

# THE SCHOOL DISTRICT OF THE MENOMONIE AREA (“SDMA”) POLICIES, PROCEDURES, and ANNUAL NOTICE REQUIREMENTS for STUDENTS, PARENTS, STAFF and the COMMUNITY

[Revised August 2023]

## **ASBESTOS NOTICE**

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the School District of the Menomonie Area has an Asbestos Management Plan at the school district office. The plan is available for inspection by the public, parents, and district employees. The district performs six month periodic surveillance of asbestos in May and November and full re-inspections every three years. For more information please contact the buildings and grounds director at 715-232-1642, ext. 11063.

## **ANNUAL NOTICE OF BLOODBORNE PATHOGEN STANDARD COMPLIANCE & EXPOSURE CONTROL PLAN**

In accordance with the blood borne pathogen standard (1916.1030), the SDMA hereby serves notice to all interested parties that the school district compliance and control plan for blood borne pathogens is available for inspection and review at the Administrative Services Center during regular business hours (7:30 a.m. – 4:30 p.m.). Summer hours may vary.

## **SCHOOL- AND SCHOOL DISTRICT PERFORMANCE REPORT**

The Wisconsin Department of Public Instruction collects data related to school performance on an annual basis for every school district in the state, including the SDMA. The most current information can be found at the Wisconsin Information System for Education Data Dashboard (WISEdash) website: <http://wisedash.dpi.wi.gov/Dashboard/Page/Home/Topic%20Area/WSAS/>

In accordance with section 115.38 of the state statutes, the SDMA hereby provides notice to the parent/guardian of each student enrolled in the SDMA of the right to request a school and school district performance report. The district provides copies of the 115.38 performance reports to the extent the relative information is available from the DPI.

## **NOTICE OF CHILD FIND ACTIVITY**

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request, the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting the director of student services at 715-232-1642, ext. 10130, or in writing to: Director of Student Services, 215 Pine Avenue NE, Menomonie, WI 54751.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a

child with a disability has a legal duty to report the child to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in the SDMA may be sent to the building principal at the school district address above.

The school district maintains pupil records, including information from screening and special education referral. All records directly related to a student and maintained by the school district are pupil records. They include records maintained in any way, including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records.

The school district maintains several classes of pupil records. “Progress records” include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five (5) years after the child ceases to be enrolled.

“Behavioral records” include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not “progress records.” Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.

“Directory data” includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.

“Pupil physical health records” include basic health information about a pupil, including the pupil's immunization records; an emergency medical card; a log of first aid and medicine administered to the pupil; an athletic permit card; a record concerning the pupil's ability to participate in an education program; any

required lead screening records; the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test; and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age (“eligible students”) the following rights with respect to education records:

- The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the SDMA to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and

state law authorizes disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also, the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Please direct all questions concerning this notice to: Director of Student Services, School District of the Menomonie Area, 215 Pine Avenue NE, Menomonie, WI 54751.

### **DRUG FREE SCHOOLS**

The SDMA will comply with all provisions and federal requirements as outlined in the Drug Free Schools and Communities Act Amendments of 1989.

The program, as developed and implemented by the SDMA, provides for a developmentally-based drug and alcohol education and prevention program for students enrolled in all grades of the school district from early childhood level and continuing through the twelfth grade. The program addresses the social and health consequences of drug and alcohol use, as well as the legal ramifications of such use, and provides age appropriate and effective techniques for resisting peer pressure to use illegal drugs and/or alcohol.

Information provided to students shall communicate that the use of illegal drugs and the unlawful possession and use of alcohol is illegal and harmful to one's health.

Students and employees of the SDMA are hereby notified that the unlawful manufacture, distribution, dispensing, possession of, or use of a controlled substance, or the use of alcohol on school district property, including all district-owned vehicles, is prohibited at all times. These same provisions shall be in effect at all school-sponsored events or extracurricular activities while off school premises.

Students or employees who violate the provisions of the district's Drug Free Schools policy will be subject to

disciplinary action, including suspension or expulsion for students, and suspension and/or termination of employment for district employees. In addition, referral for prosecution will be imposed on students and employees who violate the standards of the school district's policy. Information regarding drug and alcohol counseling and rehabilitation programs will be made available to students and employees of the school district. Information regarding such programs is available in the school district office or by contacting the AODA coordinator at 715-232-1642, ext. 10127.

### **EDUCATION OF HOMELESS CHILDREN & YOUTHS**

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the SDMA shall have equal access to the same free, appropriate public education as provided to other children and youths who reside in the district. They shall be provided services comparable to services offered other children attending district schools, including transportation services, educational services for which the children/youths meet eligibility criteria (e.g., special education, Title I programming, gifted and talented programming), vocational and technical education programs, and school nutrition programs. No homeless child or youth shall be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

### **EDUCATIONAL OPTIONS**

The following educational options are available to children residing in the district: Menomonie School District Menomonie (Meets Expectations), High School (Meets Expectations), Menomonie Middle School (Exceeds Expectations), Downsville Elementary (Meets Expectations), Knapp Elementary (Meets Expectations), River Heights Elementary (Exceeds Expectations) Wakanda Elementary (Significantly Exceeds Expectations) St. Joseph School - Parochial (Rating NA Non-Choice School), St. Paul's Lutheran School - Parochial (Rating NA Voucher School), Timothy Academy - Private (Rating NA). Please contact the student services office at 715-232- 1642 for information regarding public school enrollment.

Early College Credit Program information is provided to all high school students annually prior to February 1 for summer semester, March 1 for the fall semester and October 1 for the spring semester. Wisconsin's Early College Credit Program allows juniors and seniors in the SDMA who meet eligibility requirements to be able to take post-secondary courses at a University of Wisconsin institution. Board approved courses may count toward high school graduation as well as for college credit. The total credits allowed per student may not exceed 18 credits. The Technical College Course Program allows high school pupils enrolled in a public school district to take up to two courses at any time from a Wisconsin Technical College. The youth apprenticeship program, which combines work-based learning opportunities with related classroom instruction for high school students who are in 11th or 12th grade. Please contact a high school guidance counselor at 715-232-1642, ext. 40137, for information regarding these programs. Menomonie Virtual School is available to district students in grades K-12. Please contact the Virtual School Coordinator at 715-232-1642 for more information. Home-Based Private Education (Homeschooling) – Families choosing to participate in home-based private education must complete the PI-1206 form every school year. This form and

information related to home-based private education can be found at the following website link: <https://dpi.wi.gov/sms/homebased> The inter-district public school open enrollment program allows parents to apply for their children to attend public school in a school district other than the one in which they reside. Please contact the student services office at 715-232-1642 for information regarding this program.

### **ESEA TITLE I PARENT INVOLVEMENT REQUIREMENTS**

The SDMA understands that involving families and gaining their support as full partners in the education of their children makes those children more successful in school. School success helps children become successful adults. This policy is written to ensure that parents of the children being served in the district-wide Title I program have had, and will continue to have, an adequate opportunity to participate in the design and implementation of the SDMA's Title I project.

In conjunction with this policy, the SDMA will:

- Consult with parents/families in the development of the district plan. The minimum for this consultation and review will be at the Annual Review of the Title I program meeting held in May.
- Consult with parents/families in reviewing student progress toward meeting the state's high performance standard in several ways. The district holds a minimum of two parent-teacher conferences each year. The school district annually publishes and distributes the School District Report Card.
- Consult with parents/families in the development of a school improvement plan if the adequate yearly progress is not met. This has currently not been necessary.
- Support schools in planning for and implementing parent/family involvement. The district has established and maintains a parent/community volunteer bank. This data is updated when new information is obtained.
- Coordinate with the parent/family involvement efforts of other programs such as Head Start.
- Conduct an annual review of the effectiveness of the parent/family involvement policy in increasing the participation of parents/families and identifying any barriers to their participation.
- Use the results of the annual review to revise and improve parent/family involvement policies.
- Include parents/families of participating private school students if a private school becomes available in our district.
- Notify parents of each child in a Title I school annually that they have the right to request information about the qualifications of their children's teachers and of any paraprofessionals who instruct them. Parents may request and obtain the following information: 1) whether the teacher has met licensing criteria for the grade level(s) and subject area(s) taught; 2) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and, 3) the undergraduate degree major of the teacher and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- Notify parents if a child is assigned to, or taught for at least four consecutive weeks, by a teacher

who is not “highly qualified” as defined in the law.

- Provide each parent with information on the assessment as soon as is practicably possible after the assessment is taken.

#### Military Access to Students & Records

School districts receiving federal education funds are required to release high school student names, addresses, and telephone listing to military recruiters upon their request. The law also requires the school district to notify students and parents of their right to opt-out from this by requesting that the district not release this information to military recruiters. Opt-out forms are available as part of the SDMA online form review process or in the Menomonie High School office. The completion and return of this form serves as a student's and/or parent's request to withhold this information.

#### Programs for English Language Learners

School district information regarding bilingual-bicultural programs, procedures for registering students in such a program, and parental consent for student placement in the program must be given to parents/guardians of ELL students attending a school that receives Title III funding from the federal government on an annual basis. This information must be given in English and the non-English language of the limited English proficient student. Title III funds are intended to help students who have limited English proficiency, including immigrant children and youth, to attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging academic content and student academic achievement standards as all children in Wisconsin are expected to meet. To learn more about English language acquisition program contact the director of student services at 715-232-1642, ext. 10130.

#### Elector Registration Information

Students who are eligible to vote must be registered to do so in Wisconsin. To register, students may go to their community's municipal clerk's office or send a completed registration application to their municipal clerk. Students can find an application and contact information for municipal clerks listed alphabetically by community at <http://www.wisconsinvote.org/voterinfo/>.

Students may also register at their polling place on the day of the election. If students have a Wisconsin-issued driver's license or ID, students will need to show it or provide the ID number.

For more information on registration, identification requirements, and proof of residency, visit <http://www.wisconsinvote.org/voterinfo/>.

#### Child Nutrition Program

The SDMA participates in the National School Lunch Program. The National School Lunch Program (NSLP) is a federally-assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally-balanced, low-cost or free lunches to children each school day. Prior to the beginning of each school year, information will be sent to each household in the district informing parents/guardians of the child nutrition program offered in the district and eligibility requirements. Please contact the student services office at 715-235-1642, ext. 11331, for information regarding this program. Applications and eligibility requirements for free or reduced price meals/milk can also be found at <http://www.fns.usda.gov/cnd/lunch/>.

### **FACTS ABOUT MENINGOCOCCAL DISEASE**

#### **Attention Parents/Guardians of Teens!**

#### Meningococcal Disease Snapshot

Meningococcal disease is a rare but potentially deadly bacterial infection that can take the form of meningitis (an inflammation of the membranes surrounding the brain and spinal cord) or meningococemia (a blood infection).

Teenagers and college students account for nearly 30 percent of all reported cases of meningococcal disease in the U.S.

This infection is caused by *Neisseria meningitidis*, a potentially life-threatening bacterium. There are five clinically relevant meningococcal serogroups (or strains) circulating worldwide: A, B, C, Y and W-135. Serogroups B, C and Y cause most disease in the U.S., but serogroup distribution changes over time.

The disease affects nearly 3,000 Americans annually and approximately 10 percent of people who contract meningococcal disease will die. Of those who survive, nearly 20 percent suffer long-term disabilities, including brain damage, deafness, and limb amputations.

#### Meningococcal Disease Among Teenagers and College Students

Teenagers and college students have an unusually high death rate from the disease; nearly one of every four cases may result in death.

Lifestyle factors common among teenagers and college students are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (e.g., dormitories, sleep-away camps), active or passive smoking, and irregular sleeping habits. Immunization Recommendations for Teenagers and College Students

The Centers for Disease Control and Prevention (CDCP) and other leading medical organizations recommend routine meningococcal immunization for adolescents (11- to 12-year-olds) during preadolescent doctor visits, if not previously immunized, and for college freshman living in dormitories.

#### Vaccination to Prevent Meningococcal Disease

A conjugate vaccine is available for adolescents and adults (aged 11 to 55 years) to protect against four of the five strains of bacterium that cause meningococcal disease. In persons 15 to 24 years of age, up to 83 percent of cases are caused by potentially vaccine-preventable strains.

Medical experts anticipate the meningococcal conjugate vaccine may provide longer protection against the disease. The previous meningococcal polysaccharide vaccine provided protection for three to five years.

Vaccination with the conjugate vaccine is safe. The most commonly reported reactions are pain, redness and induration at the injection site (one to two days), headache, fatigue, and malaise.

Clinical studies on the use of the conjugate meningococcal vaccine in children under age 11 and adults over 55 years are ongoing. For those in these age groups at increased risk of contracting meningococcal disease, the older polysaccharide vaccine is a safe and effective option (only offers three to five years of protection).

#### Transmission and Symptoms of the Disease

Meningococcal bacteria are transmitted through direct contact with secretions from infected persons (e.g., through coughing or kissing). The majority of meningococcal disease cases occur in winter and early spring.

Meningococcal disease is often misdiagnosed since symptoms are similar to those of common viral illnesses. Symptoms may include high fever, severe

headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion, and/or a rash.

#### For More Information

The following websites provide more information about meningococcal disease and immunization:

- Wisconsin Department of Health and Family Services communicable disease fact sheet:
- [http://dhs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal\\_42072\\_05041.pdf](http://dhs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal_42072_05041.pdf)
- American Academy of Family Physicians: [www.aafp.org](http://www.aafp.org)
- American Academy of Pediatrics: [www.aap.org](http://www.aap.org)
- Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov)
- Meningitis Foundation of America: [www.musa.org](http://www.musa.org)
- National Foundation for Infectious Diseases: [www.nfid.org](http://www.nfid.org)
- National Meningitis Association: [www.nmaus.org](http://www.nmaus.org)

(For additional information about meningococcal disease and immunization, contact a school nurse, health care provider, or local public health department.)

### **POLICY 411.1, HARASSMENT AND/OR BULLYING OF STUDENTS**

Harassment and/or bullying of students will not be tolerated in the School District of the Menomonie Area, which includes any property or vehicles owned, leased or used by the schools. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.

“School district property” or “at school-related functions” means all school district buildings, school grounds, school property, school technology, school bus stops, school buses, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events and anywhere students are under the jurisdiction of the School District of the Menomonie Area. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, gender identity or gender expression (including transgender and gender nonconforming students) or physical, mental, emotional or learning disability or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting

harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

All forms of harassment in cyberspace commonly referred to as cyberbullying are unacceptable and viewed as a violation of this policy. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, threatening, teasing, intimidating, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyberbullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school, a District employee or a school board member.

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or designee or the district administrator. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of and/or suspects or witnesses harassment and/or bullying has an obligation to intervene and report.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion.

The District Administrator will develop administrative rules to implement this policy.

Notice of this policy will be circulated to all schools and departments in the District on an annual basis and incorporated in employee and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.

LEGAL REF.: Sections 118.13 Wisconsin Statutes

120.13(1)  
120.44  
895.77(2)  
947.0125  
947.013  
948.51(2)

PI 9, Wisconsin Administrative Code  
Title IX, Education Amendments of 1972

Title VII, Civil Rights Act of 1964  
Equal Employment Opportunities Commission Guidelines (29 C.F.R. – Part 1604.11)

CROSS REF.: 110, Philosophy of Education  
362-Rule, Guidelines for Acceptable Internet and Technology Use  
370-Rule(1), Extracurricular Expectations  
370-Rule(2), Middle School Extracurricular Code  
370-Rule(3), High School Performing Arts Code  
370-Rule(4), High School Extracurricular Code  
411.1-Rule, Harassment and/or Bullying of Students/Staff  
441.5-Rule(2), School Bus Passenger Conduct  
832, Weapons on School Property

APPROVED: July 12, 2010  
REVISED: July 25, 2016

**HUMAN GROWTH & DEVELOPMENT INSTRUCTION**

The SDMA offers human growth and development curriculum in grades 4, 5, 7, and 9 or 10. Additional information is covered in elective courses such as Parenting. Outlines of what is covered in the human growth and development curriculum at each grade level are listed below. Parents or guardians can review the curriculum and instructional materials used by the district by contacting the director of instruction at 715-232-1642, ext. 10125.

No student may be required to take instruction in human growth and development generally or in specified subjects within the program if the parent files a written request that the student be exempted. A student exempted from such instruction will receive instruction in the subject areas described in section 118.01(2)(d)2c of the state statutes (knowledge of physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body), unless exempted, and section 118.01.(2)(d) 8 of the state statutes (knowledge of effective means by which students may recognize, avoid, prevent, and halt physically or psychologically intrusive or abusive situations which may be harmful to students). Any questions concerning this policy should be directed to: Director of Instruction, School District of the Menomonie Area, 215 Pine Avenue NE, Menomonie, WI 54751.

Grade 5  
(boys & girls together)  
Puberty education  
Friendships  
Changing bodies

Grade 6

Grade 7  
(boys & girls together)  
Puberty education  
Birth defects  
Relationships

Grade 9 or 10

(boys & girls together)  
Puberty education  
Reasons for changing bodies  
Changing bodies  
Emotional/Physical/Social changes  
(boys & girls together)  
Reproduction  
Anatomy  
Birth control/Abstinence  
STDs/STIs  
Birth defects  
Relationships  
Marriage/Family  
Reproduction

**LOCKER SEARCHES**

**Required by Section 118.325 of the State Statutes**

The high school and middle school provide lockers for convenience of students to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the school district. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an assistant principal, a police-school liaison officer, or a school employee designated by the district administrator or building principal.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian(s) of the student, retained for disciplinary proceedings, or turned over to law enforcement officials. The adult, student, or parent/guardian of a minor student shall be notified of items removed from the locker and turned over the law enforcement officials.

**POLICY 442, SEARCHES OF BUILDINGS & GROUNDS**

The SDMA recognizes its responsibility to provide students and staff with a safe, drug-free environment that is conducive to learning.

Students are encouraged to "break the code of silence" by reporting any potential breach of student safety to adults in the building.

A student's privilege of parking on school property is conditional upon the person's consent to a search.

In order to maintain a drug-free school environment, dogs that have been specifically trained to detect controlled substances or weapons will be used to search the buildings of both the high school and middle school randomly during the school year. School district grounds and parking lots may be searched any time upon request of school authorities in conjunction with law enforcement. The district administrator shall be notified in advance of such searches.

Additional searches of any school district building may be done at the judgment of the building principal or district administrator by use of the dogs when there is reasonable suspicion that such a search is needed, or an additional random preventative search would be beneficial to the ongoing drug prevention effort.

Individuals may be subject to prosecution as well as action by the school administration if controlled substances, look-alike controlled substances, or weapons are discovered.

**Student Lockers**

The ownership of student lockers is maintained by the school district and students are granted a limited use of lockers on the basis of school procedures and rules. Only school locks will be allowed on student lockers. School authorities may access lockers at any

time as determined necessary or appropriate and may make periodic inspections without consent of the student, without notifying the student, and without obtaining a search warrant. Personal belongings within the school locker may be searched if there is reasonable suspicion of violation of a school rule or law or the student gives consent to do so.

Locker searches may be conducted by the district administrator, building principals, or school employee designated by the district administrator or school principal, in accordance with established procedures.

The district shall distribute this policy to each student enrolled in the District by its inclusion in the student handbook.

LEGAL REF.: Sections 118.325 Wisconsin Statutes, 120.13(1)

APPROVED: February 9, 1998

REVISED: December 12, 2006

## **STUDENT ATTENDANCE**

**Ref: Policy 431, 431-Rule, 431-Exhibit**

### Attendance Required

All children between the ages of 6 and 18 years of age, except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Truancy shall be defined as any absence of part of all of one (1) or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or legal guardian of the absent pupil. Intermittent attendance carried on for the purpose of defeating the intent of Sec. 118.15, Wis. Stats. shall also be considered truancy. Act 239 amends the definition of habitual truant in state statutes to mean a pupil who is absent without an acceptable excuse for part of all of five school days during a semester. Under prior law, the definition of a habitual truant was a pupil who was absent from school without an acceptable excuse part of all of: (a) five or more days out of ten consecutive days on which school is held during a school semester; or (b) ten or more days on which school is held during a school semester. [ss. 49.26(1) (a) 1., 118.16(1) (a), 118.163(1) (b) and 938.02 (9m), stats.]

### Legal Excuse Required

The district administration/attendance officer is empowered to approve a legal excuse to any pupil for the following reasons:

- Bona fide religious holiday with three school days' notice.
- A showing that the child is not in the proper physical or mental condition to attend school or an educational program. The District may request the parent or guardian of the child to obtain a written statement from a physician, licensed psychologist, licensed chiropractor, or Christian Science practitioner as proof of the physical and mental condition of the child. Such excuse shall be in writing, shall state the period of time for which it is valid, and shall not exceed thirty (30) days.
- Non-emergency medical appointments with three (3) school days' notice.
- A death in the immediate family.
- An illness in the immediate family which requires the attendance of the student only during the period of time in which such attendance is required.

- A court appearance or other legal procedure which requires the attendance of the student with three (3) school days' notice.
- Planned trip with parents.
- Quarantine as imposed by the public health officer.
- Transportation delay beyond the control of the student.
- Inclement weather in situations when schools are not closed.
- Other emergencies, in the discretion of the district administrator, which prevent attendance that are generally defined as an act of God or other circumstances beyond the control of the student which prevents school attendance.
- A bona fide suspension/expulsion pursuant to section 120.13, Wis. Stats.
- Other good cause as shown in advance to the district administrator.

### Procedures to Enforce Attendance Policy

The appropriate District official shall enforce school district attendance policies via the following means:

- Not later than the end of the second day after receiving a report of unexcused absence, contact the parent or guardian by personal service, mail, or telephone call, of which a written record is kept. Such a person shall be notified that the child is to return to school no later than the next day or a legal excuse is necessary.
- In the event of further truancy, meet or attempt to meet with child's parent or guardian to discuss the child's truancy.
- Provide an opportunity for educational counseling to the child to determine whether a change in curriculum would resolve the child's truancy, or have considered curriculum modifications provided for by the law.
- Evaluate the child to determine whether the learning problems may be the cause of the child's truancy and, if so, placement of the child in the appropriate district program to overcome learning problems.
- Conduct an evaluation to determine whether social problems may be the cause of the child's truancy and, if so, have taken the appropriate action or make appropriate referrals to overcome said problems.

### Penalties

The District will not deny pupil credit in a course of subject solely because of a pupil's unexcused absences; however, the school board authorizes the administration to establish a policy to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy, including detention.

### Liability

Act 239 expands the sanctions available for prosecution of a parent or other person in control of a child who fails to cause the child to attend school regularly. Under the law, for a first time offender, a fine of not more than \$500 or imprisonment for not more than thirty days, or both, may be ordered. The person may be fined not more than \$1,000 or imprisoned for not more than 90 days, or both, for a second or subsequent offense. A court may require a person to perform community service work for a public agency or a nonprofit charitable organization in lieu of fine or imprisonment. Any such organization or agency acting in good faith has immunity from any civil liability in excess of \$25,000 for any act or omission by, or impacting on, the person. The court may also order

any person to participate in counseling at the person's own expense or to attend school with his or her child, or both.

In addition, the act expands the dispositions available to a court for habitual truants. For example, the new law expands from 90 days to one year the maximum suspension of a habitual truant's operating privilege.

### Pre-Excuse (Grades 6-12)

There are certain situations where a student will know ahead of time that (s)he will be absent from school for a legitimate reason, i.e. visiting the campus of a prospective college. Under such circumstances, the absence should be planned for by use of a pre-excuse. The procedure for receiving a pre-excuse is as follows:

- The student brings a note from home to his principal indicating what days and for what purpose (s)he will be absent from school. This note should be brought in well in advance of the absence.
- If the request appears to be very questionable or considered not excusable, the principal will call the parents and so indicate.
- If the request seems proper, the student will get make-up work from the teachers.
- Grades 6-8: When the student has received the signatures of all teachers on his/her slip, the student shall return it to the school principal. If all teachers have indication to the request, the student is excused for the time indicated.
- Grades 9-12: When the student has received the signatures of all teachers on his/her slip, the student is excused for the time indicated.

### Tardiness (Grades 6-12):

When a tardy student appears late to class, he/she should be sent to the office for a make-up admit to class or a tardy slip. In the case of repeated tardiness, the student may be referred to the principal for truancy. Wisconsin Statute 118.15(d) – Compulsory School Attendance

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

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

### Response to Requests

The school board shall render its decision in writing within 90 days of a request under par. (d), except that if the request relates to a child who has been evaluated by an individualized education program team under s.115.782 and has not been recommended for special education, the school board shall render its decision within 30 days of the request. If the school board denies the request, the school board shall give its reasons for the denial.

Any decision made by a school board or a designee of the school board in response to a request for program or curriculum modifications under par. (d) shall be reviewed by the school board upon request of the child's parent or guardian. The school board shall render its determination upon review, in writing, if the child's parent or guardian so requests. Please direct any inquiries regarding student attendance requirements to the director of student services at 715-232-1642, ext. 10130.

### **STUDENT NONDISCRIMINATION POLICY**

It is the policy of the SDMA that no person shall be denied admission to any district school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by s. 118.13, Wisconsin Statutes. In addition, the board prohibits discrimination or harassment based on gender identity or gender expression (including transgender and gender nonconforming students). This policy also prohibits discrimination as defined by Title IX of the educational amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and origin), and Section 504 of the Rehabilitation Act of 1973.

#### **Career and Technical Education Opportunities**

All career and technical education opportunities will be offered on a nondiscriminatory basis (without regard to race, color, national origin, sex, disability, etc.). SDMA offers a full complement of career and technical education programming, including classes in the areas of agriculture and natural resources, business and information technology, family and consumer sciences, health science, marketing management and entrepreneurship, and technology and engineering. All students enrolled in the district have access to CTE programming at grade levels offered.

#### **Student Religious Accommodations**

The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal.

Accommodations may include, but are not necessarily limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in scheduled religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

#### **Staff/Pupil Complaint Procedure Title IX Section 504**

The district encourages informal resolution of complaints under this policy; however, a formal complaint resolution procedure is also available below to address allegations of violations of the policy in the SDMA.

**Step 1.** A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator. (S)he shall send written acknowledgement of receipt of the complaint within 45 days.

**Step 2.** A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time. Appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis. Stats.

Complaints under 20 USC s. 1231e-3 and 34 CFR ss 76.780-76.782, commonly referred to as IDEA complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

**Step 3.** If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the state superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the state superintendent if the Board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Dept. of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin, 53707-7841.

**Step 4.** Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 500 W. Madison Street, Ste. 1475, Chicago, IL 60661.

#### **Public Complaint Procedure Title IX Section 504 Informal Procedure**

The person who believes he/she has a valid basis for a complaint shall discuss the concern with the local Title IX or Section 504 coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

#### **Formal Complaint Procedure**

**Step 1.** A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the local Title IX or Section 504 coordinator within five (5) business days after receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the complaint and reply in writing to the complainant within five (5) business days.

**Step 2.** If the complainant wishes to appeal the decision of the local Title IX of the Section 504 coordinator, he/she may submit a signed statement of appeal to the superintendent of the schools within five (5) business days after receipt of the local coordinator's response to the complaint. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**Step 3.** If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the school board within five (5) business days of her/his receipt of the superintendent's response in Step 2. In an attempt to resolve the complaint, the school board shall meet with the concerned parties and their

representatives within 15 days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent by the board secretary to each concerned party within ten (10) business days of this meeting.

**Step 4.** If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, 500 W. Madison Street, Ste. 1475, Chicago, IL 60661.

Any questions concerning the student nondiscrimination policy should be directed to: District Administrator, SDMA, 215 Pine Avenue NE, Menomonie, WI 54751, 715-232-1642.

### **STUDENT RECORDS NOTICE (FERPA)**

The SDMA maintains student records for each student attending school in the District. State and federal laws require that the maintenance of such records assure confidentiality. Accordingly, the following shall apply in the District:

- An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review, and obtain copies of the student's school records upon request, in accordance with established District procedures. The District will respond to such requests without unnecessary delay and, in no case, more than 45 days after the request is made. Copies of the District's student records policy and procedures are available upon request at the Administrative Services Center, 215 Pine Avenue, Menomonie, WI 54751. Regular office hours are 7:30 a.m. to 4:30 p.m.
- An adult student, or the parents(s) or guardian(s) of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate or misleading. Complaints regarding the content of student records may be made in accordance with established District procedures.
- An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials determined to have legitimate educational or safety interests in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on behalf of the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his/her tasks. A school official has a "legitimate educational or safety interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.
- The District shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request.

- An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605. Further, the Board of Education has designated the following student record information as directory data: student's name, parent/guardian name, address, telephone listing, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and name of school most recently previously attended by the student. This information may be disclosed to any person UNLESS the adult student, or parent, legal guardian or guardian of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. The District will not release directory data earlier than two weeks (14 days) after the opening of the school or receipt of this notice.

#### Right to Review Student Records

Family laws (§99.6 of Family Education Rights and Privacy Act and §121A.561 of Public Law 94.142) require that school districts annually inform parents of their right to review records of their children.

The SDMA has established a policy on student records consistent with the Family Education Rights and Privacy Act of 1974, a copy of which is available at the district's Administrative Services Center. After reviewing records, parents and adult students who have reason to believe that the SDMA is not complying with the federal student record law may file a complaint with the district administrator.

Records are categorized as follows:

- Behavioral Records - These records may include psychological tests, personality evaluations, conversation records, achievement tests, aptitude tests, M-team records, IEPs, and other pupil records which are not progress reports. All behavioral records are destroyed one year after students graduate or last attend school, except with written permission to retain them.
- Progress Records - Progress records include student's name; date and place of birth; home address and phone number; attendance data, including date of entrance to school; days absent; date of graduation, transfer, or withdrawal, and name of school to which student transferred. All progress records will be maintained a minimum of five years after the student graduates or last attends school.

The district policy has provisions to make student records available to a) the student; b) staff; and c) third parties with written permission in accordance with state and federal confidentiality procedures. The district policy also provides for the timely transfer of records to a receiving school district.

#### Student Privacy

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to

protect the rights of parents and students in the following ways: 1) It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and 2) It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning the following:

1. Political affiliations.
2. Mental and psychological problems potentially embarrassing to the student and his/her family.
3. Sex behavior and attitudes.
4. Illegal, anti-social, self-incriminating and demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information/technical assistance, call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. You may also contact them at Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. Special Education Screening and Referral Procedures

Any person aware of a child between the ages of birth through 21 who may be experiencing physical, mental, emotional, or learning problems and has not graduated from high school may call the Director of Student Services at 715-232-1642, ext. 10130, to initiate screening services that will determine if a referral for special education is appropriate. In addition to the director, any teacher or administrator would be able to assist in making a referral.

#### Referral Procedure

The district shall solicit and receive referrals of students with suspected special education needs from all persons who have reasonable cause to believe that such needs exist. Specific state criteria will be adhered to in determining eligibility for specific handicapping conditions. Referral of suspected children with special education needs shall be made to the director of student services and/or district case manager.

#### IEP-Team Evaluation

Whenever a child is referred who is suspected of having a need for special education, the school district shall establish an Individual Education Plan (IEP) team of evaluators.

A notice of intent to evaluate shall be sent to the parents that will include:

- A full explanation of the due process/procedural safeguards.
- A description of the evaluation proposed and explanation of why the evaluation is proposed, any options that were considered, and the reasons why those options were rejected.

- A description of each evaluation procedure used as a basis for the evaluation.
- The type of professionals conducting the evaluation.
- A description of any other relevant factors.
- Written parental consent shall be obtained when a child is being evaluated for the first time within the district. This consent form shall include:
  - A statement documenting that the parent understands the content of the notice.
  - Information on the general areas to be evaluated.
  - Information on the general types of procedures to be used.

Each school district provides programming for students exhibiting any of the following conditions: intellectually disabled, hearing impaired, visually impaired, speech and language, learning disabled, emotionally/ behaviorally disabled, traumatic brain injury, autism, orthopedic impairment, other health impaired, and significant developmental delay.

Please direct all questions concerning the Student Records Notice to: Director of Student Services, 215 Pine Avenue NE, Menomonie, WI 54751.

### **POLICY 443.5, STUDENT USE AND/OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES**

Students are permitted to possess a cellular phone, personal digital assistant, personal music/video/gaming device, camera, or other personal electronic devices with communications functions during the school day and during school activities, provided that the device remains stored, powered off, and unused. Students who possess such a device do so at their own risk to possible loss, damage, or liability. Principals are authorized to establish school rules and acceptable use guidelines for limited, non-disruptive use of electronic devices during the school day in the school building or during school activities for safety, medical, vocational, or other legitimate reasons.

Cameras or electronic communication devices shall not be used in the following ways:

- In areas where one would reasonably expect privacy, i.e., locker rooms, bathrooms, etc.
- To communicate test answers, photograph tests, or engage in any other conduct that enables students to cheat.
- To share or post personal information about, or images of, any other student or staff member without permission from that student or staff member.
- To engage in cyberbullying (placing cell phone calls or sending text messages that ridicule, threaten, or harass another student).
- To take, disseminate, transfer, or share lewd, or otherwise illegal images or photographs.

Possession of an electronic device by a student is a privilege which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Nothing within this policy shall limit a student's ability to use an electronic device in a manner that functions as assistive technology necessary for a student's education and that is required under an individualized education plan or a Section 504 plan.

The inappropriate use of electronic devices by students while on campus or engaging in school activities is subject to disciplinary action. The inappropriate use of such devices by students while off campus and not engaging in school activities may also

be subject to disciplinary action if such conduct endangers the health, safety, or property of others at school or under the supervision of school authorities, and/or causes a material and substantial disruption to the school environment or school activities. Students involved in activities that interfere with the rights of other students to participate fully in school or extracurricular activities will also be in violation of this policy. Violation of this policy by students will result in disciplinary action. Disciplinary action (to be included in school site handbooks) may include the following:

- Revocation of District technology use privileges.
- Application of school disciplinary practices and procedures.
- Notification of law enforcement officials.
- Notification of parents/guardians or legal custodians.
- Notification of the activities director and/or co-curricular coaches/advisors.
- Notification of the Superintendent or designee.
- Suspension from school.
- Recommendation for expulsion.

Electronic devices that are used inappropriately may be confiscated and held by school officials for return to student or parent(s)/guardian(s), retained for disciplinary reasons, or turned over to law enforcement officers. (The rules related to this policy will be published in student handbooks and distributed annually.)

CROSS REF.: 362, Acceptable Use of Internet/Technology Resources; 411.1, Harassment and/or Bullying of Students

APPROVED: May 9, 2011

### **SPECIAL NEEDS SCHOLARSHIP PROGRAMS**

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49." More information can be found here: <http://dpi.wi.gov/sms/special-needs-scholarship>.

***Where not specified within individual notices, please direct any inquiries to:***

**District Administrator  
School District of the Menomonee Area  
215 Pine Avenue E  
Menomonee, WI 54751.**