credit subject to all applicable guidelines and rules.



## Code of Conduct

The district is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to adhere to classroom educational and behavioral standards that enable effective instruction and learning to take place. This includes all rules of behavior established by the Board of Education and district administration as published in the *Student's Rights and Responsibilities Handbook* and rules established by the building administration and the classroom teacher.

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

This code of classroom conduct applies to all students in grades K-4 to12.

**A student with a diagnosed disability or in the evaluation process may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations and that student's IEP or 504 Plan.**

## Unacceptable Conduct

*Students will be disciplined for unacceptable conduct during the school day, as well as during all school-related activities and events. Such conduct includes but is not limited to the following action(s):*

1. Defiance of authority
2. Disorderly or disruptive conduct
3. Fighting
4. Foul or abusive language or gestures
5. Illegal gambling
6. Harassing, threatening or intimidating others
7. Loitering
8. Possession of weapons or dangerous articles (as defined by local police, state statutes, or other board policies)
9. Possession or use of tobacco in any form
10. Record and identification falsification
11. Setting false fire alarms
12. Misuse or destruction of any school equipment or facilities
13. Setting fires
14. Sexual harassment or assault
15. Repeated tardiness
16. Theft, robbery, or extortion
17. Use, possession, sale, distribution or being under the influence of alcohol or any other illegal controlled substance
18. Unauthorized use of pagers or other two-way communication devices
19. Vandalism
20. Willful disobedience
21. Arrests or convictions in the community, such as an ordinance violation, a misdemeanor, a felony, or a traffic violation on or adjacent to school property, related to student safety or contrary to the educational environment
22. Use or possession of laser pens and/or pointing devices
23. Violation of state and/or district Bus Rider Rules
24. Hazing
25. Bullying

It is understood that the above list is not all inclusive. School personnel may take such action as is necessary and not forbidden by law to ensure the discipline and orderly conduct of the school. For consequences and disciplinary actions, see the Board Policy section of this handbook.

# School Board Policies

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## Parent/Family Involvement (811)

The Board of Education recognizes a child's education is a responsibility shared by school and family. To support the mission of the school district, "to provide challenging curriculum and engaging instruction so that every student may attain academic success," it is the policy of the Board of Education to encourage and facilitate parental involvement in their child's educational experience from the time their child enters school to the time their child graduates.

Individual schools have the responsibility to communicate to parents/families important information about school progress, school policies, expectations, and activities on a frequent basis and to promote parent/family involvement at school-sponsored activities in an effort to support student success and improve academic achievement.

The parents/families have the responsibility to ensure their child attends school regularly, is adequately nourished, and has a place and time to study. Parents/families should stay informed about their child's educational program and progress and attend school events when possible.

The home and school will maintain their partnership through:

- Reasonable parental access to welcoming schools and staff
- Regular school newsletters and an annual district report
- Opportunities for parents to participate in district and/or school decision making and advisory committees where appropriate
- Information to parents about educational programs and their child's participation and progress
- Parent education sessions to support student learning.

## Student Attendance (430-431)

The School District of West Allis-West Milwaukee believes student attendance is of critical importance to success in school. Habits of good student attendance are skills developed over time that carry over into the world of work or further schooling once a student ceases to attend classes in the School District of West Allis-West Milwaukee.

In accordance with state law, all parents must cause children between 6 and 18 years of age to attend school unless the child has graduated, is excused by the school attendance officer or parent, or is enrolled in an alternative program leading toward graduation. The responsibility for monitoring and encouraging attendance is shared by the parents, schools, and the community.

### Excused Absences

The school shall determine whether an absence is excused. Absences as a result of the following will generally be classified as excused:

- a. Personal illness
- b. Funerals (absences for this reason are limited to three days unless reasonable cause can be demonstrated)
- c. Medical or dental appointments
- d. Required legal appearances
- e. Religious holiday observances
- f. Inclement weather (when school is in session)
- g. Family emergencies
- h. Drivers license examinations
- i. Approved school district-sponsored activities
- j. Individual and unique absences the principal finds reasonable

## Truancy

All other absences, except those listed previously, will be regarded as unexcused, and the student shall be considered truant. A student truant from school, for even one day, is subject to penalties detailed in school rules, state laws, and municipal ordinances.

### Habitual Truancy

“Habitual truant” means a student who is absent from school without an acceptable excuse for 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:

1. A statement of the parent’s/guardian’s responsibilities under state law to cause the child to attend school regularly.
2. 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.
3. 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 (5) school days after the date that the habitual truancy notice has been sent to the student’s parent/guardian. With the consent of the student’s parent/guardian, however, the date for the meeting may be extended for an additional five (5) school days.
4. A statement of the penalties and state and municipal laws 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.

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## Student Alcohol and/or Other Drug Use (443.4)

Students in the district have the right to attend school and work in an environment which is free from the non-medical use of alcohol, illegal drugs, or other controlled substances. These substances interfere with the learning environment of students and the performance of students. With this in mind, the Board prohibits the following conduct by students:

1. No student shall bring on to school grounds nor possess, sell, distribute, or be under the influence of alcoholic beverages, including non-alcoholic beers or wines, in any school district building, on school premises, in a district-owned or leased vehicle, or at any school district or Recreation Department-sponsored activity.
2. No student shall bring on to school grounds nor possess drug paraphernalia nor possess, sell, distribute, arrange for sale of, use or be under the influence of illegal drugs or controlled substances in any school district building, on school premises, in a district-owned or leased vehicle, or at any school district or Recreation Department-sponsored activity. This policy does not apply to the use of prescription medications by the person for whom they are prescribed.

Failure to abide by this policy shall result in notification of parents and in disciplinary action in accordance with established procedures.

### **Consequences**

Any student who is involved in the use or possession of alcohol and/or other drugs or drug paraphernalia (as defined in state statutes) or is involved in the sale of, or intent to sell, the transfer of or reception of alcohol or other drugs or drug paraphernalia (as defined in state statutes), will be subject to the following measures:

- Immediate police involvement.
- Suspension from school.
- Parents shall be informed of the availability of a witnessed chemical test for their child.
- Referral to district administration for possible expulsion by the School Board.

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### **In-School Tobacco Use Prohibited (831)**

Scientific and medical evidence has shown that smoking and the use of tobacco products are serious health hazards.

The use of tobacco products shall be prohibited at all times at school, at school-sponsored functions, and on district property, including when the property is being used by outside organizations. Students shall also be prohibited from possessing tobacco products in any school building, on school premises, in a district owned or leased vehicle/bus, or at any school-sponsored activity.

District property includes property owned by, rented by, or under the control of the School District of West Allis-West Milwaukee. For purposes of this policy, district property does not include the sidewalks adjacent to city streets.

This ban on the use of tobacco products is in effect during all times including vacations, holidays, summer, etc., and is, therefore, not limited to the school year or school day.

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### **Weapons in School (832)**

The Board defines a dangerous weapon as a firearm (whether loaded or unloaded), knife (refers to all types of knives without regard of blade length), razor, box/carpet cutter, karate stick, nonchaku, metal knuckle, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm. For the purpose of this policy, chemical irritants or sprays, such as pepper spray or mace, shall also be considered

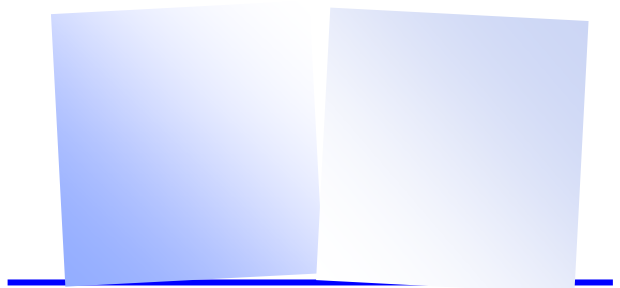
dangerous weapons. The Board defines and considers a weapon facsimile to include toys and other objects which could be reasonably mistaken for the actual dangerous weapon whether or not it was manufactured solely for that purpose.

No student, employee, or other individual shall bring on school grounds, possess, use, distribute, or store a dangerous weapon or weapon facsimile in any school district building, on school premises, in a district-owned or leased vehicle/bus, at any school district or Recreation Department-sponsored activity, or in a personal/school district vehicle on school property.

A student who possesses a firearm, whether loaded or unloaded, on school district premises (any school building or school property), in a district vehicle, in a personal vehicle on school district property, on a school bus, or at a school district or Recreation Department-related event will be recommended for expulsion from school as required by federal law for a minimum of one year. Students with special education needs facing discipline under this policy retain the right to due process proceedings and the requirements of Part B of the IDEA and Section 504 of the Rehabilitation Act, if they apply.

In addition, a student who uses any weapon or object in a threatening way toward another person or in a manner that could cause injury to others shall be recommended for expulsion.

Expulsion proceedings will continue for students who possess a firearm on school district/Recreation Department premises or harm or threaten to harm another individual with a weapon even if the student voluntarily withdraws from school.



## **Student Harassment, Intimidation, and Bullying (411.1)**

The district does not tolerate harassment, intimidation, or bullying in any form and will take all necessary and appropriate action to eliminate it.

For the purpose of this policy, harassment includes striking, shoving, kicking, throwing object at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name-calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person, or which interferes with the victim's academic or work performance. Harassment includes verbal comments or other expressions that insult, degrade, or stereotype any person or group because of race, color, national origin, gender, sexual orientation, religion/creed, pregnancy, parental/marital status, disability, or age.

Harassment also includes sexual harassment, which for the purpose of this policy, refers to behaviors that are not welcome, that are personally offensive, that debilitate morale, and that interfere with the academic performance of its victims or their peers. Sexual harassment may also include, but is not limited to, actions such as sexually-oriented verbal "kidding" or abuse, pressure for sexual activity, sexual contact and unwelcomed touching, display of sexually suggestive objects or pictures, demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning academic status or academic-related action that is based upon an individual's acceptance of, resistance to, or refusal of sexual overtures.

Intimidation is defined as an individual intentionally behaving in such a way as to make another feel timid or fearful. This includes overt or implied threats and/or physical gestures.

Bullying is defined as a form of aggression in which there is an imbalance of power between the bully and the victim. Bullying can be physical, verbal, or psychological and

is of a repetitive nature. It can be direct (face to face) or indirect (behind someone's back). Indirect bullying includes exclusion and gossip.

Harassment, intimidation, and bullying are prohibited in all academic and nonacademic settings. This includes, but is not limited to, school classrooms and hallways, school buses, cafeterias, athletic competitions, field trips, locker rooms, and cooperative work programs.

It shall be a violation of district policy for any student to harass, intimidate, and/or bully anyone through conduct regarding race, color, national origin, gender, sexual orientation, religion/creed, pregnancy, parental/marital status, disability, or age. This policy also prohibits harassment, intimidation, and/or bullying from third parties not directly subject to district control (i.e., persons who are not students or employees) when such persons are engaged in school district/Recreation Department-sponsored activities. Examples of third parties include audiences and competitors at inter-district athletic competitions, service contractors, school visitors, and employees of businesses or organizations participating in cooperative work programs with the district.

Sexual harassment by staff toward any student shall be presumed unwelcomed. Individuals who experience sexual harassment from a peer (student to student) should be encouraged to make it clear that such behavior is offensive to them.

Students who instigate any type of harassment, intimidation, or bullying are subject to disciplinary action. Individuals who experience any type of harassment, intimidation, or bullying may process a complaint pursuant to this policy. Students reporting incidents of harassment will be protected from retaliation. Students who engage in retaliatory conduct against a complainant will be subject to discipline under this policy.

The district will act promptly to investigate all complaints, either formal or informal, verbal or written, of harassment, intimidation, or bullying because of race, color, national origin, gender, sexual orientation, religion/creed, pregnancy, parental/marital

status, disability, or age; to promptly take appropriate action to protect individuals from further harassment, intimidation, or bullying; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student who is found to have violated this policy, and/or take appropriate action reasonably calculated to end the harassment.

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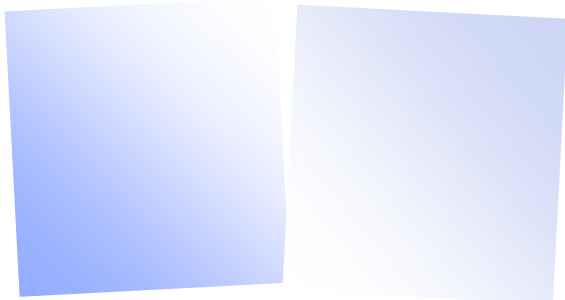
## **Gang and Gang-Related Activity (443.7)**

The Board of Education recognizes that the commission of anti-social acts or criminal acts by individual students or groups of students interferes with the mission of the School District.

The Board further recognizes that the presence of gangs, gang activities, gang affiliations and “gang-like”, behavior can cause a disruption of or interfere with classroom instruction, the school day, school activities, and/or create an environment which could endanger the safety of others.

As a result, students’ gang-related, “gang-like”, or criminal activities will not be tolerated at school or school-sponsored activities and will be reported to and monitored by school administrators, as well as the West Allis Police Department, when appropriate.

Students who violate this policy shall be subject to appropriate disciplinary action which may include suspension or expulsion.



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## **Student Disciplinary Procedures (447-Rule)**

### **Disciplinary Actions**

Penalties for violation of Board of Education policies or school rules shall be imposed fairly and without discrimination by those in authority. Disciplinary actions may include:

- a. Individual counseling
- b. Verbal or written reprimand
- c. Detention
- d. Restricted school privileges
- e. Parent/guardian conference
- f. Referral to special school district personnel
- g. Referral to agencies dealing with health or social conditions
- h. Referral to police, District Attorney, or Juvenile Court for legal action
- i. Suspension from school or classes
- j. Removal from assigned school for special placement
- k. Pre-expulsion contract
- l. Expulsion
- m. Other reasonable disciplinary measures

### **Appeal of Disciplinary Actions Other Than Suspension or Expulsion**

A student who has been disciplined for violating Board policies or school rules and who believes such policies or rules have been unfairly or improperly applied, except in cases where suspension or expulsion has resulted, may appeal the discipline decision as follows:

- Step 1: The student may request a meeting with the principal(s) within two days after the discipline is imposed. The principal shall render a decision within one day after the meeting with the student. If the principal made the original discipline decision, the student may appeal directly to Step 2 within two days after the discipline is imposed.

Step 2: If the student is not satisfied with the decision of the principal, the student may appeal the decision to the Superintendent of Schools, or designee, within two days after the discipline is imposed. The Superintendent or designee shall have the discretionary right to review or not to review the discipline decision. If a review occurs, the Superintendent or designee shall render a decision within two days after the meeting with the student.

The original disciplinary decision shall be enforced during the appeal process.

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### **Pupil Non-Discrimination (411)**

The School District of West Allis-West Milwaukee et al., being a publicly funded and supported education agency, guarantees that all students shall be entitled to and receive the benefits of any educational program or activity of the school district. The district expressly prohibits discrimination and harassment against any students. This discrimination includes the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical/mental/emotional/learning disability.

The policy does not prohibit the provision of special programs such as Gifted and Talented, Special Education, School-Age Parents, Bicultural, and At-Risk. Nor does this policy prohibit the provision of services to certain students based upon objective criteria, individual need, or performance. This policy also covers curriculum programs, gifts or scholarships, disciplining activities, use of facilities, testing, food service, extracurricular programs, and pupil support services.

Complaints about possible discrimination should be made to the Superintendent of Schools.

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### **Dress Code (443.1)**

Students may dress and groom themselves as they and their parents/guardians wish. Specifically included within the scope of this right is the display of political statements and/or commercial messages on behalf of legal products and services.

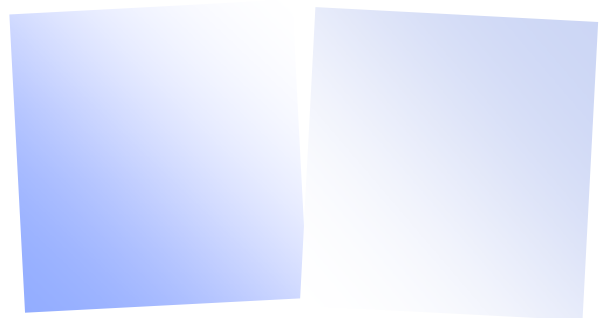
However, students are expected to exercise the above right responsibly, without disrupting the educational process and in accordance with accepted community standards regarding health, safety, vulgarity, obscenity, and sexual innuendo.

While in school or in school-sponsored activities, students shall not have in their possession articles which are:

- a. Distracting
- b. Inappropriate
- c. Indecent
- d. Unhealthy
- e. Hazardous

Students are prohibited from wearing hats or other headwear and coats in school during the school day. Principals may allow exceptions to this policy for any legitimate reason or in the celebration of a specified pep rally, spirit day, or hat day. Clothing advertising alcohol, tobacco, or other drugs are at a counter purpose with district AODA programs and are inappropriate.

The principal of each school shall notify students and parents of this policy on a periodic but not less than annual basis.



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### **Communicable Disease (453.3)**

If your child has a rash, sore throat, runny nose, fever or cough, please keep him/her home as these symptoms may be the first signs of contagious diseases. Please report contagious diseases to the West Allis Health Department and your school office.

Pupils who are suspected of having a communicable disease may be sent home by any school staff or principal. The parents will be notified as soon as practical of any student who is suspected of having a communicable disease.

If your child becomes ill or is seriously injured at school, the school will try to notify parent(s) or legal guardian(s) by telephone. If the school is unable to reach the parent(s) or legal guardian(s), the person listed as the alternate to contact will be called and requested to pick up the child. In those cases when the school is unable to contact the parent(s), the legal guardian(s), or the alternate person, and the situation appears to be one in which the child requires emergency medical attention, 9-1-1 will be called.

In case of a school injury that requires medical attention, we ask that you notify the school of the name of the doctor or dentist who attended your child and whether or not a hospital visit was involved.

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### **Medication (453.4)**

If it is necessary for your child to take prescription medication while at school, please contact the school to obtain a form which gives authorization to administer medication by school personnel. The form must be filled out by you and your physician. Medication will not be administered without this authorization.

Nonprescription drugs can be administered to pupils by school personnel, but parent permission, in writing, is required. Please obtain a form for administering these medications from the school office.

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### **Nutrition/Fitness (458)**

The School District of West Allis-West Milwaukee et al. promotes healthy schools, minds, bodies, and habits by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The district supports a healthy environment where children learn and participate in good nutrition and fitness. Improved health optimizes student achievement factors such as readiness to learn, instructional effort, and successful performance. Decisions made in all school programming need to reflect and encourage positive nutrition messages, healthy food choices, and lifetime fitness activities.

The Board specifically adopts the following nutrition/fitness goals and directs the administration to prepare guidelines which, at a minimum, incorporate the following elements into the total learning environment:

- Provide education regarding the role nutrition and physical activity play in promoting healthy lifestyles.
- Implement nutrition guidelines for foods available on school campus which contribute to a healthy lifestyle.
- Increase awareness of physical activity opportunities in school and the community that promote healthy lifestyles.
- Provide an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidelines by the U.S. Secretary of Agriculture, as applicable to schools.
- Monitor the implementation of the Nutrition/ Fitness Policy to ensure an ongoing healthy school environment.

### **Homework Policy (345.3)**

The School District of West Allis-West Milwaukee et al. believes that student learning is maximized through use of a wide variety of teaching and learning methodologies. Toward this end, the Board of Education further believes in the importance of homework to extend learning, to practice what has already been learned, to build independent work habits, and to help students' needs and abilities. The acquisition of homework study skills is essential to academic and vocational success.

The Board directs each school, with input from the school community, to develop a homework statement based upon current research and best practice guidelines that include age and developmentally appropriate practices. This statement may include, when appropriate, recommended average homework time in minutes by grade level(s); guidelines for effective homework assignments; parent, teacher, and student responsibilities in completing homework; and home/school homework communication strategies.

Each site shall review and annually distribute their homework statement to all teachers, parents, and students.

### **Computer, Internal Network, Electronic Mail, and Internet Acceptable Use Policy (363.2-363.2R)**

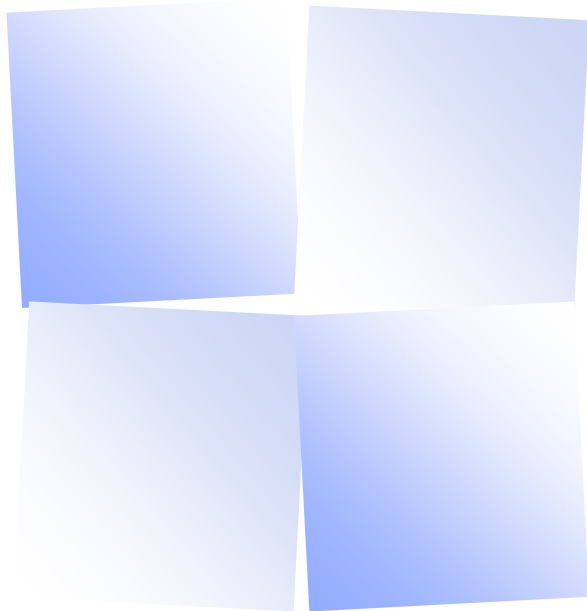
The School District of West Allis-West Milwaukee provides employees and students access to the district's internal network and to the Internet for the purpose of furthering the educational goals and objectives of the district, the professional development of its employees, and the educational enrichment of its students. Access to these facilities is available in all district schools.

At no time does the school district relinquish its exclusive control of computer systems provided for the convenience of students. Use of district computers which interferes with the work of the school or which impinges upon the rights of other students or staff is forbidden.

Computers shall not be used to disseminate or receive sexually explicit, vulgar, indecent, offensive, lewd communications, or drug-related activities. Engaging in such activities will result in the automatic termination of Internet privileges. Suspension and/or expulsion from school may also result from such inappropriate usage.

District computing facilities may not be used to propagate any virus, to delete or modify data that is part of the educational curriculum, to disable or overload the computer system, or to access privately stored materials or data. Uses for personal financial gain, entertainment, recreational, or purely personal uses are not authorized. Students or staff using these resources for purposes not clearly articulated in this policy or guidelines are required to request and receive permission from a teacher or job supervisor. All uses shall conform to copyright laws.

Like student lockers, computers are provided to students for their convenience, and their use is considered a privilege rather than a right. Students must have a permission slip signed by a parent/guardian on file with the school's systems operator to use the Internet.



## **Curriculum Modifications May Be Available Under Compulsory Attendance Laws**

**(Wisconsin Statute 118.15 (1)(d))**

Wisconsin Statute 118.15(1)(d) provides parents, guardians, or students, who make a written request, program or curriculum modifications. The law provides a listing of possible changes as well as the responsibilities of the school district in responding to any requests for modifications.

Included in the possible changes are modifications of the child's program, work study programs, alternative programs, enrollments in nonsectarian private programs that meet certain criteria, homebound, and other public educational programs outside the district.

Parents and students should initiate any such requests at the school level by contacting the building principal in writing. The building principal will then work with the central office on such requests if necessary.

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## **Teacher Qualifications**

The West Allis-West Milwaukee School District is committed to providing highly qualified teachers and paraprofessionals in our classrooms. We are required by federal law to inform parents of Title 1 schools so that they may request the following type of information about their child's teacher(s) and/or paraprofessionals:

- Whether the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisions status through which the state licensing criteria has been waived.
- The teacher's baccalaureate degree major and a list of any other graduate degree or certification, and the field of studies for those degrees or certifications.
- Whether the child is provided services

by a paraprofessional, and, if so, his/her qualifications.

If you would like to have this information, please contact your child's school.

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## **Bus Conduct (443.2)**

Student conduct on busses shall be in accordance with acceptable conduct at school-sponsored functions. The same rules of conduct that apply at school, also apply on the bus.

It shall be the responsibility of the bus driver to maintain a safe and orderly environment. The authority of the driver shall be recognized and respected by students and their parent(s)/guardian(s). Bus drivers and transportation officials are encouraged to report incidents of misconduct to a school official.

Violations of the rules may result in suspension or revocation of bus riding privileges, either temporarily or permanently, or other consequences. Parent(s)/guardian(s) of students not complying with the rules shall be contacted.

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## **Grade Placement & Advancement (345.4)**

A student who successfully completes a school year will be promoted to the next appropriate grade.

For grade retentions, principals and staff shall follow the administrative guidelines in making any retention. In all cases, the principal, with input and consultation from parents and staff, shall be responsible for the decision. Any appeal by parents shall be made to the respective area administrator.



## Student Rights and Responsibilities Handbook

**Please complete and sign this form. Remove the form from the handbook and return it to your child's school office.**

- I have received the *Student Rights and Responsibilities Handbook* and have reviewed it with my child(ren).
- I have read the Computer, Internal Network, Electronic Mail, and Internet Acceptable Use Policy for Students on page 22 and have reviewed it with my child(ren). I give permission to the School District of West Allis-West Milwaukee et al. to issue access for my child(ren). If you would like more detailed information regarding this policy, refer to Board Policy/Rule 363.2.

**Note: Please print. You must sign one form for your student(s) at each school (elementary, middle, high).**

SCHOOL	STUDENT'S NAME	GRADE

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If you would like an official copy of School Board policies referred to in this handbook, please refer to the district website, [www.wawm.k12.wi.us](http://www.wawm.k12.wi.us), or contact the Student Services Office, 604-3070.



# Dial for Information

## **District Administrator**

Kurt Wachholz  
414-604-3005

## **Assessment**

Beth Erenberger  
414-604-3018

## **Business Services**

Scot Ecker  
414-604-3031

## **Bus Transportation**

414-604-3034  
Special Education 414-604-3072

## **Chapter 220**

414-604-3027

## **Curriculum and Instruction**

Chris Vento-Bente  
414-604-3010

## **Hot Lunch Program**

414-604-3047

## **Human Resources**

Kristen Gurtner  
414-604-3060

## **Immunizations**

414-604-3010

## **Teen Hotline (Crisis Intervention)**

211  
If using a cell phone: 414-773-0211

## **National Youth Crisis Hotline**

1-800-442-HOPE (4673)

## **Information Office**

Stuart Wilke  
414-604-3007

## **Kindergarten Registration**

414-604-3010

## **Maintenance**

Robert Zahn  
414-604-3040

## **Recreation Department**

Tammy Saunders  
414-604-4900

## **Special Education**

Rebecca Kassulke  
414-604-3070

## **Student Services**

Beth Erenberger  
414-604-3018

## **Technology Department**

Steve Blum  
414-604-3051

## **ESEA/ "No Child Left Behind" Programs**

Chris Vento-Bente  
414-604-3010

**School District of West Allis-West Milwaukee, et al.**

Educational Administration Center  
9333 West Lincoln Avenue  
West Allis, WI 53227  
414-604-3000

