

RESOURCES AVAILABLE TO STUDENTS AND PARENTS

Contact your child's school for more information about the following:

Student Support Programs

Student Support programs provide the bridge between learning and the mental, physical, emotional, and social health factors that impact educational achievement and life success. With specifically defined responsibilities, school psychologists, counselors, social workers, alcohol and drug abuse prevention specialists are employed to address these barriers to learning. The office is also responsible for attendance and truancy policy and practice, student records, district crisis response planning, student intervention team management, special education referrals, homebound instruction, Section 504 Accommodation Plans, and Attention Deficit Hyperactivity Disorder Plans are defined.

- **Special Education Programs** – Special Education and related services are structured around the identified needs and services required by a student's Individual Education Plan (IEP). All services received by students must be within the context of a free appropriate public education in the least restrictive environment as identified in the student's IEP. The services by the District allows flexibility in that services are provided in a categorical setting in some instances while at other times, these services may be provided to students in a multi-categorical setting based on the needs of an individual student. A continuum of least-to-most restrictive educational settings is available to Special Education students.

- **Attention Deficit Hyperactivity Disorder Plans** – Designed to meet the unique needs of students with ADHD.

- **Section 504 Plans** – Accommodations for students who have special disabling conditions not covered under special education.

- **Student Assistance in Life Program** – The Student Assistance in Life (S.A.I.L.) Program addresses alcohol and other drugs prevention and intervention at the District's middle and high schools. Classroom education, student self-referrals and referrals from any other source, along with school violations specific to alcohol, tobacco and other drugs, create the population with whom the S.A.I.L. counselors work. Teachers, counselors and social workers provide classroom prevention education. Curriculum, classes and groups guide students in making healthy choices.

School Safety

- **Safety Plan** – Each school has a school safety/school evacuation plan, modeled after District guidelines, but uniquely designed to meet the safety needs of the individual school. Safety strategies include fire, tornado and safety drills.

- **Crisis Response** – Each school has procedures in place to support students and staff in the event of school or community emergencies, potentially dangerous situations or grief and loss issues.

- **School Resource Officers** – Police Department School Resource Officers are available to provide consultation, prevention, and management services in relation to law enforcement violations.

Student Academic Support

- **Youth Options Program** – Opportunities for eligible high school students to participate in and complete college, university or technical college coursework.

- **21st Century Community Learning Centers** – After school programs (approximately 3:00 to 5:30 p.m) are available at Edward Bain School of Language and Art (EBSOLA), Columbus, Durkee, Frank, Jefferson, Lincoln, McKinley, and Wilson Elementary Schools. These programs provide both learning and recreational activities geared to engage and help students connect to their schools and to the educational standards of the District. Programs are offered in collaboration with several community agencies. Daily fees, based on lunch status, will apply to students not targeted for teacher tutoring. Families qualifying of Child Care Subsidy (CCS) through Kenosha County will have fees waived for the duration of CCS eligibility.

- **After School Tutoring** – After school tutoring in academic areas is available at several schools and grade levels.

Community Engagement

- **Parent Network** – Programs are designed to provide practical parenting information specifically targeting identified needs and interests of parents, curriculum, yearly school goals, and leadership development opportunities. Programs are offered through informal "Chat and Chew" settings, Parent Informational Series, Adult Education Classes, and "Evening With The Counselor" meetings. Leadership Development trainings are provided throughout the school year. Contact your child's school for more information, or the District Community School Relations Manager at 942-2257.

- **Community Connections** – Student Support staff at each school will assist with referrals to community agencies and/or support programs.

CODE OF CONDUCT RESPONSIBILITIES

Creating and maintaining a safe, positive, and productive learning environment is the responsibility of everyone involved with our children's learning. Responsibility to establish and maintain this learning environment is shared by parents/caretakers, students, staff, and the District/community.

Parents/Caregivers Parents/caregivers have a responsibility to send their children to school prepared to learn. They set expectations and establish boundaries for their children including a respect for staff, self, other students, and school property. They are knowledgeable and supportive of the expectations of the school and work as partners with the school and staff. When dealing with a behavioral problem involving their child, parents/caregivers are open-minded and know the expectations of the school. They cooperate with the school in providing information, including a telephone number where the school can contact them at all times.

Students Students take responsibility for their own actions, know rules and expectations, cooperate with the school staff, and treat other students with respect. Students have good behavior in and out of the classroom and accept punishment for their actions. Students respect

the learning environment of other students. Students help set the expectancy level for acceptable classroom behavior, and then sign an agreement regarding the rules and expectations of the classroom. Additionally, students arrive on time to class, follow directions, respect teachers' homework requirements, and establish at-home study time.

Staff The entire school staff maintains a safe learning environment for students in the classroom and school. Staff is open minded, consistent, communicative, and objective. The staff provides clear and reasonable expectations; establishes positive and affirming relationships with students; sets age appropriate rules that reflect District policies and community standards; supplies students and parents with feedback; and is encouraging and consistent when dealing with student behavior. Administrators maintain consistent enforcement of the school's behavioral policies, rules and procedures.

District The District sets policy and defines expectations that are enforceable; supports each school; provides the tools, resources and funding to support school staff; and obtains feedback to refine policies and expectations. Furthermore, the District provides resources to ensure that educational programs make a difference in the lives of "hard-to-serve" students.

REASONS FOR REMOVING A STUDENT FROM CLASS

Two categories of behavior warrant either short-term or long-term student removal from class. These two categories are: “zero tolerance” behaviors and repeatedly disruptive classroom behaviors.

Zero Tolerance Behaviors A student may be removed from a class or other activity by the teacher and/or building administrator for conduct or behavior occurring in the classroom, which violates the District’s “zero tolerance” policies. Such behaviors are identified in District policy as behaviors for which students will be suspended from one to five days and for which expulsion will be considered. Since these behaviors and consequences are well defined in Board of Education policy, they are not specifically identified in the *Code of Classroom Conduct*. However, removal from class is specified for most if not all offenses, and removal procedures identified in the Code will be followed whenever students are removed from class for suspendable behaviors.

Disruptive Classroom Behavior A student may be removed from the classroom by the teacher if it has been documented by the teacher that the student’s behavior has repeatedly

interfered with the teacher’s ability to teach the class. Behavior which may be considered as disruptive to the learning environment includes, but is not limited to:

- Use of profanity
- Inappropriate physical contact which hurts, distracts or annoys others, such as tapping, kicking, throwing things, hitting, biting, pushing, shoving, poking, pinching or grabbing
- Inappropriate verbal conduct which upsets, distracts or annoys others, such as name calling, teasing, “baiting,” or casting racial slurs
- Inappropriate verbal conduct that disrupts the educational environment including interrupting or disrespectful comments to the staff or other students
- Inciting other students to act inappropriately or to disobey the teacher or class rules
- Destroying the property of the school or of another student
- Loud, obnoxious or outrageous behavior
- Disrespecting the authority of the teacher

PROCEDURES FOR REMOVING A STUDENT FROM THE CLASSROOM

Removal of a student from the classroom is a serious measure, and is not to be imposed in an arbitrary, casual, or inconsistent manner. Prior to the removal of a student from the classroom, customary intervention/corrective procedures, such as teacher consultation with principal and/or counselor, student conference, parent contact, and other measures to address the student’s behavior will have been prescribed by the staff member. It is anticipated that in most situations where long term removal from a classroom is being considered, that the school staffing committee will have prescribed a plan to address the student’s behavior.

Any student may be temporarily removed from class under this Code by a teacher of that class. A “class” is any class, meeting or activity which students attend and includes classes, resource room sessions, labs, library time, assemblies, study halls, field trips, and recess. A “teacher” is a certified instructor, long-term substitute teacher, or educational assistant who is employed by KUSD to supervise students independently or under the direction of a certified teacher.

Listed below are the procedures for removing a student from a class. When a teacher or other staff member has determined that a student has violated the *Code of Classroom Conduct*:

First Time Removal for Violation of the *Code of Classroom Conduct*

1. The teacher/staff member will remove the student from the class by following the school’s adopted procedure for sending a student to the office for disciplinary reasons.
2. In most cases, the student will remain in a designated area for at least the duration of the class or activity from which the student was removed. At the elementary level, the teacher will designate the amount of time during the school day that the student is to be removed from class. Each building administrator shall designate a room, office, or other appropriate class, program or educational setting where the student shall remain during the period of removal from the classroom.
3. Within 24 hours or sooner, the teacher/staff member shall complete and submit to the principal/designee a referral form indicating the reason for the removal of the student from the classroom.
4. Within 24 hours of receipt of the referral or sooner, the building administrator/designee shall inform the student’s parents/guardians that the student was removed from class. Such notice may be by mail or telephone.
5. The principal shall arrange a parent/guardian conference if either the parent or teacher/staff member so requests or if the principal so decides. The conference should include

the principal, the parent/guardian of the student, the student, and the teacher/staff member. Support personnel may be included. At the conference, the referring teacher/staff member will report prior corrective procedures including parent/guardian conferences or contact, student conferences, and anecdotal notations of misconduct.

6. Where it has been determined that the student will be given the opportunity to return to the class, the teacher/staff member and student will list the expectations for behavior in the class on the referral form. This may include suggestions for modifying behavior and the assistance of a counselor or other support personnel. Both the teacher and student will complete and sign the referral form and return it to the principal/designee.

Second Time Removal for Violation of the *Code of Classroom Conduct*

1. If, after being returned to the class, the student continues to exhibit undesirable behavior, the student will be removed from the class and a second referral form will be sent to the principal/designee who will notify the parent/guardian within 24 hours and arrange a meeting with the student, teacher and parent/guardian. The referral should set forth as clearly and completely as possible:
 - a. the basis for the removal request;
 - b. the alternatives, approaches, and other steps considered or taken to avoid the need for a long-term removal;
 - c. the impact, positive and negative, on the removed student; and
 - d. the impact, positive and negative on the rest of the class. The original plan for behavior improvement will be reviewed, and a decision will be made as to whether the student should be returned to the classroom with a revised plan or considered for long term removal from the class.
2. While a conference is pending, the administrator may not return the student to the regular classroom. A reasonable amount of time will be given for parent compliance with the request for the conference. If the parent is non-compliant, the administrator/designee will proceed with a conference with the student and teacher. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal.

Long-Term Removal from the Class for Violation of the *Code of Classroom Conduct*

1. Following the conference, if it is determined that the student is to be removed on a long-term basis from the class, the administrator shall order the placement of the student according to one of the following steps:
 - a. place the student in an alternative education program;
 - b. place the student in another class in the school, or in another appropriate place in the school;
 - c. place the student in another instructional setting;
 - d. modify the student's schedule in compliance with Wisconsin statute requirements;
 - e. refer the student to the Administrative Review Committee for expulsion consideration with a placement consideration to be held in abeyance pending recommendations of this committee and/or from an expulsion hearing.In any event, except in the case of expulsion, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was

removed. Such a program need not be in the precise academic subject of the student's former class.

Long-term removal from a specific classroom is an administrative decision not subject to a formal right of appeal. However, the parent(s)/guardian(s) of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher who made the request for removal. At the meeting, the building administrator shall inform the parent(s)/guardian(s) and student of the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s)/guardian(s) or student.

The Superintendent of Schools/designee may permit schools to develop discipline plans and systems that include variations from the above rules as long as the school procedures address and promote extensive parent/guardian communication and comply with the District's behavior policies.

STUDENTS WITH SPECIAL NEEDS

For students receiving services under IDEA or Section 504, the building administrator will follow placement considerations developed in the student's Individual Education Plan (IEP). The behavior plan of the IEP is to be consulted regarding whether or to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students, and the alternative consequences or procedures for addressing behavioral issues. Outside of the IEP process, no change in placement for more than ten consecutive days may be made for a student with disabilities. Additionally, the removal of students with an Attention Deficit Hyperactive

Disorder (ADHD) diagnosis should be contingent on a review of the Attention Deficit Education Plan (ADEP), and its recommendations for behavioral expectations. Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 or with an ADEP may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students. District Policy 5475 - Discipline of Students with Disabilities - will be followed whenever students with special education needs are referred for violation of the *Code of Classroom Conduct*.

ENFORCEMENT OF THE CODE

Students are expected to abide by this *Code of Classroom Conduct* and other school and classroom rules that are established to maintain order and a favorable academic atmosphere in the school. A copy of this Code will be sent to each parent/guardian in the District. Parents/guardians will be asked to acknowledge in writing that they have discussed this Code with their

child/children, and return a signed copy of this acknowledgment to the school their child/children attend. In addition, this Code shall be provided to, and discussed with, students of the District early in the school year. All students will be expected to sign a statement indicating their knowledge of the Code and its consequences for future disciplinary actions.

HABITUAL TRUANCY

Truancy is defined by Wisconsin State Statute as "any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified by the parent/guardian of the absence." It is imperative to notify the school when your child is legitimately absent so that it is not recorded as a truancy.

If a student is absent from school without an acceptable excuse for part or all of five or more days during a semester he or she is considered habitually truant under State Statute and may be referred to Kenosha County Juvenile Intake Services.

The City of Kenosha and the Village of Pleasant Prairie have adopted municipal ordinances to address the issue of habitual truancy. Municipal citations issued to students in accordance with these ordinances are an additional intervention for those experiencing attendance problems. Students who have been found to be habitually truant shall be subject to any of the following dispositions that are deemed available to the Municipal Court:

- Suspension of person's vehicle operating privileges
- Order to attend school
- Counseling, work program, or community service work
- Forfeiture of not more than \$500.00
- Order to remain at home
- Curfew
- Order to attend an educational program (Sec.938.34(7d))
- Placed under formal or informal supervision
- Revocation of work permit
- Order person's parent/guardian to counseling
- Order to be placed in a teen court program
- Order to report to youth report center

KENOSHA UNIFIED SCHOOL DISTRICT ACTIVITIES CODE OF CONDUCT (*Grades 6-12*)

An Activities Code is requested by mandate of the Kenosha Unified School District Board of Education and to meet the requirements of the Wisconsin Interscholastic Athletic Association. Although activities programs are a valuable part of the total educational experience, participation in after school programs is a privilege, and not a right. As such, all participants must abide by all rules and responsibilities, which apply to each activity program in order to continue participation in these activities.

As a privilege, a participant in after school activities carries additional responsibilities and expectations. The rules and responsibilities outlined in this code of conduct will help ensure that students serve as a credit to themselves, their parents, their school and the community.

NON-DISCRIMINATION STATEMENT

The Kenosha Unified School District No. 1 is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity, or employment in the District. The Superintendent of Schools/designee (262-653-6320) addresses questions regarding student discrimination, and the Executive Director of Human Resources (262-653-6333) answers questions concerning staff discrimination.

The Kenosha Unified School District is committed to providing an effective learning environment that is safe and respects the rights of all individuals in the student community. The benefits that students derive from their education depend very much on their attitude toward learning and their adherence to high standards of behavior. The Kenosha Unified School District *Code of Classroom Conduct* has been developed to ensure that a healthy and productive learning environment exists.

This Code of Conduct sets the classroom behavior standards for all students. In addition to the Code, each school sets discipline procedures and rules that reinforce the Code.

The Kenosha Unified School District No. 1 Office of Human Resources will generate a list of the professional qualifications of all teachers in the District at the beginning of each school year. The comprehensive list will be available to staff, parents/guardians, and community members at the Educational Support Center at the following locations: Office of the Superintendent, Office of Human Resources, and Department of School Leadership. Parents/Guardians will be informed of their Right through a posting on the KUSD website, a statement included in the *KUSD Code of Conduct*, and a legal notice published in the *Kenosha News*.

The District's general teacher position requirements will be provided in a separate brochure available to parents upon request from the Office of Human Resources at the Educational Support Center or from any KUSD school.

EL CODIGO DE REGLAS DE CONDUCTA ES DISPONIBLE EN ESPAÑOL

Para obtener la versión en Español del **Código de Conducta en el Salón de Clases y del Manual de Políticas sobre Comportamiento y Disciplina**, por favor, llame al (262) 653-6378.

STUDENT BEHAVIOR OFFENSES AND DISCIPLINE PROCEDURES SUMMARY

In accordance with the student behavior policies of the Kenosha Unified School District No. 1, the behaviors listed on this page are strictly forbidden and violation of policies will lead to suspension from school for as many as five days and consideration for expulsion from school. In nearly all cases, law enforcement will be notified. The policies apply to school property as well as to buses, field trips, before or after school activities, etc.

Any student who commits an offense listed on the following chart will be subject to:

- **Suspension from school for up to five days**
- **Report to law enforcement (*requires mandatory reporting; other areas may be reported depending on circumstances surrounding the behavior)**
- **Referral to the Administrative Review Committee for possible expulsion from school**

OFFENSE	DESCRIPTION OF BEHAVIOR	POLICY #
*ALCOHOL AND OTHER DRUGS (sale, delivery, manufacture)	Use, possession, sale, delivery, manufacture, or intent to sell, deliver, or manufacture alcohol and/or other drugs (Controlled Substance Act)	5434
*ASSAULT - PHYSICAL (Staff)	Physical assault of a District employee	5437
*ASSAULT - PHYSICAL (Student)	Student fights involving physical assault or threatening of another student(s)	5437
*ASSAULT - SEXUAL	Sexual assault of a student or staff member	5437
*BOMB THREAT	Telephone or in any other way communicate a bomb threat to any school facility	5437
DRUGS ("Look-Alike")	Use or possession of drugs or sale, delivery or intent to sell or deliver other substances resembling controlled substances	5434
DRUGS (Someone else's)	Use or possession of prescription drugs that are not prescribed for the person in possession	5434
DRUG PARAPHERNALIA	Possession or use of drug paraphernalia	5434
*EXPLOSIVES	Possess or detonate any kind of explosive or incendiary device	5436.1
*EXTORTION	Practice or attempt to extort	5437

OFFENSE	DESCRIPTION OF BEHAVIOR	POLICY #
*FIRECRACKERS	Possess or detonate firecrackers	5436.1
*FIRES, FALSE FIRE ALARMS	Start fires or set off fire alarms falsely	5436.1
*GUNS	Possession, use or storage on school property, school buses, or at any school-related event	5436
HARASSMENT/HATE	Sexual harassment, other forms of harassment and/or hate activities including any acts or attempted acts or speech intended to cause physical injury, emotional suffering, or property damage through intimidation, harassment, stress, bigoted epithets, vandalism, force or threat of any of the preceding, motivated all or in part out of hostility to the victim's real or perceived race, ethnicity, religion, sexual orientation, or individual circumstances	5111
INHALANTS (Someone else's)	Use or possession of inhalants	5434
*LASER DEVICES	Use or possession without expressed permission of principal	5435.1
MISSILES	Throwing an object that can cause bodily injury or property damage	5436.2
SPRAY DEVICES	(Pepper Spray, etc.) Use or possess spray devices which are intended to incapacitate	5436.1
*THREAT (Death)	Making a death threat to staff or another student including a verbal, written or electronically communicated death threat	5437
*WEAPONS	Possession, use or storage of a weapon of any kind on school property, school buses, or at any school-related event: guns, other firearms, knives, imitation weapon, BB Gun, or any instrument that is designed for and/or capable of inflicting bodily injury or death	5436

Any student who commits an offense listed below will be subject to disciplinary action which may include suspension and consideration for expulsion.

ELECTRONIC COMMUNICATION	Use of cellular phones with or without camera, video or sound recording capabilities, PDAs or other electronic communication devices during school hours	5435
DRESS	Specific rules governing student attire are listed in Policy 5431	5431
GANGS AND GANG-RELATED ACTIVITIES	Use of gang language, hand signals, graffiti, tattoos, haircuts, or the presence of any wearing apparel, footwear, jewelry, accessory, or manner of grooming which by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with a gang is prohibited. A gang is defined as an identifiable group or club which exists without the sponsorship of authorization of the school and which engages in anti-social or criminal behavior or activity which is disruptive of the school environment	5438
INTERNET	Misuse of Internet may result in loss of Internet use privileges and school disciplinary action. Appropriate legal action may be taken against students performing illegal acts on the Internet.	6633
THEFT	Stealing personal possessions or District properties is prohibited	5439
TOBACCO	Smoking and the use of tobacco in any form; possession of tobacco products, lighters, and matches	5433
VANDALISM (Property Damage)	Vandalizing property of the District, students or staff is prohibited	5439

* mandatory reporting to law enforcement

BOARD OF EDUCATION BEHAVIOR AND DISCIPLINE POLICIES

5430 - STUDENT CONDUCT AND DISCIPLINE

It is important that schools must be safe and free from fear, that rules be established to govern the conduct and behavior of all who work and learn in the schools, including the establishment of a Code of Classroom Conduct, and that these rules be firmly and consistently enforced throughout every school, school bus, and activity of the District. Discipline begins in the home between the parent/guardian and student and continues in the school with the relationship between school personnel and the student. Each has the mutual responsibility for the maintenance of that discipline. It is the objective and policy of the District to recognize, to preserve, and to protect the individual rights of all students and yet, at the same time, to encourage and enforce the exercise of these rights within the necessary framework of an orderly, efficient school process. Within this policy framework it is the duty of the School Board, the Administrative staff, and the faculties of each school to prohibit and to prevent types of student conduct that constitute a menace to the continuing educational process. Behavior that becomes dangerous, disruptive, and destructive will not be tolerated.

1210 - COMMUNICATION - SCHOOL-SPONSORED (including crisis)

Communication sponsored by individual schools shall be encouraged as a means of further informing the public regarding school activities. School-sponsored communications shall be conducted with the knowledge and approval of the building principal or designee. Parents/guardians are to be informed, as appropriate and necessary by the building principal, of incidents occurring on school premises that pose a threat to the future health, safety, and/or life of their children. All such communication shall be consistent with legal and ethical principles regarding the privacy rights of students and their families.

5111 - HARASSMENT/HATE

Students are prohibited from sexually harassing other students or staff as defined by the Board's policy on sexual harassment. The District also prohibits other forms of student harassment and/or hate activities, actions, or speech on school premises, at school activities, or on sites normally considered to be under school control. Harassment and/or hate activities, actions, and/or speech are defined as any acts or attempted acts or speech intended to cause physical injury, emotional suffering, or property damage through intimidation, hazing, harassment, stress, bigoted epithets, vandalism, force or threat of any of the above, motivated all or in part out of hostility to the victim's real or perceived race, ethnicity, religion, sexual orientation, or individual circumstances. Students and staff shall be informed of this policy and its implementing procedures annually. Staff training shall also be provided as necessary/appropriate to help employees implement the District's policy and procedures.

5432 - SCHOOL BUSES

Students are expected to follow the District school bus regulations. Students violating the school bus regulations will be subject to disciplinary action including possible revocation of bus riding privileges. Revocation of bus riding privileges may be appealed to the Superintendent/Designee.

5433 - TOBACCO USE BY STUDENTS

Smoking and the use of tobacco in any form by students are expressly prohibited in the schools, on school property, at school-sponsored activities, and on school buses. Students are also prohibited from possessing tobacco products, lighters, and matches. Students violating this policy shall be subject to disciplinary action.

5434 - STUDENT ALCOHOL AND OTHER DRUG USE

Students have the right to attend school in an environment that is free from the non-medical use of alcohol and other controlled substances. These substances interfere with the learning environment and performance of students. The following actions are expressly prohibited by students on school property, on school buses, and at school sponsored activities:

1. Use or possession of alcoholic beverages, inhalants, drug paraphernalia, or a material covered by the Controlled Substances Act or appearing to be under the influence of alcoholic beverages, inhalants or materials covered by the Controlled Substances Act.
2. Sale, delivery, dispensing, distribution or manufacture of controlled substances, alcoholic beverages, inhalants, drug paraphernalia or possession with intent to sell, deliver, or manufacture a controlled substance. Intent may be shown by evidence of the quantity and monetary value of the substance or materials possessed.
3. Use, possession, delivery, sale or intent to sell or deliver drugs or other substances resembling controlled substances. The intent to sell or deliver may be shown by evidence of the quantity and monetary value of so called "look-a-like" drugs.
4. Use, possession, sale, delivery, dispensing or distribution of prescription drugs. Medication and prescribed drugs shall be taken by students and administered by authorized school employees in accordance with established District procedures and state law requirements.

Students who violate this policy may be referred to law enforcement officials and shall be subject to disciplinary action. School officials and teachers are not liable for removing a student from school grounds or activities because of suspected alcohol or controlled substance possession, distribution, delivery, or consumption.

5435 - ELECTRONIC COMMUNICATION

The School Board recognizes that student use and possession of personal electronic devices are disruptive in the educational experience. Use and possession of cellular telephones by students will be allowed as defined by board policy and rule. Under no circumstances will personal electronic communication devices with photographic capabilities be in possession or use in any school or during school activities. Students who violate this policy will be subject to disciplinary action. The District shall not be responsible for the safety or security of personal electronic equipment that students choose to bring to school.

5435.1 - LASER DEVICES

Student possession of laser pointers, pens or other laser devices that can cause eye damage or other injuries on school premises or while involved in school activities is strictly forbidden unless authorized by the school principal. Supervised use of laser devices in a classroom setting will be permitted with the approval of the school principal.

6633 - STUDENT USE OF INTERNET SYSTEM

Students in the District may have access to and use the District Internet system at school in accordance with established teaching and learning guidelines. The schools support and respect each family's right to decide whether or not to apply for independent access.

Student use of the Internet shall be viewed as a privilege not a right. School Internet access will be used for educational and research purposes, consistent with the educational objectives of the District. Students should understand that Internet access, including electronic mail (E-mail), are not guaranteed to be private and may be monitored by District staff if there is reason to suspect that they are violating state and federal laws and to see that they are being used in accordance with Board policy and the District's Internet system user rules and regulations.

5436 - WEAPONS

The Kenosha Unified School District shall strive to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. To aid in reaching this goal, the District will strictly enforce a zero tolerance policy that no one shall possess, use, or store a dangerous weapon on school property, school buses, or at any school related event. Furthermore, no student will use a dangerous weapon to threaten the life of another student, an employee, or any other person while on school property or engaged in a school activity on or off school property.

"Dangerous weapons" include:

- A firearm, whether loaded or unloaded, operational, or non-operational
- A weapon facsimile that could reasonably be mistaken for an actual firearm; or other weapon. A weapon facsimile includes an object, device, instrument, material or substance that substantially mimics a weapon
- Any pellet or "BB" gun or other device, whether operational or not, designed to propel projectiles by sprint action or compressed air

- A fixed blade knife with a blade that measures longer than three inches in length or a spring loaded knife or a pocket knife with a blade longer than three and one-half inches
- Any object, device, instrument, or substance, whether animate or inanimate, that is used or intended to be used by the student to inflict death or serious bodily injury regardless of the student's intent.

The following are exempted from this policy: weapons under the control of law enforcement personnel, theatrical props used in appropriate settings, starter pistols used in appropriate sporting events, military personnel armed in line of duty, ROTC instructional activities under the supervision of a certified staff member, and items pre-approved by the building principal as part of a class or individual presentation under adult supervision. This approval must be in writing and granted prior to the weapon being brought to the school. Persons violating this policy may be referred for prosecution under applicable laws and/or subject to school disciplinary action.

5436.1 - FIRES, FIRE ALARMS, EXPLOSIVES, FIRECRACKERS, AND SPRAY DEVICES

It is strictly forbidden for any student to start fires or set off fire alarms falsely, to possess or detonate any kind of explosive or incendiary devices, including firecrackers, or to use or possess spray devices which are intended to incapacitate (e.g., pepper spray), on school property, on school buses or at any school-related event. Students violating this policy may be referred for prosecution under applicable laws and/or subject to school disciplinary action.

5436.2 - MISSILES

The throwing of missiles on school premises or while involved in school-sponsored activities is expressly prohibited. A missile is defined as any object that can cause bodily injury or property damage when thrown. Students violating this policy may be referred for prosecution under applicable laws and/or subject to school disciplinary action.

5437 - THREATS AND/OR ASSAULTS BY STUDENTS

Students are prohibited from engaging in any of the following actions:

- fighting with, assaulting or threatening other students while under the school's jurisdiction;
- sexually assaulting other students or District employees; ("sexual assault" is defined by state law as sexual intercourse or sexual contact without the consent of the other person. "Sexual contact" means intentional touching of the intimate parts of a person, clothed or unclothed, if that intentional touching is for the purpose of sexual arousal or gratification or if it contains elements of actual or attempted battery.)
- verbally or physically threatening students or District employees including the making of death threats;
- physically assaulting students or District employees;
- telephoning or communicating a bomb threat to any school facility;
- extortion of District employees or students.

Students violating this policy may be referred for prosecution under applicable laws and/or subject to school disciplinary action.

5438 - GANGS AND GANG-RELATED ACTIVITIES

District schools have a responsibility to maintain a school environment free of violence, intimidation, or other behaviors that threaten the safety and well being of students and staff. Anti-social and/or criminal activities of gangs or gang-like groups threaten the school environment and interfere with the educational process. Anti-social and/or gang activities will not be tolerated and the District hereby bars all gangs, gang affiliations and gang-related activities from school buildings, school buses, school related activities and school property at all times. A "gang" is defined as an identifiable group or club which exists without the sponsorship or authorization of the school and which engages in anti-social or criminal behavior or activity that is disruptive of the school environment. Activities of gangs/associations/organizations include recruitment, initiations, hazing, intimidation, retaliation and/or related activities which could potentially cause bodily danger, physical harm, or personal degradation or disgrace and result in physical or mental harm to students are prohibited as are all forms of criminal activity. The use of language, hand signals, graffiti, tattoos, haircuts, or the presence of any wearing apparel, footwear, jewelry, accessory, or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is hereby prohibited. School administrators will monitor the school environment and parents will be informed of suspected gang involvement and/or activities. If an administrator verifies a student's involvement in gang activity, the parent or

guardian will be informed and appropriate law enforcement and social service agencies will be notified. Administrators shall comply with confidentiality laws when releasing student record information. Cooperation with law enforcement agencies is authorized and encouraged. Students violating this policy may be subject to appropriate disciplinary action, including suspension and/or recommendation for expulsion review.

5439 - PROPERTY DAMAGE/THEFT

Students are prohibited from vandalizing property of the District, students, or staff. In addition, stealing personal possessions or District properties is strictly prohibited. Students violating this policy may be referred for prosecution under applicable laws and/or subject to school disciplinary action.

5450 - RELATIONS BETWEEN LAW ENFORCEMENT AGENCIES AND SCHOOLS

The School Board and District employees shall extend full cooperation to other local governmental agencies in the interest of the education, health, welfare, and safety of the community.

Within the proper exercise of police power, and its consequent investigative authority law enforcement officials shall be able to call at the schools and request permission of principals to question students. Such questioning during school hours shall be for legitimate purposes. For example, the investigation of a particular situation involving the students. Permission for questioning may be denied at the discretion of the principal only in a situation warranting such denial. Questioning of students by law enforcement officials shall be only in the presence of the principal/designee with the exception of cases involving suspected child abuse or neglect. Except as otherwise provided by law, parents/guardians of students involved in such questioning shall be notified by the principal of the situation.

5461 - STUDENT LOCKERS

Lockers and desks are school property and are subject to inspection at any time by the principal/designee. Students shall receive annual notification of this policy.

5471 - CORPORAL PUNISHMENT/USE OF PHYSICAL FORCE

Students will not be subjected to the use of corporal punishment in any of its forms. District employees who violate this policy shall be subject to established disciplinary procedures. Although school officials, employees, or agents are encouraged to use non-forceful control measures, school officials are not prohibited by the corporal punishment law from using reasonable and necessary force under the following specific circumstances:

- To quell a disturbance or prevent an act that threatens physical injury to any person;
- To obtain possession of a weapon or other dangerous object within a student's control;
- For the purpose of self-defense or the defense of others, or for the protection of property in accordance with state statutes;
- To remove a disruptive student from school premises, a motor vehicle, or a school-sponsored activity;
- To prevent a student from inflicting harm on him/herself; and
- To protect the safety of others.

Incidental, minor, or reasonable physical contact designed to maintain order and control may be used in the District. In determining whether or not a person is using reasonable and necessary force, deference shall be given to reasonable, good faith judgments made by an official, employee or agent of the District.

5473 - STUDENT SUSPENSIONS

The building principal may suspend a student for not more than five days for noncompliance with District policies and rules or for other reasons outlined in state law. No student shall be suspended solely because of poor attendance or repeated tardiness. A five-day suspension may be used when a student endangers the health, safety, or property of others and an extended suspension is needed as part of the discipline plan for the student, or when there is a need to ensure a safe return to school. A five-day suspension may also be used as a part of the discipline plan for a student when progressively more serious consequences are needed in an effort to change a student's behavior. Suspension of students shall be in accordance with state law. Students may be assigned to in- or out-of-school suspensions. Suspended students shall be allowed to make up examinations and other classwork missed during the suspension in accordance with the District's student attendance procedures. The District shall not discriminate in student suspensions on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

5474 - STUDENT EXPULSION

A School Board designated expulsion hearing officer(s) may expel a student from school for reasons outlined in state law. A hearing shall be conducted in order to determine that the interests of the school demand the student's expulsion. Expulsion of students shall be in accordance with state law and established District procedures. The District shall not discriminate in student expulsions on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures. The District shall not deny any rights afforded under state and federal laws to any student excluded from school. The District will provide a special school program for the purpose of providing a last chance for students who have been expelled from school. The District will make every effort to coordinate this program with new or existing county programs. This program will be evaluated and a report submitted to the School Board annually. After expelling a student and determining the length of the expulsion, the Hearing Officer may recommend enrolling the student in a special school for educational and/or counseling purposes.

5475 - DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities shall conform to the policies set forth by the School Board. The Board recognizes that the needs manifested by students with disabilities dictate a high level of understanding and consideration. To accomplish such level of understanding and support, various program models shall be developed such as special schools, self-contained classes, resource rooms, and itinerant services. These program models will be utilized within the following general guidelines:

- The special school model can only be used for the most severely disabled student and only when the total educational environment of the student must be controlled. Exceptions to existing policies, rules, and regulations may be made by the Board upon the recommendation of the Superintendent of Schools.
- When special education students are programmed into general education classes, they will be expected to conform with the same policies, rules, and regulations as other students except as determined by the Individual Education Program (IEP). Guidelines for reaction to inappropriate behavior of students with a disability shall be provided through individual educational programs developed by the special education teacher, parent, the general education teacher(s), and approved by the Local Education Agency (LEA) representative.
- Within the special education classrooms, it shall be the responsibility of the special education teacher to modify undesired behaviors and attitudes through teaching, behavior modification programs, student counseling, parent/guardian assistance, curriculum changes, schedule changes, etc.
- Students with disabilities may be suspended or considered for expulsion only in accordance with state and federal laws and regulations and established District procedures.

5531 - EMERGENCY CARE SERVICES

The District shall provide for emergency care services. Each principal is responsible for establishing policies and procedures regarding emergency care in the building and during school-sponsored activities, including the designation and training of individuals to provide first aid. These policies and procedures will be developed with the assistance of school nurses and medical advisors where needed. Emergency care policies and procedures shall be consistently implemented and properly posted.

Emergency medical information cards shall be completed for each student and employee in the District. This information shall be maintained and disclosed in accordance with laws and regulations governing the confidentiality of student and personnel records.

First aid kits, personal protective equipment and other medical supplies necessary for providing emergency care services shall be maintained in each school and shall be readily accessible during school-sponsored activities. Records shall be maintained of all accidents and emergency care services rendered. Emergency nursing services shall be reviewed annually.

5532 - STUDENT IMMUNIZATIONS

Students admitted to schools in the District shall be required to have all immunizations as required by state law. Except as otherwise provided, immunizations shall be required for measles, rubella, mumps, diphtheria, pertussis (whooping cough), tetanus, hepatitis B, and polio.

A student may be waived from the requirement when the student, if an adult, or the student's parent, guardian or legal custodian submits a written statement objecting to the immunization for reasons of health, religion, or personal conviction.

The building principal/designee shall be responsible for notifying the student, parent, guardian or legal custodian of the immunization requirements and shall inform such persons in writing of their right to an immunization waiver. In addition, the building principal/designee shall be responsible for maintaining complete and up-to-date immunization records for each student attending school in the District. An immunization plan shall be developed annually to encourage compliance with state immunization requirements. This plan shall be developed in cooperation with the public health department.

5533 - COMMUNICABLE DISEASE CONTROL

Communicable disease control procedures shall be maintained in cooperation with the public health department. The health department shall be notified at once by the principal/designee who knows or suspects that a communicable disease is present in a District school. The principal may exclude students from school and school-related activities if they are suspected of or diagnosed as having a communicable disease that poses a significant health risk to others or that renders them unable to pursue their studies. Students excluded from school may appeal their exclusion to the Superintendent/designee. The District recognizes that an individual's health status is personal and private. Therefore, the District will handle information regarding students with suspected or confirmed communicable diseases confidentially in accordance with state and federal laws. While recognizing that vomit, urine and saliva are not generally considered sources of bloodborne pathogens, all body fluids of students will be considered potentially infectious. Proper precautions will be taken by all District employees when coming in contact with such body fluids in accordance with the District's exposure control plan.

5533.1 – HUMAN IMMUNODEFICIENCY VIRUS

Students identified with human immunodeficiency virus (HIV) may continue to be serviced by the District and shall be eligible for all rights, privileges and services provided by law and District policies.

As a guideline, students with acquired immunodeficiency syndrome (AIDS) or HIV infection may be allowed to attend school in their regular classroom setting. Modifications to a student's educational program may be made in accordance with applicable laws and District procedures. A student will not be categorized as having exceptional education needs (EEN) or as Section 504 simply because of the student's HIV status. Information concerning a student's HIV status shall remain confidential as required by law.

5533.2 - PEDICULOSIS (Head Lice)

The principal shall exclude students with pediculosis (head lice) from school until they have received proper treatment, in accordance with state and local health requirements. Each principal will determine whether an inspection of suspected cases of pediculosis is necessary. Such an inspection will be carried out in cooperation with local health officials.

5534 - ADMINISTERING MEDICATION TO STUDENTS

Medication and prescribed drugs shall be taken by students and administered by authorized school employees in accordance with this policy, established District procedures, and state law requirements. Authorized school employees may administer any drug that may lawfully be sold over the counter without a prescription in compliance with the written instructions on the container and with the written consent of the student's parent/guardian. Authorized school employees may administer a prescription drug to a student in compliance with the written directions of a physician if the student's parent/guardian consents in writing.

A copy of all written directions by a physician and written consent by a parent/guardian shall be on file in the school office. These directions shall be renewed annually or more frequently if there is a change in medication or dosage. Primary responsibility for the medical management and welfare of the children rests with the parent. The District's intention will be to administer as few doses as possible during the school day without impacting the health care of any student.

No school employee, except a health care professional (e.g. physician, registered nurse, or licensed practical nurse), shall be required to administer medication to a student by injection. Each principal shall arrange to have volunteer employees for administration of medication by injection for emergency situations or situations in which the well-being of a student is involved. Such employee volunteers may administer medication by injection in accordance with the written directions of a physician, written consent of a student's parent/guardian, and the written authorization of the principal. Training and periodic monitoring of the employee volunteer shall be completed by a health care professional prior to the administration of any medication to a student by injection.

5540 - ABUSED OR NEGLECTED STUDENTS

Any employee of the School District having reasonable cause to suspect that a student seen in the course of professional duties has been subject to physical, sexual or emotional abuse or has been neglected, shall immediately report such suspected abuse or neglect as required by

Wisconsin Statutes. Such personnel shall also report having reason to believe that a student seen in the course of professional duties has been threatened with an injury and that abuse of the student will occur.

5570 – CRISIS MANAGEMENT/SUICIDE PREVENTION

A comprehensive crisis management/suicide prevention program shall be developed, implemented, and maintained by District personnel appointed by the Superintendent of Schools. The student crisis management/suicide prevention program shall incorporate (a) primary prevention approaches which represent ongoing education of students, staff, and parents; (b) additional prevention approaches which define the referral and intervention procedures for students with immediate assistance needs; and (c) guidelines for dealing with a crisis situation at the school and District level. The School District recognizes that any staff member acting in good faith to prevent suicide by a student is immune from civil liability for any act or omission in respect to the suicide or attempted suicide, as provided in Wisconsin Statutes 118.295.

5580 – SCHOOL WELLNESS

The District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of their students. Improving health optimizes student performance potential and ensures that no child is left behind.

It is the District's intention to help students learn and participate in positive dietary and lifestyle practices and to provide a school environment that supports these efforts.

- All students will learn about and participate in activities that promote cardiovascular fitness. Physical activity will be included in a school's daily education program from grades K-12. Physical activity should include regular instructional physical education classes, co-curricular activities and recess.
- The curriculum will empower students with the knowledge, attitudes and skills for lifelong healthy eating habits.
- All students will be encouraged to have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn.
- The food service department will promote healthy meals and meal alternatives by ensuring that all meals offered through the National School Breakfast and Lunch Programs meet and follow all USDA requirements applicable to the schools, including established nutritional standards.
- School administrative personnel, with the assistance and support of food service personnel, will provide a positive environment in school cafeterias by giving adequate amount of time for students to eat school meals, and will schedule lunch periods in a reasonable manner.
- The schools will promote healthy food and beverage choices for students in all venues where food and beverages are served or sold in accordance with District nutrition guidelines.

The efforts to promote wellness, good nutrition and physical activity are the shared responsibilities of all District employees. In keeping with the spirit of this policy, the District shall maintain a Wellness Committee to annually review the policy and its implementation and to ensure compliance with it.

5431 - STUDENT DRESS CODE

The Kenosha Unified School District Board is committed to providing students with an educational environment that is safe and conducive to learning free from distractions. The District retains the right to monitor and take action when such distractions, in the sole judgment of the District, present a health or safety hazard, or disrupt classroom settings or decorum.

Commencing with the 2007-2008 school year, the Kenosha Unified Schools shall institute a student dress code for all students K-12. All exceptions to this policy and rule, based on religious beliefs or medical conditions, requested by the parent or guardian must be documented and approved by the Superintendent/designee.

All students are expected to exemplify appropriate hygiene and dress standards in a manner that projects an appropriate image for the student, school, and District. The District shall not require specific brands of clothing. No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activity (including gang-related colors if for purposes of gang identification), or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages of hostility toward race, ethnicity, religion, or sexual orientation. when seated; must have long sleeves; must be neat, clean and in appropriate repair, no holes or tears; and must fit appropriately and not be tight or baggy.

harassment/hate messages, or messages of hostility toward race, ethnicity, religion, or sexual orientation. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will make the final determination.

Students at the middle and high school levels will be required to wear student identification (I.D.s) during the school day and have them easily accessible during all school activities (academic, extra-curricular, co-curricular).

Bottoms (slacks, pants, capris, shorts, skirts, jumpers, skorts, dresses) - must be neat, clean and in appropriate repair, no holes or tears, must be touching or extending above the belt line and appropriately fastened at the waistline and belts are required if necessary, underwear must be covered at all times, when standing or seated; dresses, skirts and jumpers must be at least mid-thigh length, shorts and skorts must be at least fingertip length when standing; and must fit appropriately and not be baggy, tight, or drag on the floor.

Tops (shirts, blouses, sweaters) - rounded, buttoned, collared or higher neckline on tops must cover chest at all times; must be long enough to be tucked in, cover the mid-section and past belt line when seated; must have long sleeves; must be neat, clean and in appropriate repair, no holes or tears; and must fit appropriately and not be tight or baggy.

Footwear - athletic shoes, laced shoes and/or shoe boots, loafers, dress shoes, or sandals.

Inappropriate attire: see through fabric without opaque fabric lining; bedtime attire, such as pajamas, undershirts or undergarments as outerwear; attire that may be considered weapons, including but not limited to chain belts or wallet chains; jewelry, piercing, tattoos or similar artifacts that are obscene or may cause disruptions to the educational environment; hoods, hats, caps, bandanas, sweatbands, skullcaps, plastic hair bags, hair nets, hair curlers or do-rags, except headwear worn for legitimate religious purposes; house slippers, or any other type of footwear that could constitute a safety hazard, flip flops at the elementary and middle school level; athletic shorts, steel-toed boots or shoes; any type of footwear with wheels; and hobnails, spurs or cleats on belts, boots, or shoes are not permitted.

It shall be left to the discretion of the principal/designee whether or not a student is in compliance with the student dress code policy. Students who violate the rules for school attire will have the options to put on clothing that is appropriate, to contact parent or guardian to bring in appropriate clothing or to change into appropriate clothing and return to school. The principal/designee may call a conference with the parent/guardian, students and counselor to assist with compliance. Repeated violations of school attire rules will constitute disciplinary action.

5310 - STUDENT ATTENDANCE

In accordance with state law, all children who reside within the boundaries of the District and are between six and eighteen years of age must attend school regularly until the end of the term, quarter, or semester in which they become 18 years of age unless: (1) excused for physical or psychological reasons upon the written recommendation of persons designated under state law; (2) excused for reasons outlined in the District's student attendance procedures; (3) excused because of a Board-approved program or curriculum modification; (4) attending an approved private or parochial school or home-based private educational program; or (5) they have graduated from high school.

Legal responsibility for school attendance rests with the parent/guardian or with the student in the event a student is an emancipated minor or a student not covered by the compulsory attendance laws. If the parent/guardian does not notify the school when his or her son or daughter is absent, it will be assumed that the student is truant.

The Principal has the authority to approve or deny any request to permit a student to be absent and/or leave the building during school hours. The District shall establish regulations pertaining to attendance, absence, tardiness, and the basis for excused absences. Each principal shall publish and disseminate the regulations to students and parents/guardians.

6426 – STUDENT PROGRAM OR CURRICULUM MODIFICATIONS

Any student's parent(s)/guardian, or the student, with parent/guardian permission, may request program or curriculum modifications. At the beginning of each school year, students and parents/guardians shall be notified of this policy and the decision-making process to be used responding to such requests. Rule: Request for program or curriculum modifications should be initiated at the building or department level. Decisions on such requests shall be subject to review by the Superintendent/designee upon written request of the parent/guardian. Decisions on the requests shall be made within the timelines established by law.

Any decision made by the Superintendent/designee in response to a request for a program or curriculum modification shall be reviewed by the School Board upon request of the student's parent/guardian.

5110 – EQUAL EDUCATIONAL OPPORTUNITY/STUDENT DISCRIMINATION COMPLAINT

No student may be denied admission to, 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 student's sex, race, national origin, ancestry, creed,

religion, color, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Sections 504 of the Rehabilitation Act of 1975 and the Americans with Disabilities Act of 1992. This does not preclude decisions relative to classes or activities based on a student's individual performance or needs. Students who have been identified as having a handicap or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the District's special education policies or procedures. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs. Requests for accommodations shall be made in writing and approved by the, e.g., building principal, assistant principal, classroom teacher. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and make up opportunities for coursework missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect. The District encourages informal resolution of complaints under this policy. A formal complaint procedure shall also be available to address allegations of violations that cannot be solved informally. Annually, the District shall provide public notice of this policy, the name and address of the designated employee to receive complaints and the complaint procedures. Student nondiscrimination statements shall also be included in staff and student handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities. The complaint procedure shall also be included in student and staff handbooks.

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the District's student nondiscrimination-related policies shall be processed in accordance with the following procedures:

INFORMAL PROCEDURE

The District promotes the voluntary resolution of problems at the level of government closest to their source and, as such, encourages informal resolution of student discrimination complaints. If a complaint cannot be solved informally, the complainant may initiate a formal complaint as outlined below. An informal resolution of a complaint does not prohibit the filing of a formal complaint at any time.

FORMAL COMPLAINT PROCEDURE

The timelines governing the resolution of the formal complaint do not go into effect until the written complaint is received.

Step 1: Except as outlined in (a) and (b) below, a written statement of the complaint shall be signed and submitted by the complainant to the Superintendent of Schools/designee. The statement shall specify the nature of the alleged discrimination, the facts (including specific details and corresponding dates), the relief sought and the name, address and phone number of the complainant. If the complainant is a minor, the complaint may also be signed by his/her parent or guardian.

The Superintendent of Schools/designee shall thoroughly investigate the complaint, notify the employees who have been accused of discriminating and permit them to respond to the allegation, and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the written complaint, if deemed necessary. The Superintendent of Schools/designee shall, by certified mail, give a written answer to the complaint within 15 working days after receipt of the written complaint unless the parties agree to extend the timeline.

- a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Program and Procedure Manual.
- b. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g., EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.

Step 2: If the complainant is not satisfied with the answer of the Superintendent of Schools/designee, a written appeal to the Superintendent may be submitted indicating with particularity the nature of disagreement with the answer. The appeal must be filed within 10 calendar days after receipt of the initial answer. The Superintendent shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The Superintendent shall, by certified mail, give a written answer to the complainant's appeal within 10 working days.

Step 3: If the complainant is not satisfied with the answer of the Superintendent, the complaint may be filed with the School Board by submitting a written appeal to the Superintendent within 10

calendar days after receipt of the Superintendent's answer. The Board shall, within 20 calendar days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall give, by certified mail, a written answer to the complaint within 10 working days following the completion of the hearing. The determination of the Board shall be based upon a reasonable investigation of the facts allegedly constituting a violation as presented in the complaint. If it is determined that a violation has occurred, the Board shall take appropriate steps to ensure compliance with state and federal laws and Board policy. If the Board makes a negative determination with regard to the complaint, the complainant will be notified of his/her right to appeal the decision to the State Superintendent.

Step 4: If a complainant wishes to appeal a negative determination of the Board, there is the right to appeal the decision to the State Superintendent within 30 days of the written notification of the Board's decision. The appeal must specify the grounds upon which the action was brought, the facts and the relief sought, and must be signed by the complainant. If the complainant is a minor, the appeal shall also be signed by his/her parent or guardian. Appeals should be addressed to:

State Superintendent
Wisconsin Department of Public Instruction
125 S. Webster Street, P.O. Box 7841
Madison, WI 53707-7841

Also, discrimination complaints involving federal law violations (sex, race, color, national origin, handicap or disability) may be made directly, or on appeal, to:

U.S. Office for Civil Rights Region V
401 South State Street,
Chicago, IL 60605-1292

MAINTENANCE OF COMPLAINT RECORDS

Records shall be kept of all formal and informal student discrimination complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

6434.2-YOUTH OPTIONS PROGRAM

The Youth Options Program allows all Wisconsin public high school juniors and seniors who meet certain requirements to take postsecondary courses at a Wisconsin technical college system school, a University of Wisconsin system school, tribally controlled college or private, nonprofit institution of higher education in Wisconsin. Online courses offered by eligible postsecondary institution providers should be treated in the same manner as courses offered on a postsecondary institution campus. The Youth Options Program opens the door to greater learning opportunities for students who are considering a technical career, students wishing to begin college early or students who want to prepare to enter the workforce immediately after high school graduation. All freshman, sophomore and junior students enrolled in the District shall be informed of the Youth Options Program annually.

Decisions regarding comparability of courses, satisfaction of District graduation requirements and the awarding of high school credit for courses taken through the Youth Options Program are made in accordance with state law and established District procedures.

Through the Youth Options Program, students may receive both high school and postsecondary credit for successfully completed courses. District high schools grant a diploma to students who successfully complete District high school graduation requirements, regardless of whether the student satisfied all or any portion of the requirements through the Youth Options Program.

6470-STUDENT RECORDS

A student record folder shall be maintained for each student enrolled in the District. Student records shall be used to carry on school business and to serve as a source of future information and verification for each student's personal use. Student records shall respect such student rights as enumerated by law and the information contained in them shall be clear and accurate.

Amendment of records believed to be inaccurate, misleading or in violation of the privacy rights of the student may be requested. The District recognizes the need for the confidentiality of student records. Therefore, student records shall be available for inspection, review and copying only in accordance with state and federal laws and District policies, rules and regulations. The building principal shall have primary responsibility for the maintenance and confidentiality of all student records kept at his/her assigned school. Records for students in special education containing progress and behavioral data shall be maintained in the Department of Student Support. The Coordinator of Student Support shall have responsibility for the maintenance and confidentiality of all student records kept by the Department of Student Support. Annually, the District shall inform adult students and the parents/guardians of minor students of this policy and its implementing procedures. Persons who feel that their rights under federal law have been violated may file a written complaint with the U.S. Department of Education.

GUIDELINES FOR THE MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS

A. DEFINITIONS

"Student records" include all data relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others, and records necessary for and available only to persons involved in the psychological treatment of a student.

1. "Progress records" mean those student records which include the student's grades, a statement of the courses taken by the student, the student's attendance record, the student's immunization records and records of the student's school extracurricular activities.

2. "Behavioral records" mean those student records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, the student's physical health records, other than immunization records, law enforcement officer records and any other student records which are not progress records.

a. "Special education records" include referral information (including notices and forms), signed parent/guardian consent for evaluation, individualized education program (IEP) team evaluations, individual reports, etc., the student's IEP, placement decisions and signed parent/guardian consent or refusal, medical evaluations and prescriptions required to substantiate health care plans and medical evaluations used to substantiate a determination of disability.

b. "Law enforcement officer records" include those records obtained from a law enforcement agency relating to: (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the District, (2) the illegal possession of a dangerous weapon by a child, (3) the act for which a juvenile enrolled in the District was adjudged delinquent, and (4) an act for which a District student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating certain specified laws. Such records may be provided to the District upon request of the Superintendent of Schools or designee, or upon the law enforcement agency's own initiative based on agency policy. Upon receipt of the records, the Superintendent or designee shall inform the student named in the records and the parent/guardian of a minor student named in the records of the information.

c. "Court records" include those records received from a court clerk concerning a juvenile enrolled in the District who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (2) has been adjudged delinquent, (3) has school attendance as a condition of his/her court dispositional order, or (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult and has been adjudged delinquent on that basis.

d. "Student physical health records" are those student records that include basic health information about a student including: the student's immunization records, an emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

e. "Student patient health care records" include all records relating to the health of a student prepared by a health care provider that are not included in the "student physical health records" definition above.

3. Directory Data - The School Board has designated the following information as student directory data: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, photographs, degrees or awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

4. "Adult Student" means a student who has attained 18 years of age. The consent required of and the rights accorded to the parent/guardian of a student while he/she was a minor shall thereafter only be required of and accorded to the adult student, except as otherwise provided.

B. CONFIDENTIALITY OF STUDENT RECORDS

1. Release of Student Records to Adult Students and Parents/Guardians

a. Adult students and the parents/guardians of minor students shall have the right to inspect, review and copy student records in accordance with state and federal laws and District rules and regulations.

b. Either parent/guardian may exercise his/her right to inspect records unless the school has been provided with evidence that there is a state law or court order governing such matters as a divorce decree, separation or custody agreement or other legally binding instrument which specifically provides to the contrary.

c. Personally identifiable information from an adult student's records may be disclosed to the student's parent(s)/guardian, without the adult student's written consent, if the adult student is a dependent of his/her parent(s) or guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.

d. Adult students or parents/guardians of minor students shall be provided a copy of the student's records upon request, including the student's transcript, at no cost consistent with legal requirements. Transcripts requested by adult students or parents/guardians of minor students to be provided to other persons, agencies or institutions shall be provided at cost.

2. Release of Student Progress or Behavioral Records (other than Patient Health Care Records) to Others

a. The judge of any court of Wisconsin or the United States shall, upon request, be provided by the Board Clerk or designee with a copy of the progress records of a student who is the subject of any proceeding in such court. A reasonable effort shall be made to notify the adult student or parent(s)/guardian of a minor student in advance of compliance.

b. Names of dropouts shall be provided to a court in response to an order under the state law governing municipal school dropout ordinances.

c. If school attendance is a condition of a student's dispositional order under section 48.355(2)(b)7 or 938.358(2), the county department that is responsible for supervising the student shall be notified within five days after any violation of the condition by the student.

d. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance information except as permitted by law. If a student's attendance record is disclosed to a law enforcement agency for purposes of a truancy investigation, the student's parent/guardian shall be notified of that disclosure as soon as practicable after that disclosure.

e. A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (a) the student is under investigation for arson, (b) the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and (c) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.

f. Student records shall be made available to persons employed in the District which the student attends who are required by the state to hold a license and to other school district officials who have been determined by the Board to have legitimate educational interests, including safety interests, in the student records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is 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 Board; a person or company with whom the District has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, outreach worker or CLC coordinator); 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/her tasks. A school official has a "legitimate educational interests" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.

(1) Law enforcement records received by the District may be made available to those school officials with legitimate educational interests including safety interests, in the information. If law enforcement record information obtained by the District relates to a District student, the information may also be disclosed to those District employees who have been designated by the

Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic code.

(2) Court records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school.

g. Upon the written permission of an adult student, or the parent(s)/guardian of a minor student, the school shall make available without unnecessary delay to the person named in the permission form a copy, at cost, of the student records requested. The form for requesting the release of records must include the following information: (1) the specific records that are authorized to be released, (2) the reasons for such release, and (3) the parties or person to whom the information shall be released. Law enforcement officer records may not be made available under this exception unless specifically identified by the adult student or by the parent/guardian of a minor student in the written permission.

h. Student records shall be provided to a court in response to a subpoena by parties to an action, or in compliance with a judicial order, to be used only for purposes of impeachment of any witness who has testified in the action. After an in-camera inspection, the court may turn said records or parts thereof over to parties in the action or their attorneys if said record would be relevant and material to a witness' credibility or competency. A reasonable effort shall be made to notify the adult student, or parent(s)/guardian of a minor student in advance of compliance with the order.

i. The Board shall disclose a student's records in compliance with a court-ordered educational plan after making a reasonable effort to notify the student's parent(s) or guardian.

j. The Superintendent of Schools or designee may provide the Department of Public Instruction (DPI) or other public officer with any information required under chapters 115 to 121 of the state statutes. Upon request, the DPI shall be provided with any student record information that relates to an audit or evaluation of a state-supported program or that is required to determine compliance with state law provisions. Information reported shall be kept confidential by the DPI.

k. Notwithstanding their confidentiality, student records may be used in suspension and expulsion proceedings and by an IEP team.

l. Information from a student's immunization records shall be made available to state and local health officers to carry out immunization requirements.

m. The district board of the technical college district in which the school district is located or, for verification of eligibility for public assistance, the department of health and family services, the department of workforce development or a county department under sections 46.215, 46.22 or 46.23 of the state statutes shall, upon request, be provided with the names of students who have withdrawn from the public school prior to graduation.

n. The District shall, upon request, provide another public school district in Wisconsin student disciplinary records necessary for purposes of public school open enrollment. These records include: (1) a copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student; (2) a written explanation of the reasons for the expulsion or pending disciplinary proceedings; and, (3) the length of the term of the expulsion or the possible outcomes of the pending disciplinary proceeding.

Copies of student records shall be provided without unnecessary delay at cost to the person or agency that is authorized to inspect them.

3. Release of Student Patient Health Care Records

Except as otherwise provided, student patient health care records may only be released to persons specifically designated in the state patient health care records laws or to other persons with the informed consent of the patient or a person authorized by the patient. Any part of a student health care record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immune deficiency syndrome - AIDS) shall be confidential and may be disclosed only with the informed written consent of the test subject.

4. Release of Directory Data

Directory data will be released as outlined below, unless the parent/guardian or adult student informs the principal of any or all items he/she does not wish to have released without prior written consent of the parent/guardian or adult student. The District will give annual written notice to adult students and parents/guardians of the categories of information that the Board has designated as directory data with respect to each student and inform them that they have 14 days to inform the school that all or any part of the directory data may not be released without the prior consent of the parent/guardian or adult student. The District will not release directory data earlier than 14 days after the initial written notice to the adult student or parent/guardian, or after the District has been restricted from doing so by any of those parties.

a. If a school has followed the notification procedure outlined above, and the adult student or parent/guardian does not object to the directory data being released, the building principal may release student directory data.

b. If a school has followed the notification procedure as outlined above, and the adult student or parent/guardian does not object to the directory data being released, the Board Clerk or designee shall, upon request, provide a technical college district board with the name and address of each such student who is expected to graduate from high school in the current school year.

c. If the school has followed the notification procedure outlined above, and the adult student or parent/guardian does not object to the directory data being released, the Board Clerk or designee shall, upon request, provide any representative of a law enforcement agency, district attorney, city attorney or corporation counsel, county department under sections 46.215, 46.22 or 46.23 or a court of record or municipal court with such directory data information relating to any such student enrolled in the District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.

5. Transfer of Records

The District shall transfer to another school or school district all student records relating to a specific student if it has received written notice:

- (a) from an adult student or the parent/guardian of a minor student that the student intends to enroll in the other school
- (b) from the other school district that the student has enrolled; or
- (c) from a court that a student has been placed in a secured correctional facility, secured child caring institution or a secured group home. Student records requested must be transferred within five working days.

C. APPEALING THE CONTENT OF STUDENT RECORDS

1. An adult student or the parent/guardian of a minor student who believes that information contained in the student's records is inaccurate, misleading or violated the privacy rights of the student may request that the principal amend these records. If the principal does not amend the records as requested by the parent/guardian or adult student, the principal shall notify the parent/guardian or adult student of this decision and advise him/her of the right to a hearing in order to challenge the contents of the student records.

2. If the adult student or the parent/guardian of a minor student is not satisfied with the principal's decision, the decision may be appealed to the Superintendent or designee, within 10 days from receipt of the principal's decision.

3. A request for a hearing should be in writing and include a specific statement of which records and how such records are inaccurate, misleading or otherwise in violation of the privacy rights of the student.

4. After the hearing, the parent/guardian or adult student will receive a written decision. If the decision is that the challenged information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the parent/guardian or adult student shall be informed of the right to place in the student records a statement commenting upon the information in the records and/or setting forth any reasons for disagreeing with the decision.

D. RECORDS MAINTENANCE AND DESTRUCTION

1. While students are attending school in the District, their records shall be maintained in the school of attendance. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school. Special Education student records shall be maintained as outlined below:

2. Student records shall be contained on and in the printed folder adopted by the District for such purpose. Each student record folder shall be examined at least annually for the purpose of eliminating extraneous or outdated materials contained therein. The principal will be responsible for having student records current and designating professional staff

to review the student record folder.

3. To record for each request for access to and each disclosure of personally identifiable information from a student's record folder shall be maintained with such student's records, except when the request is from or the disclosure is to the following person party the parent/guardian or adult student; a school official; a party with written consent from the parent/guardian or adult student; a party seeking directory data; or a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence of the contents of the subpoena or the information in response to the subpoena not be disclosed.
4. Special Education Records - Student special education records will be maintained by the Director of Special Education in accordance with District policy, rules and regulations. The District shall maintain a listing of employees and their positions who are authorized to have access to records of special education students. This listing shall be posted in an area accessible to the public. All persons collecting or using personally identifiable information from student special education records shall receive training or instruction regarding the policies and procedures that the District has undertaken to ensure the confidentiality of any personally identifiable information maintained or collected by the District.
5. When the student ceases to be enrolled in a school operated by the District, within six months from the time that the student left the District, his/her records will be transferred to the Office of Student Support. Records that are transferred to the Office of Student Support when the student ceases to be enrolled shall be maintained as follows:
 - a. All behavioral records will be destroyed one year after the date the student graduated from or last attended the school unless the student and his/her parent/guardian if the student is a minor gives permission that the records may be maintained for a longer period of time. All behavioral records not previously destroyed will be maintained on microfilm. Where such written permission is received, behavioral records generally will be destroyed five years after the date the student graduated from or last attended school.
 - b. Five years after the student ceases to be enrolled in the school system, all progress records will be maintained on microfilm or computer and the original progress records (permanent record card) destroyed. A student's progress records will be destroyed after the person reaches the age of 75.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Kenosha Unified School District No. 1 (KUSD) has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. KUSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. KUSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. KUSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

1720 - COMPLAINTS ABOUT SCHOOL PERSONNEL

In keeping with the ultimate goals of serving the educational welfare of children, the District shall develop and practice reasonable and effective methods of resolving difficulties that may arise among employees. The intent is to reduce potential areas of concern and establish and maintain recognized channels of communication between staff and administration. This problem-solving procedure serves to secure, at the lowest possible administrative or supervisory level, proper and equitable solutions to problems. Any person wishing to complain about the actions of decisions of any teacher or other employee may register his/her concerns in accordance with established District procedures. The Superintendent/designee is designated as the complaint officer for the District. It is the function of the designated officer to establish complaint procedures, and monitor and facilitate the processing of complaints, i.e., incidents not related to negotiated items.

School board members shall be encouraged to refer persons making complaints about the schools or school personnel to the appropriate administrative office, whereupon established procedures will be followed. Any School Board member receiving complaints relative to the Superintendent shall make the Superintendent aware of such complaints and shall bring the matter to the attention of the School Board if appropriate.

1120 - PARENT/GUARDIAN/CAREGIVER INVOLVEMENT

The District recognizes that parent/guardian/caregiver involvement is a key to academic achievement and is a shared responsibility between the school and family. In accordance with the Reauthorized Elementary and Secondary Education Act (ESEA) also known as the No Child Left Behind Act of 2001, the Kenosha Unified School District will provide opportunities for parent/guardian/caregiver participation, shared decision making, and community collaboration in District and school education programs.

In order to enhance parental/guardian/caregiver involvement, six essential elements are to be promoted.

1. Communication between home and school is regular, two-way, and meaningful. Effective

communication requires school-initiated contact with the parent/guardian/ caregiver and parent/guardian/caregiver-initiated contact with the school where both parties provide vital information about a child's strengths, challenges, and accomplishments. To effectively communicate, both parties must be aware of issues such as cultural diversity and language differences and appropriate steps must be taken to allow clear communication for all participants.

2. Responsible parenting/guardianship/caregiving is promoted and supported. The family plays a primary role in their child's education. Parents/guardians/caregivers are linked to programs and resources within the community that provide support services to families.

3. Schools are open, inviting, and resources are clear and easily accessible to parents/guardians/caregivers and families and are actively seeking parental support and assistance for school programs. Parents/guardians/caregivers are welcome in the school, and their support and assistance are sought. Capitalizing on the expertise and skills of the parents/guardians/caregivers strengthens the family, school and community partnership. School and parent/guardian/caregiver capacity for strong parent/guardian/caregiver involvement is necessary.

4. Parents/guardians/caregivers are full partners in the decisions that affect children and families and are involved in developing District school improvement plans and site-based strategic planning initiatives.

5. Community resources are made available to strengthen school programs, family practices, and student learning. Technical assistance and coordination will be offered to help schools plan parent/guardian/caregiver involvement activities to improve student and school academic performance.

6. Parent/guardian/caregiver involvement strategies are incorporated with other District and school programs that focus on family and child development.

The annual evaluation of parent/guardian/caregiver involvement in District and school programs will be conducted through the Community School Relations Manager.

PARENTS RIGHT TO RECEIVE TEACHER INFORMATION

The recently reauthorized federal Elementary and Secondary Education Act (ESEA), also known as the "No Child Left Behind Act of 2001" requires additional reporting by both the state and local education agencies.

Among some of those options that every parent has a right to know are the following:

- Attends school which has been identified for improvement
- Attends school which is considered safe
- School has been identified as limited-English proficient and are or will be participating in a language instruction program.

The "No Child Left Behind Act" says parents have the right to request the following informational qualifications of their children's teacher:

- Whether the teacher has met state qualifications and has a license for the grade level and the subject area he or she teaches
- Whether the teacher has an emergency or provisional license
- What degrees the teacher holds and the field of discipline or his or her certification or degree
- Whether the child is being provided services by paraprofessionals and, if so, their qualifications.

Any parent or concerned individual may request any of the above information. Simply come to the school office to make your request and information requested will be given back in a timely manner.