Mission Statement

The West Allis-West Milwaukee School District develops inquiry-driven, independent learners through instruction that is personalized and engaging, with a focus on college/career readiness and 21st century skill development.
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Welcome West Allis-West Milwaukee Families!

West Allis-West Milwaukee School District 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, academics, 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 a learning environment that is challenging 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 and expected academic achievement. In addition, the explanation of violations is provided to assist students and parents in understanding the expected behaviors. Due Process Procedures are also included in the handbook for parent and student review.

This handbook describes expected as well as unacceptable student behavior and subsequent discipline policies and procedures that will be used to ensure fair and equitable treatment for all members of our student population. On most pages, you will find underlined items, which provide links to more details on our website. We encourage parents and students to visit it when a question arises. Please contact your school principal if you have additional questions about the Student Rights and Responsibilities Handbook.

It is the School District’s expectation that each student and his/her parent(s)/guardian(s) will read and discuss the contents of this Student Rights and Responsibilities Handbook. It is the expectation of our School District and School Board 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. After reading and reviewing this handbook with your child(ren), please electronically sign the Student Rights and Responsibilities Verification Form no later than Monday, September 12, 2016. Reading and reviewing all of the contents of this handbook will help to ensure that your children will have a safe and successful school year.

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.

Sincerely,

Dr. Marty Lexmond
Superintendent of Schools
School Board meetings are held on the 2nd & 4th Mondays of the month at 6:00 p.m. on the 6th floor of the WAWM District Administration Building, 1205 South 70th Street, 6th Floor, West Allis, WI 53214. Meeting dates, times, and location are subject to change. Regular School Board meetings are televised on WAWM Cable Channel 13.

**School Board Officers**
President: Jeffrey Sikich
Vice President: Diane Narlock
Treasurer: Stephanie Emons
Clerk: Heather Justham
Secretary: Gail Radonski

**School Board Committees**
All Board members serve on all committees. The committee chairs and vice chairs are listed below. All committees meet as part of the regular Board meeting.

*Business Services*
Patricia Kerhin, Chair
Stephanie Emons, Vice Chair

*Communications/Public Relations*
Daniel Bailey, Chair
Heather Justham, Vice Chair

*Human Relations*
Patricia Kerhin, Chair
Diane Narlock, Vice Chair

*Learning & Technology*
Sue Sujecki, Chair
Stephanie Emons, Vice Chair

*Recreation & Community Services*
Daniel Bailey, Chair
Bill Ustruck, Vice Chair

*Student Services*
Diane Narlock, Chair
Gail Radonski, Vice Chair

*Parliamentarian*
Patricia Kerhin

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<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone</th>
<th>Principal</th>
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<tbody>
<tr>
<td>West Allis Central High School</td>
<td>8516 W. Lincoln Ave.</td>
<td>414-604-3100</td>
<td>Dr. Amy Van Deuren</td>
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<tr>
<td>Frank Lloyd Wright Intermediate School</td>
<td>9501 W. Cleveland Ave.</td>
<td>414-604-3400</td>
<td>Jeff Thomson</td>
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<tr>
<td>Lane Intermediate School</td>
<td>1300 S. 109th St.</td>
<td>414-329-6600</td>
<td>Robert Antholine</td>
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<tr>
<td>Franklin Elementary</td>
<td>2060 S. 86 St.</td>
<td>414-604-3700</td>
<td>Leslie Connors</td>
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<tr>
<td>Horace Mann Elementary</td>
<td>6213 W. Lapham St.</td>
<td>414-604-3900</td>
<td>Chad Krupar</td>
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<tr>
<td>Longfellow Elementary</td>
<td>2211 S. 60 St.</td>
<td>414-604-4300</td>
<td>Jessica Moe</td>
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<td>Madison Elementary</td>
<td>1117 S. 104 St.</td>
<td>414-604-4400</td>
<td>Tom Holgreive</td>
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<tr>
<td>Pershing Elementary</td>
<td>1330 S. 47 St. West Milwaukee</td>
<td>414-604-4600</td>
<td>Steve Harris</td>
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<tr>
<td>Wilson Elementary</td>
<td>8710 W. Orchard St.</td>
<td>414-604-4800</td>
<td>Mary Gottinger</td>
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<tr>
<td>WAWM Learning Center</td>
<td>1135 S. 70 St.</td>
<td>414-604-3510</td>
<td>Jason Grabner</td>
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<tr>
<td>Nathan Hale High School</td>
<td>11601 W. Lincoln Ave.</td>
<td>414-604-3200</td>
<td>Matt Lesar</td>
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<tr>
<td>Lincoln Intermediate School</td>
<td>7815 W. Lapham St.</td>
<td>414-804-4200</td>
<td>Liz Kayzar</td>
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<tr>
<td>West Milwaukee Intermediate School</td>
<td>5104 W. Greenfield Ave. West Milwaukee</td>
<td>414-604-3300</td>
<td>Jeff Taylor</td>
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<tr>
<td>Irving Elementary</td>
<td>10230 W. Grant St.</td>
<td>414-604-4000</td>
<td>Michael Weaver</td>
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<tr>
<td>Jefferson Elementary</td>
<td>7229 W. Becher St.</td>
<td>414-604-4100</td>
<td>Lynn Wall</td>
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<tr>
<td>Mitchell Elementary</td>
<td>10125 W. Montana Ave.</td>
<td>414-604-4500</td>
<td>Ryan Johnson</td>
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<tr>
<td>Walker Elementary</td>
<td>900 S. 118 St.</td>
<td>414-604-4700</td>
<td>Tracy Fischer-Tubbs</td>
</tr>
<tr>
<td>Shared Journeys Charter School</td>
<td>9004 W. Lincoln Avenue</td>
<td>414-328-6335</td>
<td>Lisa Colla</td>
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</tbody>
</table>
What Students Can Expect of School

As a student attending the West Allis-West Milwaukee School District you can expect the following:

• To be taught by competent and well-prepared teachers.
• To be challenged with relevant and rigorous curriculum.
• To be told about the rules of the classroom, school, and District, and what will happen if you break the rules.
• To have the opportunity to develop positive and healthy relationships with other students, teachers, and other adult professionals.
• 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 given a copy of your teacher's classroom expectations. Teachers will discuss these with you and explain how they relate to your grades.
• 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 sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.
• 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 be free from assault (battery) and from physical or verbal abuse.
• To know that no corporal punishment may be administered to students in the school district.
• To have the school make every attempt to talk to your parent(s)/guardian(s) in case of an accident or illness. In case of a serious accident or illness, the paramedics will be called immediately.

Students contribute to a quality learning experience by coming to class every day with a positive attitude, personal integrity, and a commitment to making good choices.
Parents/guardians with children in the West Allis-West Milwaukee School District 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 communicate 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 minor or routine.
- You will have calls and email messages 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.
- Your child, should it become necessary, will be disciplined 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 with volunteer opportunities as well as 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.
- There may be times after school hours in which students would have to remain in school to ensure their safety (i.e. tornado, natural disaster, lockdown).

Studies have shown that the involvement of parents or guardians is one of the most important factors in children’s school success.

1. Become involved in your children’s school work. Ask about it daily.
2. Provide a quiet place at home where your children can study.
3. Find at least one person in the school you are comfortable with to talk about your concerns.
4. Teach your children to resolve conflicts peacefully. This will be reinforced in school.
What Schools Expect of Students

It is expected that if you attend school in the West Allis-West Milwaukee School District 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.
  o 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/guardians.
  o 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/guardian 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.
  o Funerals or other religious services requested by parents.
  o Serious personal or family reasons.
  o For a more complete review of student attendance policies, see page 14.
• Complete all assignments on time as directed by your teachers.
• Follow school rules, procedures, and practices.
• Use school provided or personal electronic devices as instructed by school staff and for learning purposes only.
• Remain at school during the day unless you have permission to leave. Permission is given by the parents/guardians listed on the emergency contact card at the school.
• Wear the school-issued student identification card and lanyard if required.
• Conduct yourself on school 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 dangerous objects such as guns, knives, matches, lighters, and look-alike weapons at home.
• Not smoke or have smoking materials or tobacco products in school or on school grounds.
• Not use, have, or sell controlled substances, alcohol and all smoking materials including synthetic marijuana, vapor cigarettes, e-cigarettes etc. at school. You may not use these materials before coming to school, while at school, or while at any school function.
• Come to school in clothing and shoes that are appropriate, neat, and 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.
• Together with parents, 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 your child(ren) in the development of proper study habits at home. Encourage each child to complete homework.
- Work for the success and improvement of the school program.
- Become familiar with School Board policies that pertain to student behavior.
- Inform school personnel when your child will be absent from school by 10:00 a.m. on each day of absence.
- Parents/Guardians have up to 10 school days a school year to excuse their children from attending school. Any school days missed beyond 10 will be marked as unexcused unless a written excuse for the absence is provided by the child’s healthcare provider.
- Provide the school with necessary information, birth certificate, immunization record, and other forms required as necessary in a timely fashion.
- Provide change of address, phone numbers, and change of contact information to schools whenever it occurs.
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 may be required to participate in additional instruction and/or restorative practices.
  - 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 West Allis-West Milwaukee School District 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.

• **Athletics:** Students may participate in athletics subject to provisions of these guidelines and other applicable rules such as the Athletic Code of Conduct.

• **Co-Curricular Activities:** Students may participate in school activities carrying no academic credit subject to all applicable guidelines and rules.

• **Cameras:** Students should not be in possession of cameras while on school grounds unless approved by the building administration. Cameras and camera phones must never be used in bathrooms or locker rooms.

• **Dress/Grooming:** Unless an individual school has adopted a student uniform policy, students may dress and groom themselves as they and their parents wish. 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.

• **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.

• **Hats/Coats:** Students are prohibited from wearing hats and do-rags, other headwear, and coats in school during the school day. Exceptions are made for religious purposes.

• **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. Therefore, because lockers are the property of the West Allis-West Milwaukee School District, there is no expectation of privacy with respect to student lockers or other property owned by the school district. 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.

• **Mobile Learning Devices:** Many students own wireless devices such as iPods, Kindles, Nooks, tablets, iPads, Android phones, netbooks, laptops, Windows phones or iPhones. Since the 2012-2013 school year, the West Allis-West Milwaukee School District has allowed students the responsible use of Mobile Learning Devices in school for learning.

The goals of allowing students to use their own devices in school are:
1. Further the educational aims of the district.
2. Increase the accessibility to technology-related curriculum materials.

During class time, students may use mobile learning devices only under the direction and supervision of staff members. Devices may be used during lunch, passing periods, and before or after school activities according to the Acceptable Use Policy. In classroom environments, the use of mobile learning devices may be limited as requested by the instructor. Additional guidelines include:

- Mobile learning devices, including cell phones, should be silenced when not in use for learning.
- Devices may not be used in the restroom or locker-room.
- Following directions by school staff to put away mobile learning devices when requested.
- Students must turn over mobile learning devices to school staff as requested.

All teachers are required to develop classroom procedures or social contracts for open access to mobile learning devices and for teaching students about what appropriate use of mobile learning devices look like, sound like, etc. in their classroom.

Upon non-compliance of classroom procedures and guidelines:

1. Teacher issues warning to student with clear direction. (e.g., I want your mobile learning device on the corner of your desk where I can see it.)
2. Upon repeated non-compliance the teacher will contact the family and/or administration to develop a plan to ensure appropriate use of mobile learning device.
3. Non-compliance may lead to disciplinary action and/or loss of privileges for bringing your own device.

A district owned public wireless network is provided for use of mobile learning devices. Standard data rates apply and are the responsibility of the device owner.

Responsibility for the care of mobile learning devices and behavior while using the device belongs solely to the owner and in compliance with school district rules.

The district is not liable for loss, theft, damage, or misuse of any mobile learning device including while on, to or from district property, connected to district systems, or while attending school sponsored activities.

In the event of the theft of an iPad, both the police and the school district may conduct investigations.

If a student is found to be guilty/responsible for the theft of an iPad, the student will receive significant disciplinary action up to and including expulsion as well as legal ramifications.

- **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.

- **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 as determined by the administration.
o **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.

o **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:

  - The name of the sponsoring organization and/or individual must be included.
  - A time and place for distribution must be set by the principal.
  - A copy must be given to the principal at least 24 hours before its distribution.
  - The publication shall contain this phrase: “The opinions expressed are not necessarily those of the School District or its personnel.”
  - 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.

- **Pregnancy:** A student who is pregnant or a school-age parent has the right to be a fully participating member of the school community.

- **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, including student and staff parking lots.

- **Student Government:** Students have the right to establish and conduct a student government with the cooperation of the administration.

- **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 Leadership and Learning (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.

- **Use of Facilities:** Student use of facilities for non-school activities is permissible with proper administrative approval and adherence of School Board policy.
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 School Board 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 to 12.

NOTE: A student with a diagnosed disability 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 Individual Education Plan or 504 Plan.

The School District of West Allis-West Milwaukee, et al., pursuant to s.118.3, Wisconsin Statutes, and PI-9 does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs, activities, or operations. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or disability.
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. Bullying (including direct, indirect, and/or cyber-bullying)
2. Fighting
3. Possession of weapons or dangerous articles (as defined by local police, state statutes, or other board policies)
4. Harassing, threatening or intimidating others
5. Use, possession, sale, distribution or being under the influence of alcohol or any other illegal controlled substance, or drug paraphernalia
6. Disorderly or disruptive conduct
7. Defiance of authority
8. Foul or abusive language or gestures
9. Illegal gambling
10. Loitering
11. Possession or use of tobacco in any form
12. Record and identification falsification
13. Setting false fire alarms
14. Misuse or destruction of any school equipment or facilities
15. Setting fires
16. Sexual harassment or assault
17. Repeated tardiness
18. Theft, robbery, or extortion
19. Unauthorized use of two-way communication devices, including cell phones
20. Vandalism
21. Willful disobedience
22. 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
23. Use or possession of laser pens and/or pointing devices
24. Violation of State and/or District Bus Rider Rules
25. Hazing
26. Possession of pornography, illicit photos or drawings, obscene pictures, nude or sexually graphic materials.
27. Making threats to harm students or staff such as bomb threats.

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.
District Procedures and School Board Policies

Parent/Family Involvement
The School Board recognizes a child’s education is a responsibility shared by school, family, and community. 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 School Board 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 announcements and school and district newsletters.
• 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
The West Allis-West Milwaukee School District 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 West Allis-West Milwaukee School District.

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.

In accordance with State Law and School Board policy 431-Rule, a student is excused from school attendance for an activity which is important to the family if his/her parent/guardian submits a written excuse to the school prior to the student’s absence from school. A student may be excused under this provision for not more than then (10) days in the school year.

Excused Absences
The school shall determine whether an absence is excused. Absences as a result of the following will generally be classified as excused:
• Personal illness
• Funerals (absences for this reason are limited to three days unless reasonable cause can be demonstrated)
• Medical or dental appointments
• Required legal appearances
• Religious holiday observances
• Inclement weather (when school is in session)
• Family emergencies
• Drivers license examinations
• Approved School District sponsored activities
• 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.
  5. Open-Enrollment Termination-Habitual Truancy

In accordance with Board Policy 424 Wisconsin Public School Open Enrollment Program and Wisconsin Administrative Code P/36.09(2), please be advised that all non-resident open-enrolled students found to be habitually truant from school shall be denied continued open enrollment in the West Allis-West Milwaukee School District in the succeeding semester or school year in which the habitual truancy occurred following prior written notification of habitual truancy and warning of denying continuing open enrollment.

Student Alcohol and/or Other Drug Use
Students in the district have the right to attend school 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:

• No student shall bring on to school grounds nor possess, sell, distribute, or be under the influence of alcoholic beverages 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.
• 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, 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.
• Students are also not to be in possession of the following: synthetic marijuana and all other synthetic drugs, vapor cigarettes, e-cigarettes, and all other smoking related materials.

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, drugs, or drug paraphernalia, 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.

This section also applies to all synthetic drugs (e.g. K-2, etc) and all smoking devices/materials including vapor cigarettes/electronic cigarettes.

**In-School Tobacco Use Prohibited**
This section also applies to synthetic drugs and all smoking devices including vapor cigarettes.

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 West Allis-West Milwaukee School District. 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.

**Weapons in School**
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,unchaku, 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**

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 objects 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 aggressive behavior 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 sex, 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 sex, 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.

**Gang and Gang-Related Activity**

The School Board 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.

**Student Disciplinary Procedures**

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

- Individual counseling
- Verbal or written reprimand
- Detention
- Restricted school privileges
- Parent/guardian conference
- Referral to special School District personnel
- Referral to agencies dealing with health or social conditions
• Referral to police, District Attorney, or Juvenile Court for legal action
• Suspension from school or classes
• Removal from assigned school for special placement
• Expulsion
• Other reasonable disciplinary measures including required participation in restorative practices

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:

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.
2. If the student is not satisfied with the decision of the principal, the parent 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.

Dress Code
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:
• Distracting
• Inappropriate
• Indecent
• Unhealthy
• Hazardous

Students are prohibited from wearing hats, do-rags, scarves or other headwear and coats in school during the school day. Principals may allow exceptions to this policy for any legitimate reason to include religious beliefs 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 prohibited.

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

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 at 414-302-8600 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 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.

**Medication**

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.

**Nutrition/Fitness**

The West Allis-West Milwaukee School District 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**

The West Allis-West Milwaukee School District believes that student learning is maximized through use of a wide variety of teaching and learning methodologies. Toward this end, the School Board further believes in the importance of homework to extend learning, to practice what has already been learned, and to build independent work habits. 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.

**Wisconsin’s Youth Options Programs**
Wisconsin’s youth options program allows public high school juniors and seniors who meet certain requirements to take postsecondary courses at a UW institution, a Wisconsin Technical College, one of the State's participating private nonprofit institutions of higher education, or tribally-controlled colleges. Approved courses count toward high school graduation and college credit. Interested students must apply by March 1st for the fall semester and October 1st for the spring semester. Interested students should contact student services staff/counselors for applications and additional information.

**Computer, Internal Network, Electronic Mail, and Internet Acceptable Use Policy**
The West Allis-West Milwaukee School District permits responsible and safe use of Web resources for instructional and educational purposes. Web resources are a collection of tools that enable interaction on the Internet. Web resources include the Internet, e-Learning platforms, blogs, wikis, podcasts, video casts, social-bookmarking, social networking sites, multi-user role-playing environments, video games and other forms of electronic communication. Users are expected to engage in safe and acceptable use of these resources in accordance with the policies and educational objectives of the West Allis-West Milwaukee School District.

The West Allis-West Milwaukee School District firmly believes that the valuable information, interaction, collaboration, and peer contact available on the Internet all outweigh the possibility that users may access materials that are not consistent with the educational goals of the District. The School Board supports the use of technology and Web resources to create a personalized learning environment that engages today's digital learners in developing core academic knowledge, critical thinking skills, collaboration, communication, and problem solving skills to effectively prepare students for success in today's global economy.

As such, the District will provide students access to technology resources, including the Internet and email, unless the parent/guardian notifies the appropriate building principal in writing that the District should prevent access to technology resources for his/her student(s). Parents or guardians have the right to view contents of their child’s user account or network activity, if possible, accessible, and within the confines of applicable law, or to revoke their child’s technology permission, upon written request.

As part of a student’s education in the West Allis-West Milwaukee School District, their first and last name, work, picture, and opinions may be posted on the school’s website or on a school sponsored Internet project. Any student whose parents have signed a District media opt-out form should not be pictured on the school’s external website or on a school sponsored Internet project.

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

**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 provisional 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.

**Schoolwide Title 1**

The West Allis-West Milwaukee School District is a Title 1 Schoolwide District. The purpose of Title 1 is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at a minimum, proficiency on the challenging Common Core State Standards and state academic assessments. Title 1A funds are used to enhance reading and math programming at each West Allis-West Milwaukee School.

**Bus Conduct**

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 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, with temporary, permanent, or other consequences. School staff will contact parent(s)/guardian(s) of students not complying with these rules.

**Grade Placement & Advancement**

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.
Achievement Expectations & Learning Accountability
The West Allis-West Milwaukee School District is committed to ensuring the success of every student. As part of a comprehensive state achievement accountability system, the level of knowledge and skills within our schools is assessed annually in the core academic areas to ensure that all students are on track to graduate career and college ready reflected in the State of Wisconsin 4 year graduation cohort mandate. As part of this testing and accountability structure, the individual achievement of students is closely monitored and the necessary support structures identified to support the student's continued growth. A variety of assessments are used to monitor student achievement. Certain assessments are mandated by the state such as the PALS Early Literacy Assessment (kindergarten – grade 3), Forward Exam (grades 3-8), ASPIRE (grades 9-10) and ACT (grade 11). Additionally student achievement is measured through the use of Measure of Academic Progress (MAP) and other District benchmark assessments. These assessments all measure the academic growth of a student and provide an indication of whether or not student is meeting the expected level of achievement performance and are also reflected on the State Accountability Report Card. Students who do not meet state and District performance expectation may be required to attend mandated learning sessions or credit recovery sessions outside the regular school day, including after school and summer sessions. The focus of these sessions are to provide the necessary support and to assist students in meeting or exceeding achievement performance expectations outlined in the State and District accountability systems and mandates.

Standardized Testing Opt Out
A standardized test is a test that is administered and scored in a consistent, or "standard", manner. Standardized tests are designed in such a way that the questions, conditions for administering, scoring procedures, and interpretations are consistent and are administered and scored in a predetermined, standard manner. These tests can help determine see how students are doing compared to others in the state of Wisconsin or on the national level. School scores can help educators see gaps in curriculum and enable them make improvements for everyone. Standardized testing is something in life everyone must do in some form or another; whether it be college exam, CPR training, or a professional certification exam.

When a parent or guardian requests that the student be excused from participating in Wisconsin Forward, this request must be honored at grades 4, 8, 9-11, per Wis. Stats. 118.30(2)(b)3. If the student is not in grades 4, 8, 9-11, the parents must provide a written request prior to the testing window and the decision to grant the request is at the discretion of the District Assessment Coordinator.

The assessment and communication system that permits continuous and thorough monitoring of student achievement and progress is designed to aid in decision-making, instructional planning and support, school and program improvement and policy guidance. Achievement data shall be reported to the School Board. Individual student achievement and progress shall be reported to students and parents.

Media Opt Out
Periodically, print and electronic media will report on events and activities open to the public that take place in our schools. Please be aware that because these events are open to the public, your child's name, image, words and/or performance may be photographed, printed, broadcast, or transmitted without notice or consent of parents or guardians.

The media or the District may choose to report on activities that occur in the schools which are not typically open to the public. We may allow the media or District officials to interview, photograph, and/or videotape your child in various places in their school. Such activities may also be featured in District publications, broadcast on the District's public access channels, and posted on the District's website. A Media Opt Out form can be completed if you do NOT want your child's name image and/or words or work to appear in print or electronic media as a result of his or her participation in and/or attendance at non-public activities or events.
Enrollment

Enrollment and Address Changes
Our district has a centralized process for changing addresses or enrolling new or returning students.

Place: West Allis-West Milwaukee Administration Building
1205 South 70 Street ~ West Allis ~ 4th Floor
Hours: Monday through Friday: 7:30 a.m. – 4:30 p.m.

Address change: To change the primary resident address, the adult resident must be present and bring Proof of Residency.

To enroll: The parent/guardian must bring a Picture ID (Driver’s License) or Voter Registration Card, the Child’s Birth Certificate and Proof of Residency.

Proof of Residency: One (1) document from Column A and one (1) document from Column B. The adult resident must be present and documents must be in the name of the resident.

Neighborhood Schools
The approved School Attendance Area Policy 432 (432-Exhibit and 432-Rule) states that the School Board shall set the attendance areas to be served by the various elementary, intermediate and high schools in the district. Resident students shall be assigned to neighborhood schools in their attendance area based on their resident address.

Students new to the WAWM District or transitioning to a new grade level (Elementary, Intermediate or High School) would attend their neighborhood school.

Elementary students currently enrolled at an elementary building (excluding 4K students who received a one-year intra-district transfer approval) would have the opportunity to continue in the current building or choose to attend their neighborhood school.

Intermediate and High School students currently enrolled in an intermediate or high school can continue in the current building until they transition to the next school level after which they would attend their neighborhood school.

For the 2016-2017 and 2017-2018 school years, any resident student who has a sibling attending a building outside of the attendance area can attend that same school with their sibling.

Beginning in year 2018-2019, only students transitioning to a secondary grade level (Intermediate or High School) and have a sibling who is attending a building that is outside of the attendance area could choose to attend that same school with their sibling. New resident students at the elementary level will attend their neighborhood school.

Students that move to a new residence (in the WAWM District) during the school year (the school year is defined as July 1 through June 30) the student could attend the neighborhood school or finish the year in their current school after which the student would attend the neighborhood school. If the student was a junior in High School, that student would be allowed to remain through senior year.
When a new family moves into the district and there is no space available at their attendance area school, the District will assign the student to a nearby school where there is space available. Transportation will only be provided if the student lives more than two (2) miles from the school to which he/she was assigned.

The District may initiate student transfers to a school building outside of a student's attendance area based on space or special program needs. In such cases, the District shall provide student transportation.

Intra-District transfers must be approved by both the sending school and receiving school. The transfer request is to originate with the school the student currently attends. Once approved, this becomes the student's school until the student transitions to a new grade level (Intermediate or High School).

The reasons for intra-district transfer are:

Response to legal documentation (e.g., restraint/custody order documentation is required).
Response to medical documentation (e.g., doctor documentation is required).
As part of an official resolution involving a formal complaint over a dispute (e.g., district documentation is required).

Note: If a student placement results in a student being assigned to a school other than the neighborhood school (e.g., capacity or the reasons listed above) the assigned school will work to honor any request for siblings to attend that school.

If openings at the neighborhood school become available, the student that was displaced will have a choice to return. Siblings of the displaced students will have an opportunity to return to the neighborhood school if space is available.

In a district that serves nearly 10,000 students, it is imperative that our approved attendance policies be implemented fairly and equitably. It is important to know that decisions related to these policies are made thoughtfully and with the goal of being predictable in their application.

Open Enrollment

A student may apply for full-time enrollment as a non-resident in a public school in the District under the open enrollment program. Families can find an Open Enrollment Application on the Wisconsin Department of Public Instruction web site (WWW.WI.DPI.GOV). Applications are accepted during the month of February, March and April of each school year and families are notified of the applicant's acceptance/declined status in June of each school year.

Open enrollment students are given a “path” that lists the schools they will attend as they move through the different grade levels/schools in our district. These paths are assigned by lottery or by the presence of an older sibling in the same building. Nonresident students attending school in the District on a full-time basis will have all of the rights and privileges of resident students and will be subject to the same rules and regulations as resident students. An open enrollment student's eligibility to participate in interscholastic athletic activities is subject to the rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

If the District determines that an Open Enrollment Student is habitually truant from the District during either semester in the current school year, the District may prohibit the student from attending the District under this section in the succeeding semester or school year.
School Safety & Security

The West Allis-West Milwaukee School District considers the safety and security of our students and employees to be top priority. We are continuously analyzing every aspect of our safety and security measures. Each school has developed an Emergency Operations Plan (EOP) to guide decision-making in the event of an emergency such as utility outage, fire, intruder, building evacuation or medical emergency.

The West Allis-West Milwaukee School District uses mass notification technology to send text/voice messages and emails alerting parents, guardians and custodial adults of emergency and non-emergency situations. To ensure you will receive this important information, please update any changes in phone numbers and/or email addresses throughout the school year by contacting your child’s school.

For more information on School Safety & Security, please visit our district website.

School Start & End Times

<table>
<thead>
<tr>
<th>School</th>
<th>First Bell</th>
<th>School Begins</th>
<th>School Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Allis Central</td>
<td>7:43 a.m.</td>
<td>7:47 a.m.</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td>Nathan Hale</td>
<td>7:43 a.m.</td>
<td>7:47 a.m.</td>
<td>3:00 p.m.</td>
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<tr>
<td>WAWM Learning Center</td>
<td></td>
<td>8:00 a.m.</td>
<td>2:15 p.m.</td>
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<tr>
<td>Extended Day Program</td>
<td></td>
<td>3:30 p.m.</td>
<td>8:30 p.m.</td>
</tr>
<tr>
<td>Frank Lloyd Wright</td>
<td>No Bell</td>
<td>7:45 a.m.</td>
<td>3:00 p.m.</td>
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<tr>
<td>Lane</td>
<td>No Bell</td>
<td>7:45 a.m.</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td>Lincoln</td>
<td>No Bell</td>
<td>7:45 a.m.</td>
<td>3:00 p.m.</td>
</tr>
<tr>
<td>West Milwaukee</td>
<td>No Bell</td>
<td>7:45 a.m.</td>
<td>3:00 p.m.</td>
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<tr>
<td>Franklin</td>
<td>8:25 a.m.</td>
<td>8:30 a.m.</td>
<td>3:30 p.m.</td>
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<tr>
<td>Hoover</td>
<td>8:25 a.m.</td>
<td>8:30 a.m.</td>
<td>3:30 p.m.</td>
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<tr>
<td>Horace Mann</td>
<td>7:55 a.m.</td>
<td>8:00 a.m.</td>
<td>3:00 p.m.</td>
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<tr>
<td>Irving</td>
<td>8:25 a.m.</td>
<td>8:30 a.m.</td>
<td>3:30 p.m.</td>
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<td>Jefferson</td>
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<td>Longfellow</td>
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<td>Madison</td>
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<td>Mitchell</td>
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<td>Pershing</td>
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<tr>
<td>Walker</td>
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<td>3:30 p.m.</td>
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<tr>
<td>Wilson</td>
<td>8:25 a.m.</td>
<td>8:30 a.m.</td>
<td>3:30 p.m.</td>
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The West Allis/West Milwaukee School District takes great pride in serving our students nutritious and wholesome school meals. By providing breakfast, lunch and after school snacks daily, we play an integral role in the academic achievement of WAWM students.

**Menus**

Lunch/Breakfast menus are planned in advance and can be accessed from the district website. Elementary menus are also printed and sent home with students each month.

**Nutrition Requirements**

West Allis-West Milwaukee School District participates in the National School Breakfast (NSBP) and Lunch (NSLP) Programs. Menus are planned according to the NSBP and NSLP. Serving sizes are those recommended in the USDA Food Guide. Choices of entrees are offered at each level to meet the food preferences of students and are eligible for all students, regardless of their meal status.

**Community Eligibility Provision Schools**

We are pleased to announce that nine of our schools offer free healthy school meals to all students on regular school days during the school year as part of the Community Eligibility Provision (CEP). Students enrolled in one of these schools can receive free breakfast and lunch regardless of their Free & Reduced status: Franklin Elementary, Horace Mann Elementary, Jefferson Elementary, Longfellow Elementary, Pershing Elementary, Lincoln Intermediate, West Milwaukee Intermediate, Central High School, WAWM Learning Center.

**Paying Lunch Accounts/Pricing**

Each student has an individual meal account. Advance payment can be made with credit/debit cards using the parent portal in Infinite Campus. Cash and checks (made payable to the WAWM School District) may also be used. Elementary students will turn this form of payment into their classroom teacher. Secondary students will use this option directly in the cafeteria.

Meal pricing for the 2016/17 school year are as follows:

- **Elementary Full Price**: $1.30 $2.25
- **Intermediate Full Price**: $1.30 $2.40
- **High School Full Price**: $1.30 $2.55
- **Reduced Price (all grades)**: $0.30 $0.40

**Account Balances**

When a student's account is running low the cashier will inform the student that it is time to add money to the account. Emails to parents will be sent when the account is getting low or reaches a negative balance. Parents may also check their child's balance through the parent portal in Infinite Campus or call the food service department at 414-604-3047 for assistance.

Any money left in the account at the end of the year will be left in the system for the next school year. A family moving out of the district or with a graduating student can contact the food service department for a refund of their child's balance.
Free and Reduced Price Lunch
Free or reduced price meals are available to students who qualify. All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W-2 Cash Benefits are eligible for free meals. Foster children and qualified homeless children are also eligible for free meals. Children may receive free or reduced price meals if their household income is within the Federal Income Eligibility Guidelines. To access more information regarding free or reduced price meals, the online application can be accessed at https://icampus.wawm.k12.wi.us/campus/portal/westAllis.jsp. If you are unable to apply online, paper forms are available in all school offices throughout the school year.
In schools participating in the Community Eligibility Provision (CEP), any student attending the school eats meals for free. Families are still encouraged to complete an application to ensure funding for other programs and to determine eligibility for additional benefits, including waiver or reduction of school fees.

Transportation

The West Allis-West Milwaukee School District follows the requirements of providing transportation to and from school according to the state statutes. The following students are eligible for transportation:

- Students in grades K-12 residing in the District who live two or more miles from the school to which they are assigned in the District.
- Students in grades K-12 residing in the District who are attending a private school located two or more miles from the student's residence, if such private school is a school within whose attendance area the student resides and is situated within the District or not more than five miles beyond the boundaries of the District.
- Students in grades K-12 residing in areas within the District which have been designated as hazardous by the appropriate law enforcement agency.
- Students with exceptional educational needs in accordance with state and federal law requirements. Other student transportation services may be provided in accordance with established District procedures or as directed by the Board.

Busing Information

Busing information, including bus numbers, bus stop location, pickup times and return times, will be mailed to each student's home in mid-August.