

Brown Deer High School

Student Handbook

2026-2027



School District of Brown Deer

Mission

To provide a rigorous education that empowers our students to confidently navigate our ever-changing world.

Vision

Through the lens of EXCELLENCE, EQUITY, AND ENGAGEMENT, WE are dedicated to empowering every student with the essential skills to build a foundation for lifelong learning.

Disclaimer

Additional rules and procedures, or revisions of existing school rules and procedures will be announced to students and posted by the school office as they become effective throughout the school year. These additions and/or revisions are considered part of this handbook and the expectations for Brown Deer students. Any questions regarding school rules may be addressed to the principal or assistant principal in the main office. The School District of Brown Deer does not discriminate based on a person's color, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional, or learning disabilities.

This handbook contains guidelines. It is not intended to be all-inclusive, supersede, or conflict with the Board of Education's policies, State of Wisconsin statutes, federal laws and regulations, or revised school rules and procedures.

Welcome to Brown Deer High School (BDHS). All staff members are excited to have you as a student, and we look forward to supporting you through a productive and successful school year. High school provides a foundation for you to explore your talents and develop a career pathway for your post-secondary plans. Try your best to get involved in extracurricular activities, clubs, and sports. Have a fun school year, but stay focused on your academic and career goals. At Brown Deer High School, “We are anchored in academic excellence and building positive relationships.”

Throughout the school year, please contact the following staff members for additional information concerning Brown Deer High School. Go Falcons!

Jamie Sims	Principal	414-371-7006
Damion Woods	Assistant Principal	414-371-6715
Aiesha Jackson (A-L)	School Counselor	414-371-6707
Meghan Spaude (M-Z)	School Counselor	414-371-7031
Amanda Shapiro	School Administrative Assistant/Principal	414-371-7006
Kelly Bartow	School Administrative Assistant/Counselors	414-371-7026
Kiara Perry	Receptionist	414-371-6746
Sarah Crowbridge	District Nurse	414-371-7024

Also, every day we are guided by the **Brown Deer Way**:

We take **responsibility** for our education and our actions.

We show **respect** for ourselves, peers, school, and community through our words and actions.

We are a community that **accepts**, honors, and celebrates individual differences.

We are **honest** in all we do.

We establish **trust** and **confidence** in each other through positive relationship building.

This is who we are when no one is watching.

Sincerely,

Jamie Sims

Principal

This Student/Parent/Guardian Handbook outlines how our school operates and the expectations that we have for the members of our school community.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District, with or without notice.

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2026-2027 Daily Schedule

Daily Schedule	CLASS PERIOD	Optional Homeroom Schedule
7:30 - 9:19 a.m. 94 Minutes	BLOCK 1	8:39-8:43 a.m. 4 min Transition 8:44 - 9:19 a.m. 30 min
9:25- 10:59 a.m. 94 Minutes	BLOCK 2	10:24-10:28 a.m. 4 min Transition 10:29 - 10:59 a.m. 30 min
Lunch: 11:05 a.m. - 11:35 a.m. 30 Minutes Class: 11:41- 1:15 p.m. 94 Minutes	(3A) Lunch/Class	No Homeroom Option
Class: 11:05 a.m. - 11:52 a.m. 47 Minutes Lunch: 11:55 a.m. - 12:25 p.m. 30 Minutes Class: 12:28 p.m. - 1:15 p.m. 47 Minutes	(3B) Class/Lunch/Class	No Homeroom Option
Class: 11:05 a.m. - 12:39 p.m. 94 Minutes Lunch 12:45 - 1:15 p.m. 30 Minutes	(3C) Class/Lunch	No Homeroom Option
1:21 p.m. - 2:55 p.m. 94 Mins	BLOCK 4	2:20 - 2:24 p.m. 4 min transition 2:25 - 2:55 p.m. 30 min

- **North Commons entrance doors open for students at 7:25 a.m.**, and students will remain in the North Commons until 7:35 a.m.
- **Bus arrival is 7:30 a.m. Bus departure is 3:00 p.m.**
- **Classes start promptly at 7:45 a.m.** Please be on time for school.
- Homeroom is not part of the daily schedule. The administration will announce which block the students will use to attend homeroom.

[Black and Gold Calendar](#)

[District 5K-12 Calendar](#)

ACADEMICS

✓ *ACADEMIC INTEGRITY*

Brown Deer High School (BDHS) promotes and expects ethical behavior from all Brown Deer High School community members. Honesty and integrity are valued at BDHS in all of our classrooms, programs, and activities. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated at any time by anyone.

Cheating is defined as:

- A. Copying someone else's work, such as an assignment, quiz, or test, and submitting it as your own work;
- B. Allowing another student to copy your work; -
- C. Utilizing aids, such as notes, crib sheets, or electronic devices to assist in the completion of a quiz or test when the teacher does not authorize such aids;
- D. Copying source material or not crediting sources in an attempt to present another's work as your own on a class assignment, such as a research paper;
- E. Doing work for someone else;
- F. Obtaining or providing copies of testing or grading materials without teacher authorization;
- G. Utilizing any artificial intelligence (AI) tools to complete assignments, assessments, or projects.

The guidelines are as follows:

- 1. First incident in a school year: Teacher talks with the student, calls the parents/guardians, and the student is given an alternative assignment or assessment to be completed at a designated time by the teacher. The teacher submits Infinite Campus documentation.
- 2. Second incident in the same or different class: Teacher talks with the student, submits Infinite Campus documentation, holds a parent/guardian conference, and the student submits an alternative assignment or assessment outlined by the teacher.
- 3. Additional incident in the school year: Office referral, holds a parent/guardian conference with the teacher, family, and administration. The student submits an alternative assignment or assessment.
- 4. If a student has more than two academic integrity violations within the same class, the teacher and administration have the right to deny the student the opportunity to make up the assignment or assessment.
- 5. All alternative assignments or assessments will replicate the original task and will not increase the length or criteria of the assignment or assessment due to the violation.

✓ *ASSIGNMENTS*

Students will be assigned work in their classes that is essential to mastering the learning targets for each course. This work ranges from daily practice to longer-term assignments, such as essays, presentations, and projects. Work can be assigned to individual students or groups of students with the expectation of collaboration. When given time to work in class on these assignments, the school expects students to use the time wisely to complete the work while in the presence of a teacher who can guide and assist them. When additional time is needed to complete the assignments, students are responsible for completing them outside of class.

All formative assessments and assignments are due prior to the student taking the summative assessment. The teacher will notify students in advance of the summative assessment date. The summative assessment dates will be highlighted in the Google Classroom, Skyward, and weekly grade reports. Teachers will adjust the deadline based on individual student needs.

✓ *ASSESSMENTS*

Part of the educational mission of BDHS is to develop student responsibility and a strong work ethic. Whether students are preparing for the world of work or higher education, managing time wisely and meeting deadlines are essential life skills. The school expects all assignments to be submitted at the time designated by the teacher.

The Board shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining district goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the district and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

The district administrator shall develop and present to the Board annually a program of testing and assessment that may include, as applicable:

- A. State-required tests
- B. Curriculum-based written and oral examinations, which include the use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work
- C. Assessment tests
- D. Aptitude tests
- E. Achievement tests
- F. Vocational inventories
- G. Tests of mental ability

The Board requires that:

- A. Tests are administered by persons who are qualified under state law and regulation.
- B. Parents/Guardians are informed of the testing program of the schools and of the special tests that are to be administered to their children.
- C. Data regarding individual test scores will be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records.
- D. The results of each school-wide, program-wide, and district-wide test are made part of the public record.

All students shall participate in statewide or districtwide assessments, and any student with a disability shall be provided appropriate accommodation and/or alternate assessments where necessary, as indicated in the student's I.E.P. or Section 504 plan.

Parental/Guardian Opt-Out of Assessments (students)

The Board shall excuse any student from a state examination administered in 4th grade, 8th grade, 9th grade, 10th grade, or 11th grade, whether the test administered is one developed by the Department of Public Instruction or the district's own test that was developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations, the student's parent/guardian must submit a statement in writing to the building principal stating that the parent/guardian is opting their student out of an examination.

✓ *EARLY COLLEGE CREDIT PROGRAM/START COLLEGE NOW*

Wisconsin state law provides some options for students to take courses, not offered at BDHS, at a public or private college. Information about application requirements and fee reimbursements is available in our Counseling office or on the Wisconsin Department of Public Instruction (DPI) website. There are important deadlines of March 1 of a student's junior year (for the following fall semester) and October 1 of a student's junior year (for the following Spring Semester) for completion of DPI application forms. [BD Board Policy 2271](#) and [Policy 2271.01](#)

✓ *EARLY GRADUATION*

Students interested in graduating early from Brown Deer High School will need to complete the Early Graduation Application. Students must meet all standard graduation requirements to be eligible for early graduation. Students and their parents/guardians will receive a letter confirming or denying their Early Graduation request. Students who graduate early are eligible to participate in all graduation activities.

✓ *GRADING*

Brown Deer High School issues quarterly grades that use a grading system of five basic letter grades and seven alternate descriptors of class performance according to [Board Policy 5421](#).

A+ = 98 to 100% = 4.33	B+ = 87 to 89% = 3.33	C+ = 77 to 79% = 2.33	D+ = 67 to 69% = 1.33
A = 93 to 97% = 4.00	B = 83 to 86% = 3.00	C = 73 to 76% = 2.00	D = 60 to 66% = 1.00
A- = 90 to 92% = 3.67	B- = 80 to 82% = 2.67	C- = 70 to 72% = 1.67	F = 59% & below

I Incomplete	S Satisfactory	U Unsatisfactory	P Pass
WF Withdrawal Fail	E Effort	WP Withdrawal Pass	

Plus (+) and minus (-) signs after a grade indicate high or low student performance within the specified range. The student's grade point average (GPA) is calculated on a 4.333 weighted scale system in which the following numerical values are assigned to letter grades. GPAs are calculated by semester, with 80% of the grade accounting for coursework and 20% of the grade accounting for the grade earned on the semester exam.

Advanced Placement (AP), qualified Project Lead the Way Engineering courses, Early College Credit, and Start College Now are weighted an additional 1.0 GPA points in recognition of the rigor of these college-level courses.

Grades are indicators of a student's mastery of the standards for courses. The 'F' grade means the student failed the class and earned no credit for high school graduation. Students who fail a course are expected to make up the credit by taking an equivalent course in its place. Students who do not participate and are disruptive in class can be removed permanently from the class with a failing grade.

Students and parents/guardians have daily access to course grades through our online grading platform, Infinite Campus. Infinite Campus is accessed through a link on our website labeled "Families," the "Infinite Campus Family Access."

✓ **INCOMPLETE GRADE**

At the end of each semester, a grade of 'I' may be given in a course for a student as a temporary grade when unavoidable medical, family, or personal hardships beyond the student's control have arisen in their life during the grading period. If the work is not made up within the designated time by the student's Incomplete Grade Contract (located in the counseling office) with the teacher, the student's grade will be changed from 'I' to 'F' on the official transcript. As quarter grades are advisory only (not on official transcript), incomplete 'I' grades are rare and require the approval of the administrator for unavoidable medical, family, or personal hardships beyond the student's control.

✓ **GRADUATION REQUIREMENTS**

Brown Deer High School is a learning community committed to graduating students with skills and a sense of purpose to adapt, thrive, and excel in a changing world. Students graduating from BDHS in 2026 & beyond will satisfactorily complete (pass) 25.0 credits to be declared as graduates from Brown Deer High School.

✓ 4.0 credits of ENGLISH	✓ 0.5 credit of HEALTH
✓ 3.0 credits of SCIENCE	✓ 1.0 credit of FINE ARTS
✓ 3.5 credits of SOCIAL STUDIES	✓ 1.0 credit of BUSINESS & FINANCIAL LITERACY
✓ 3.0 credits of MATHEMATICS	✓ 1.0 credit of CAREER VALUE-ADDED (choices include World Language, Business, or Engineering)
✓ 1.5 credits of PHYSICAL EDUCATION	✓ 6.5 Elective credits

Students will not be issued a diploma until all graduation requirements have been fulfilled as per [Board Policy 5460](#). In accordance with school district policy, only students who have completed the graduation requirements may participate in the commencement ceremony.

✓ **HONOR ROLL**

The honor roll is based on semester grades. Students who achieve a 3.5 GPA or better and do not have any incomplete grades will be placed on the honor roll for that marking period. The valedictorian and salutatorian of the senior class will be designated at the end of the seventh semester. The student must have attended BDHS for semesters six and seven to be eligible.

✓ **YEARLY CREDIT EXPECTATIONS:**

At a minimum, students must earn the required credits in each listed subject area. Most students will require additional credits in areas of their interest. These are the most common paths for high school students. Note that advanced placement (AP) courses are available. A total of 25.0 credits is required for graduation.

Grade 9 must enroll in 8 credits

US History	1.0 credit
Math	1.0 credit
Biology	1.0 credit
Pre AP English I	1.0 credit
Physical Education/Health	1.0 credit
Fine Arts	1.0 credit
Electives	2.0 credits

Grade 10 must enroll in at least 7 credits

AP Human Geography	1.0 credit
Pre AP English II	1.0 credit
Geometry	1.0 credit
Science	1.0 credit
Physical Education	1.0 credit

Grade 11 must enroll in at least 7 credits

Social Studies	0.5 credit
Math	1.0 credit
Science	1.0 credit
Pre AP English III	1.0 credit
Financial Lit & Career Readiness	1.0 credit
Electives	2.5 - 3.5 credits

Grade 12 must enroll in at least 6 credits

Social Studies, either:	
Economics and Am. Gov or	1.0 credit
AP Econ and AP Am. Gov.	1.0 credit
Pre AP English IV	1.0 credit
Electives	4.0 - 6.0 credits

✓ *REPORT CARDS*

Report cards are posted to students' Infinite Campus accounts four times per year. Teachers will often hold grade conferences with the students throughout the quarter. If the student believes an error has been made on his/her report card, the student should immediately contact the teacher responsible for the grade. If a teacher is no longer available, the grade appeal is to be made to the principal.

✓ *SCHEDULE CHANGES*

The complex process of scheduling all BDHS students and staff is based on the choices that students make for their courses during the enrollment and scheduling period held during the winter of the previous year. Once schedules are set, course change requests will only be considered if there are circumstances that deal with:

- A. Graduation requirements
- B. Post-secondary admission requirements
- C. Adding a class in place of a study hall
- D. The student selected a course, but has not met the prerequisites
- E. Accommodating early college credit courses

If a student requests to drop a current course during the school year, the teacher, counselor, and/or administrator will assess the situation and determine the validity of the request. Students will be dropped from the course and either placed in a study hall, finish out the semester in the class, or enroll in a new class, and a withdrawal passing (WP) or withdrawal failing (WF) will be added to the student's transcript. Please contact your student's counselor with questions.

✓ *TRANSCRIPTS*

Brown Deer High School will provide transcripts of the student's grades at the student's request. Seniors will be allowed four (4) official transcripts free of charge. Additional transcripts will include a fee. Transcript requests should be submitted to the Counseling department. At least one (1) business day is required to process requests for transcripts.

ATTENDANCE**✓ *ATTENDANCE POLICY***

Schools are required by state statute (§ 118.15) to observe the compulsory education law, which requires all students to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of parents/guardians and the students. Students who have reached their eighteenth birthday are permitted to originate their own excuse for absence only if they:

1. Are not living with their parents or legal guardians;
2. The parent/guardian submits a written statement to the school stating that the student is responsible for himself/herself.

Please note that all excuses will be reviewed, and only acceptable reasons for absences will be approved.

Consistent and persistent willful violation of the school attendance policy will result in appropriate disciplinary action and legal referral for truancy, which is defined as missing part or all of one (1) or more days on which school is held for the semester. Total absences in excess of five (5) days in one semester are considered to be excessive, and the student will be considered “habitually truant”. A student being defined as habitually truant will result in further disciplinary action and a legal referral to the Brown Deer Police Department.

If the absence extends for more than three (3) consecutive days or a student is absent more than ten (10) days in a school year, a physician’s statement is required before the absences are considered excused (§ 118.163). Failure to provide a physician’s excuse or documentation will result in the absence being coded as unexcused.

The law provides dispositions to the court, including the immediate or subsequent suspension of a driver’s license upon its receipt by the student, for the student to participate in counseling, community service, or supervised work program, or an order to remain home at all times except for attending school or religious worship (§ 118.163, Brown Deer Ordinance 34-204).

✓ **REPORTING ABSENCES**

Infinite Campus has an absence request tool that allows parents/guardians to submit a request to inform the office in advance of their student’s upcoming absence from school. After the request is processed and approved by the attendance office, Infinite Campus will create an attendance record for the student.

You can make absence requests directly through the Infinite Campus Parent (Campus Parent) app. It is a convenient way to notify your child’s school for full-day absences, late arrivals, or early dismissals without calling the attendance office.

To submit a request:

1. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store. You will sign in using the username and password you created.
2. Open the Campus Parent mobile app and tap the menu icon (three horizontal lines) in the top left-hand corner.
3. Select More, and then tap Absence Requests.
4. Choose the student and select the Absence Type (Full Day, Arrive Late, or Leave Early).
5. Select the Excuse, fill in the date or date range, and enter a required comment explaining the reason.
6. Upload any relevant documentation (such as a doctor’s note) if needed, and click Submit.
7. You can also do this from the web application as well.
8. Check out this support document for instructions on submitting a New Absence Request, Viewing Requests, and Deleting a Request.

[Check out this support document for instructions on submitting a New Absence Request, Viewing Requests, and Deleting a Request.](#)

✓ **EXCUSED ABSENCES**

According to Wisconsin law, students are expected to attend school, except for LEGAL EXCUSED ABSENCES (§ 118.16) established by the local Board of Education. The State of Wisconsin recognizes the following as acceptable for absences:

- Pupil illness - Death in the family - Court appearances - Designated religious holidays - Professional appointments	- Family emergency - Impassable roads/extreme weather conditions - Family trips or absences must be submitted in writing and approved in advance. (Students must complete the Pre-Approved Arranged Absence Form.)
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The following are not excusable absences in accordance with state attendance laws:

- Truancy - Missing the school bus - Non-emergency car trouble - Family trips not approved in advance - Shopping - Oversleeping	- Gainful employment - Hair appointments - Errands - Head lice, after 1st day - Babysitting/child care
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✓ SIGN-IN & SIGN-OUT PROCEDURES

Upon a student's late arrival at school in the morning or at any time during the day, the student must first sign in at the reception office before reporting to class. A pass will be issued upon his/her signing in. If it becomes necessary for a student to leave school during regular school hours for reasons, such as illness, doctor/dental appointments, court appearances, driver's tests, etc., a parent/guardian must notify the attendance office. The student is to sign out at the reception office before leaving the building. Upon returning, the student will sign in at the reception office and be given a pass for re-admittance to class. Failure to follow this procedure will likely result in an unexcused absence. Students are expected to leave and re-enter through the reception office only. Anyone picking up a student will be asked to present photo identification prior to a student being released.

✓ GUEST (VISITOR) MANAGEMENT SYSTEM

Visitors and guests must receive approval from the principal upon arrival if they wish to enter student spaces. All visitors and guests are expected to follow the guidelines outlined in Board policy during their visit. Only parents/guardians or emergency contacts listed in Infinite Campus will be allowed entrance into the school building and contact with students. All visitors must report directly to the high school reception office when entering the school. Visitors will be required to present photo identification upon signing in to be used with the guest management system. These systems enhance school security by reading visitors' driver's licenses (or other approved state-issued ID) and comparing information to a sex offender database, alerting school administrators. Once cleared through the system, a visitor badge is produced that includes a photo.

✓ TARDINESS

At BDHS, tardiness to school/arriving late to class will be handled progressively, with the last resort being a referral to the Brown Deer Police Department for truancy. Tardiness to school is defined as a student arriving at the school building and/or a student's first hour class past the start time of the school day, which is 7:45 a.m. Only school administrators, not parents/guardians, are authorized to excuse tardiness to class in accordance with district policy and state law. Parents/Guardians will receive an automated Infinite Campus call for student tardiness.

✓ UNEXCUSED ABSENCE/TRUANCY

Students who miss school or full/partial class periods for reasons other than a legal excuse violate Wisconsin's compulsory attendance law. Students who are illegally absent from school with an unexcused absence will face progressive consequences ending with a referral to the Brown Deer Police Department.

1 day unexcused absence	Infinite Campus Alert
2 days unexcused absence	Phone call/email from attendance secretary
5 days unexcused absence	-Habitual Truancy Letter mailed home -If the school district is unable to make contact with the family or student, the District will conduct a home visit.
10 days unexcused absence	Students and/or family are eligible to be issued a truancy ticket.

✓ MAKE-UP WORK FOR AN ABSENCE

Students who have missed school for a legal, excused reason (including suspension) are entitled to make up assignments. Students with an excused absence shall be allowed the same number of days they were legally absent to make up class work upon their return to school; for example, a student who misses two days of school due to illness shall have two days upon his/her return to school to make up missed work. It is the student's responsibility to obtain any missed assignments, class work, or tests from the teacher. If a student is absent, please contact the classroom teacher for assignments. Most assignments can be accessed online. Unexcused students may be offered the opportunity to make up missed assignments, but specific learning activities (such as instruction, labs, etc.) are not available.

Long-term assignments, such as research papers or projects, are due at the time the teacher designates, regardless of short-term absence. Teachers will inform students at the time the deadline is set if the assignment falls into this category. It is the student's responsibility to get his/her missed homework due to a suspension.

✓ ***PRE-ARRANGED ABSENCES/APPOINTMENTS***

Any student who knows in advance that he/she will be absent from school for an excusable reason must have his/her parents/guardians call the attendance office as with any other excusable absence. The student must then obtain a Pre-Arranged Absence Form from the reception office to circulate to his/her teachers. A completed Pre-Arranged Absence Form must be on file ten (10) school days before the absence. Knowing that an absence will be occurring, it is expected that the student will either complete the schoolwork missed prior to leaving or submit the assignments to the appropriate teachers immediately upon returning to school as arranged with each teacher in advance of the absence. Students who know of planned absences but do not use this procedure are considered unexcused for the purposes of making up assignments.

All student appointments (e.g., medical, dental, court, driver's exam) must be cleared through the attendance office. An appointment verification can be given to the attendance administrative assistant upon return to school. A student who will miss one or more classes due to an appointment must have parental/guardian permission. The student must sign out at the reception office before leaving the building. Upon returning to school, the student must verify having been to the appointment at the stated time and must sign in at the reception office to return to class. All work missed by the student due to an appointment is his/her responsibility to complete as assigned by the teacher. Any absence from school other than at the appointment time and a reasonable amount of time to go to the appointment and return to school is considered unexcused.

✓ ***ATTENDANCE & EXTRA-CURRICULARS***

While in season, extra-curricular participants are expected to attend all classes, or they will be declared ineligible to practice or compete on that day. This eligibility issue will be enforced when it comes to the attention of the coach or athletic director. Exceptions are allowed for all school-related field trips. Other examples of allowable exceptions can include post-secondary institution sessions, appointments, and/or activities, confirmed medical/legal appointments, funerals, and emergencies as verified by a school administrator.

✓ ***CLOSED CAMPUS (GRADES 9-11)***

BDHS has a closed campus for the entire time school is in session for grades 9-11. On regular school days, students may not leave the school building from 7:45 a.m. to 2:55 p.m. unless authorized in writing by office staff. BDHS students may not go to the campus of any other school when either BDHS or the other school is in session unless both BDHS and the other school grant prior written permission. Students who leave school grounds without authorization from the office staff will be subject to disciplinary action and a truancy citation.

✓ ***12th GRADE OPEN CAMPUS***

Grade 12 students without a scheduled class may leave campus and return at the approved class change times as long as an approved open lunch/class or work experience form has been completed and approved by administration. **Open lunch, open class, and work experience do not start on the first day of school or the first day of a new quarter.** Allow administration at least two weeks to process all applications. Students must be in good standing, have no attendance concerns, and remain on-track for graduation. Students must keep track of the changing class schedule and be on time for their academic classes. Students will remain in school during academic periods on their schedule, including the days when Brown Deer High School operates on an alternate bell schedule. Students who qualify for open lunch and choose to leave must sign out in the reception office and exit from the reception office. Students on open lunch/open class must remain off campus for the entire period and cannot carry in food or beverages.

To maintain open lunch/open class privileges, a student must be enrolled in 6 credits. Open lunch/open class can be revoked at any time by the administration. If the student's open lunch/open class is revoked, the student will be enrolled in study hall and eventually in another credit-bearing course. Students absent two (2) days in a quarter or three (3) days in a semester or ten (10) tardies in a quarter or 12 in a semester will have his/her open lunch/open class status reviewed, and the administration will make the determination if the status is revoked.

Open lunch/open class is a privilege offered by the School District of Brown Deer. The District can revoke and eliminate this privilege at any time.

✓ ***WITHDRAWAL FROM SCHOOL***

Upon the parent's/guardian's request, a Withdraw Form will be sent to the parent's/guardian's email, which must be completed online. A physical withdrawal form can be obtained upon request. Once the parent/guardian completes this form, the district office notifies the main office. Each student should schedule a conference with his/her school counselor to make certain the student can withdraw in good standing. The student turns in textbooks/equipment, pays fines, obtains withdrawal grades, and receives clearance for withdrawal in good standing. Please note: transfer credits will only be made if the student completes the full semester.

POLICIES AND PROCEDURES

✓ *APPROPRIATE LANGUAGE*

Students must use school-appropriate language at all times when on school grounds, on the bus to and from school, and while attending school events. Profanity, slurs, hate speech, and other inappropriate language is unacceptable at Brown Deer High School. Consequences will be progressive for inappropriate language.

✓ *ALCOHOL & OTHER DRUGS*

No student of the School District of Brown Deer shall knowingly possess, use, distribute, sell, or be under the influence of alcohol, controlled substances, or any other mood-altering chemicals while on the school property, in school vehicles, or during school-sponsored activities. The possession, use, distribution, or sale of drug paraphernalia, look-alike drugs, non-alcoholic beer, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property, in school vehicles, or during school-sponsored activities. Secondary use or distribution of any prescribed drug on school property or during school-sponsored activities is prohibited.

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

Violation of this policy or refusal to submit to required breath testing for the presence of alcohol will result in disciplinary action, which may include: application of approved school disciplinary practices and procedures, notification of law enforcement officials, notification of parents/guardians or legal custodians, notification of the athletic director and co-curricular coaches/advisors, notification of the district superintendent or designee, suspension from school, or recommendation for expulsion.

Use of prescription or over-the-counter medication in compliance with this policy shall not be considered a violation of this policy.

Smoking, vaping, and the use of other tobacco products (see tobacco products section) by students are prohibited on all school property in accordance with Board of Education Policy 5512.

✓ *BACKPACKS*

BDHS students are required to place their backpacks in their lockers. Other items cannot replace the backpack for carrying books or personal items. Students are responsible for their Chromebooks, which must remain in the Chromebook case, and all materials needed for class.

✓ *BILINGUAL STUDENTS/ENGLISH LEARNERS*

The Board shall provide appropriate identification and transition services for district students who are identified as English Learners (EL). The purpose of these services is to develop English language skills that will enable the students to function successfully in an all-English classroom and complete the district's required curriculum.

These services shall include the identification of students who are English Learners, the implementation of curricular and instructional modifications, the assessment of the EL's academic progress, the identification of EL students who achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration, and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements, the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The director of pupil services shall be responsible for taking a count of limited-English proficient students in the District, which shall be completed on or before March 1 of each school year. The district will also assess the language proficiency of such students and classify them by language group, grade level, age, and English language proficiency. The annual assessment will measure a student's oral language, reading, and writing skills in English.

The District shall submit the report of EL students to the Department of Public Instruction as required by law.

Assessing English Proficiency

Every family that registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents/guardians and by the child.

Identification of students requiring additional services as ELs will be identified by the District using the following process:

- A. Every family that registers to attend the district for the first time will be asked to identify the primary language spoken in their home by the parents/guardians and by the child by completing a Home Language Survey (see Form 2260.02 F1).
- B. The student's prior academic records in or outside the United States will be reviewed to identify areas of concern where poor performance may be attributable to language barriers.
- C. If deemed appropriate, the student may undergo an academic assessment to confirm identification.

Students not initially identified as in need of EL services who are observed through classroom performance as exhibiting language barriers to educational achievement should be re-evaluated.

Students identified above must be given the formal evaluation screening test. Students who score less than ELP 5 on the test must be identified as EL and entered into the Wisconsin Information System for Educators (WISEdata) system.

The District will provide programs for EL/Limited-English Proficient (LEP) students so they may become proficient in English while achieving academically.

Parental/Guardian Notification and Consent

If a student is identified and assessed as EL and determined to be eligible for services, the District will send written notice to the student's parent/guardian within thirty (30) days of the start of the school year or within two (2) weeks of assessment (if the student is not identified before the beginning of the school year). Every effort will be made to obtain permission from the student's parent/guardian to place the student in language instructional programming before the start of the school year or as soon as practicable after identification. The notice will include the information required by law.

No student will be placed in the EL Program without having received written permission from the student's parent/guardian. The notice to the parent/guardian shall be in English and in the non-English language of the EL student. Additionally, the student's parent/guardian will be given the opportunity to participate and provide input into the student's program and will be regularly informed of the student's progress. Finally, the student's parent/guardian shall be allowed to participate in the determination that their student has the language skills necessary to be socially and academically successful, as identified below, and the student may exit the program.

The EL student's English proficiency assessment records shall be maintained by the District in accordance with state and federal laws and district student records policies and procedures.

Assessing Academic Achievement and English Language Proficiency

An EL student may not be exempt from academic assessments based on their EL status. However, an EL student who has been enrolled in a U.S. school for less than twelve (12) cumulative months may be exempt during the first test administration. The District shall administer state-required tests to EL students unless a determination has been made that an individual student's results on the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills.

All EL students' assessment results, as well as a student's alternative assessment results, shall be communicated to the student's parent/guardian and to the DPI as required by law.

EL students must annually be administered assessment testing for English proficiency determination. The District will update WISEdata if appropriate.

Exit Procedures

Once a student has been placed in the EL Program, the student will be provided with programs and services and will be evaluated on an annual basis until it is determined that the student has the language skills necessary to be socially and academically successful in age and grade-appropriate settings in all areas of language development without the use of adapted or modified English materials.

EL students with the language skills necessary to compete will:

- A. Understand and speak English in relation to the full range of demands of the classroom and the academic language needed to succeed;
- B. Read, comprehend, and write English as evidenced by successful classroom performance and average district scores on standardized achievement tests;
- C. Meet or exceed district guidelines in their academic subjects.

Students may be identified as reaching these English proficiency standards by either:

- A. Receiving an ELP 5 or higher on an annual assessment, in which case the student is automatically classified as English Language Proficient in WISEdata; or
- B. Receiving an overall composite of 4.5-4.9 and re-evaluate with the Multiple Indicator Protocol (MIP) to determine whether the student demonstrates full English proficiency. If choosing to use the MIP, the District must implement it as described in the Department of Public Instruction's English Language Policy Handbook.

Parents/Guardians must be notified and consulted before the formal reclassification of a student. Parents/Guardians who disagree with an ELP assessment shall be allowed to review the ELP assessment with the director of pupil services.

The Director of Pupil Services may:

- A. Recommend an additional assessment;
- B. Provide the student with tutorial support for additional weeks to be determined; or
- C. Confirm the formal reclassification of the student.

Upon exit from the EL Program, the reclassification/exit decisions will be monitored and reviewed, and documentation maintained, for two (2) years. The MIP may be used as one (1) of the multiple monitoring indicators during those two (2) years. The documentation will include, at a minimum, grade level and two (2) or more pieces of evidence.

Re-entry

During the two (2) year monitoring period, if the student is unable to compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development, the student will be allowed to re-enter a bilingual or EL program.

The director of pupil services will be responsible for assuring that parents/guardians are involved in each entry, exit, and re-entry decision, that these guidelines are followed, and that EL reclassification/exit and the re-entry decisions abide by Department of Public Instruction standards.

Counseling Services for Limited English Proficient Students

The district believes that all students should have an opportunity to have the guidance of a counselor in course selection and career planning. A student who has limited English proficiency should be able to communicate their ambitions with a counselor so that there is no discrimination or bias in class placement or career planning. A counselor should not make any predictions of success or failure based on a student's classification as limited English proficient.

If any materials, interpreters, or resource people are used to recruit students to a particular career path or vocational choice, the counselors and teachers must be sure that such materials and/or presentations can be made accessible to a student as well as a parent/guardian, who is limited English proficient.

If a counselor knows that a parent/guardian has limited English proficiency, and communication with a parent/guardian is necessary based upon concerns about their child, the counselor should attempt to utilize an interpreter to assist in a discussion regarding the matters being discussed.

Testing

The parent/guardian of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such a manner as to ensure that the student's parent/guardian understands them.

The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of state-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer state-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL

student exempted from taking a state-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both state-required tests and alternate assessments shall be consistent with district policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation, or eligibility for post-secondary education opportunities.

✓ *BULLYING*

Bullying is unwanted, aggressive (physical, social, or verbal) behavior among school-age children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. To be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Kids who bully use their power, such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Students involved directly or indirectly will receive consequences that support the [Board Policy 5517.01](#)

✓ *BUS TRANSPORTATION*

Bus transportation is a privilege and is authorized according to Board of Education policies and regulations. While on the bus, students are expected to follow all school and bus company regulations. Students who do not comply with these rules may have their bus privileges suspended temporarily (such as for the rest of the semester) or permanently revoked.

✓ *COMMENCEMENT (GRADUATION) CEREMONY*

The commencement ceremony will be held in the Novak Family Field House. Tickets are required. Students must meet graduation requirements and pay all student and lunch fees to participate in the commencement ceremony. Graduates must wear a cap, gown, and appropriate attire. No balloons, flowers, or noise makers are permitted in the fieldhouse during the commencement ceremony.

✓ *CO-OP RELEASE*

Students who are authorized to leave school before the end of the school day for the purpose of participation in a co-op, youth apprenticeship, or work experience program must abide by all regulations for early departure from school. This includes vacating the halls immediately and signing out at the reception office. Students who have early release privileges may not return for the day unless they are officially participating in an after-school activity or have written permission from the principal or his/her designee. Violation of these conditions for early dismissal from school may result in the termination of early dismissal privileges and/or participation in the work program.

✓ *CYBER BULLYING*

Neither the school's network nor the broader internet (whether accessed on campus or off campus, either during or after school hours) may be used for harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures, images, or website postings. School or community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school administrator. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges, activity removal, suspension, or referral to the police liaison officer.

✓ *DANCES*

School dances are private parties sponsored by BDHS for its students and visitors with a valid guest pass. BDHS students must present their student ID when entering the dance; no student will be permitted to enter without a valid BDHS ID, except guests who have a valid guest pass for the dance. A guest pass may be obtained from the student council advisor before the dance, according to the procedure outlined in the guest pass section. School administration will approve the guest passes.

Once a student leaves a BDHS dance, the student may not re-enter the dance. Once the doors are closed to the dance, students may not enter the dance. If a student is going to be late for the dance for a valid reason, the student must obtain a pre-approved late to dance pass from the student council advisor before the dance to gain late admittance. Breathalyzer tests or other checks for suspected substance abuse will take place when a student is suspected of being "under the influence". The school resource officer or BDPD will be contacted if a breathalyzer is needed.

Students may be denied admission to a dance if suspended or absent for the entire day, except when gone for a school-sponsored event, and may not attend the dance. A student will become eligible and back in "good standing" after a period of time determined by the school administration.

Students who do not abide by school rules and/or display inappropriate behavior will be required to leave the dance. Parents/Guardians will be contacted. Disciplinary consequences may also result in accordance with school disciplinary procedures.

Guidelines for Formal Dances

1. Homecoming and other high school-sponsored dances are from 7:30 p.m. to 10:30 p.m. unless otherwise advertised for the high school students. Prom is held off-campus; freshman students are not eligible to attend prom. Doors are closed for admission 30 minutes after the start of the dance for high school dances unless announced otherwise by school officials.
2. Only advance tickets are sold by the High School Student Activities Council. No tickets are sold at the door. All ticket sales are final. No refunds are given. Each ticket is valid only for the original purchaser and his/her date or guest.
3. Attire must meet the guidelines adopted by the school board. [Board Policy 5500](#).
4. Students and personal items shall be checked at the door before entering the dance.
5. Students cannot carry any items.
6. All students must present their ticket and BDHS student ID or approved guest pass to be admitted to the dance.
7. Students should make arrangements to be picked up at 10:30 p.m. without having to make a phone call. Students must vacate the school at the end of the dance within 15 minutes of the ending time for the dance.
8. Appropriate school behavior is expected at BDHS dances; this includes dancing that is appropriate for a public school dance as explained by school staff and administrators. Grinding and sexually explicit dancing will result in the students being removed from the BDHS dances or an appropriate warning, which includes asking students to monitor their dancing behaviors and/or separation from the other parties. Violation of school behavioral rules may result in disciplinary consequences, including suspension and expulsion. Illegal acts, such as being under the influence of alcohol or drugs, shall be referred immediately to the police.
9. Prom is the formal spring dance held at an off-campus location and hosted by the junior class. Ticket sales are open only to juniors and seniors in good behavioral standing. Freshman students are not eligible to attend prom. A junior or senior may sponsor one guest as follows:
 - A BDHS sophomore in good standing
 - A BDHS alumnus from the most recent graduating class only
 - A junior or senior from another high school in good standing who has satisfactorily provided a guest pass on time to the Student Support Office.

✓ DISCRIMINATION OR INCIDENTS OF EXPRESSED BIAS

The School District of Brown Deer is committed to providing and maintaining a learning and working environment in which sex, race, religion, national origin, ancestry, creed, age, color, pregnancy, marital or parental/guardian status, sexual orientation, physical, mental, emotional, or learning disability are recognized and valued. These differences must not be the basis of discrimination by, in favor of, or against students, staff, parents/guardians, board members, or visitors on the premises or anyone participating in school-sponsored activities consistent with Wisconsin Statute §118.13.

Any expressed bias or discrimination based on, but not limited to, color, creed, nationality, ethnicity, place of origin, physical or mental disability, or gender will not be tolerated and will be reported to school officials immediately.

Bias or discrimination may take any of the following forms, but is not limited to jokes, name-calling, discourteous treatment, graffiti, threats, insults, slurs, physical abuse, or violence.

Incidents reported to school officials shall be investigated. A person found in violation of this policy or guideline shall be subject to discipline or prosecution under state law. In the case of a student, this may include suspension and/or expulsion.

The school district denies entry to a school, the school premises, or to school-sponsored activities to any person, group, or association whose intent is to support or promote hatred or discrimination based on, but not limited to, color, creed, nationality, ethnicity, place of origin, physical or mental disability, or gender. For more information, refer to [Board Policy 2260](#).

✓ ***DRESS & ATTIRE FOR STUDENTS***

Student attire must be respectful of others and appropriate for the educational environment at Brown Deer High School. Pursuant to [Board Policy 5500](#), BDHS students are prohibited from wearing clothing or attire that, in the judgment of school authorities, is contrary to acceptable health and safety standards or that may disrupt the educational process or learning environment. For health or safety reasons, specific dress may be required for some courses or activities.

Parents/Guardians are responsible for ensuring their children are properly dressed when arriving for school. Students who are legal adults are responsible for their own proper dress. All faculty, staff, and administrators are responsible for consistently enforcing the specified dress code in accordance with Board of Education policy and applicable state law to maintain a learning environment free of disruption. The following guidelines are intended to support all students equitably and to be clear in the direction of our dress code requirements.

Students must wear:

- A shirt made of fabric that is not see-through (opaque). The shirt must have fabric that covers the front, back, and sides under the arms. The shirt also must cover the student's entire back and stomach, free from rips and tears;
- Pants or equivalent (for example, skirt, sweatpants, shorts, a dress). Skirts, shorts, or dresses must adhere to the fingertip rule;
- Shoes or other appropriate footwear. No slippers or house shoes;
- Attire is part of the curriculum, class requirements, and job readiness.

Students may not wear:

- Clothing that does not cover the student's genitals, buttocks, breasts (including cleavage), or is made of see-through fabric in those areas;
- Any item that obscures the student's face (except the required safety facial coverings for a medical condition);
- Garments that expose underwear;
- Any athletic shorts that do not meet the fingertip rule or shorts that highlight undergarments through clothing;
- Jewelry that poses a safety concern or could damage school property will not be permitted;
- Any article of clothing, including hats that the administration determines interferes with the educational process is prohibited. This includes, but is not limited to: obscene expressions, gang-related, profane, pornographic, represent illegal behavior, demeaning race, religion, sex, ethnicity, or advocating pain, death, suicide, weaponry, or drug/alcohol/tobacco use.

All staff members will enforce and address the above guidelines. All efforts will be made to rectify the violation at school, but parents/guardians will be contacted if this is not possible. Students who refuse to comply with the dress code guidelines are subject to school restorative actions or intervention. These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as field trips, graduation ceremonies, dances, and prom. Students in violation of the dress code will be expected to change into appropriate clothing. Prohibited attire may be confiscated and held for pick-up by a parent/guardian. For more information, please refer to "[Dress Code Administrative Guidelines](#)."

✓ ***EARLY DISMISSAL***

It is necessary that a student be in attendance throughout the school day or as required by the student's virtual instruction program in order to benefit fully from the educational program of the District. The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day. As an agent responsible for the education of the children of this district, the Board shall require that the school be notified in advance of such absences by written (including e-mail) or personal (phone or face-to-face) request of the student's parent/guardian, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the school administration. No student who has a medical disability that may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized such custody by the parents/guardians.

✓ ***FIELD TRIPS***

Field trips are an educational experience; however, they do not exempt a student from being accountable for the information and materials covered in the missed classes during the absence. Students should expect to make up work missed outside of the regular hours, arranging to use time before school, after school, or during their lunch or free period. Students can be removed from field trips due to behavior and/or academic concerns at the administrator's discretion.

✓ *FIGHTING*

Fighting (physical assault) occurs when a person uses physical violence and causes injury to another person's body. The assault may include, but is not limited to, pushing, shoving, slapping, punching, or kicking. The above actions are a direct violation of the Brown Deer Discipline Policy. Any student age 12+ involved in a fight (physical assault) may receive consequences, including suspension, expulsion, and/or a police citation for disorderly conduct for \$1006.00.

✓ *FINES*

Students must pay all financial obligations they have incurred as a result of overdue library materials, misused school materials, damaged equipment, non-returned uniforms, etc. Students are notified of their fines and must pay the indicated amount in the reception office. Students are reminded that the best way to take care of a fine is to be careful and responsible enough not to be fined.

✓ *FIRE & TORNADO DRILLS*

Safety drills are conducted in accordance with state guidelines. It is the responsibility of all students to conduct themselves according to directions during a school safety drill. When the fire alarm sounds, students are to be silent, wait for instructions from their teacher, and then leave the building without talking as quickly as possible by the prescribed route. When the tornado signal is sounded, the teacher will direct students to the shelter area assigned to each teaching station. Students should remain near their classroom teacher during all drills.

✓ *FOOD & BEVERAGES IN SCHOOL*

It is expected that food and beverages will be consumed by students in a responsible manner at all times. As a general guideline, food and beverages should be consumed only in the Commons. Eating and drinking in the hallways is prohibited. Students are expected to always clean up after themselves immediately when consuming food or beverages. Students are not allowed to obtain food through delivery by a restaurant or food delivery service at any time during the school day. Families cannot send food from restaurants or delivery services to the school for their child or other students. Students and families are also not permitted to bring cakes, balloons, or food of any kind for their birthday or celebrations.

The use of glass containers of any type is prohibited since they readily break and are a safety hazard. Food and beverages are prohibited at all times in the gymnasium, computer labs, IMC, and science laboratories. Students are not allowed to sell food, including snack foods, candy, and beverages, at any time within the school building. Students who are participating in a school-approved fundraising campaign are allowed to sell food at designated times and areas.

✓ *FOOD SERVICE*

Breakfast and lunch are served daily. Breakfast can include a hot breakfast sandwich, pastry, fruit, and/or juice. The standard hot lunch is served daily and may be purchased. The cafeteria also offers sandwiches, salads, and other items on an à la carte basis. Students are expected to eat their lunch in the Commons and dispose of all litter in a trash container.

Students must show an ID to purchase lunch. Cash is not accepted at the lunch register. Money can be deposited into a student's lunch account either by directly depositing money in the deposit box in the lunchroom or by using the online service, e~Funds.

Students are assigned to one daily lunch period. Since classes are also in session during this hour, it is important for students to be respectful of others and follow the established procedures for lunch. Students are expected to follow the Brown Deer Way Code of Conduct in all areas with food service. Seniors who qualify for open lunch are to exit and re-enter the building through the reception office.

✓ *GAMBLING*

Gambling is not allowed anywhere on school premises or at school-sponsored functions. Card and dice playing, including the use of magic cards or sports cards, is not permitted on school grounds. Students are not permitted to have dice at school. Dice are not appropriate at school unless used by a teacher for instructional purposes.

✓ *GANGS AND GANG ACTIVITY*

Gang activity in BDHS or on school property is prohibited. A gang is defined as an organized association, either formal or informal, of two or more persons with common signs, symbols, and other identifying factors who individually or collectively engage in criminal activity. Gang criminal activity includes, but is not limited to, intimidating or threatening others, participating in and/or enticing others to participate in any form of physical violence involving persons or property.

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

Gang identifiers, which may change periodically, will not be allowed to be displayed by anyone on school property or at school-sponsored activities. Students may not display or wear any sign, gesture, insignia, symbol, color, a combination of colors, or a combination of clothing, wearing apparel, or accessories that have been designed as gang identifiers. Violation of this prohibition of gang activity may result in notification of parents/guardians and/or law enforcement officials, suspension from school pending parent/guardian/student conference with the school, or expulsion from school. [Board Policy 5840](#).

✓ *HALL PASSES*

Students cannot loiter in the hallways or go to their lockers during class time or during lunch hours. Authorization from a staff member using MINGA is required for a student to be in the hall after the bell signals the start of a class period. Hall passes are prohibited in the first and last 15 minutes of class.

✓ *HANDOUTS/SIGNS IN HALLS*

Any signs or handouts must be approved by the administration before being put up in the hallways or distributed in school at any time. Signs may be placed only in approved areas.

✓ *IDENTIFICATION CARDS*

Each BDHS student will receive access to a BDHS online ID. Students can access their ID using their chromebook or cellphone. Students will not be able to take a screenshot of their ID for daily usage. Online IDs will allow students to request and receive hall passes and use them for identification at activities. Students will also need their ID to check out books, purchase from the Falcon Express, enter the LRC, and other designated places. If a student would like a physical ID, please see the receptionist in the reception office for more details. Replacement of a printed ID is \$5.

✓ *INSTRUCTIONAL MEDIA CENTER*

All students are welcome to the Learning Resource Center (LRC) before and after school, and during the school day with a pass. Our operating hours are from 7:45 a.m. - 3:30 p.m. All students must check in at the circulation desk and notify the desk when leaving or if a pass is needed for the bathroom or hallway. Seek permission before using breakout rooms, green rooms, and working in the makerspace. Students must stay visible at all times in the general seating and not use the instructional areas during study hall. The LRC is a NO food, drink, eat, or sleep zone. It is a quiet place for learning, reading, studying, and creating. High school students are allowed to use personal electronic devices as long as they are not distracting to others. Talking on personal devices is prohibited.

The Library Collection is genrefied, and students are allowed to check out up to three books at a time (this does not include course-required curriculum books or workshop titles). There are a multitude of materials and resources available to you @ library.browndeerschools.com. Please seek help accessing e-books, online resources, and more at the circulation desk.

✓ *INAPPROPRIATE ITEMS*

Food, toys, lighters, matches, silly string, unsafe items, including laser lights, and inappropriate articles for a safe, orderly, and respectful classroom or school environment should not be brought to school. Such items may be confiscated permanently by school authorities. Other disciplinary measures may also result. Some inappropriate items may not be returned to students, or parents/guardians must retrieve the item if permissible.

✓ *INCENTIVE DAYS*

Throughout the year, students may be eligible to participate in incentive activities. These specially scheduled activities are offered to students who are in “good standing” behaviorally, academically, and with attendance. Criteria will be established for incentive days and will be shared with staff and students before the incentive day. On occasion, a surprise incentive day may occur, in which the criteria will be shared with students before the start of the incentive. Students are expected to attend incentive school days as normal, regardless of their behavioral, academic, and attendance. Students qualifying for open lunch/open class may be excused from the incentive activities at the discretion of the administration.

✓ *INCLEMENT/EMERGENCY WEATHER AND SCHOOL DELAYS*

Inclement weather sometimes causes school to be canceled or delayed for the day. This is especially true in the winter with snow and ice storms. Local radio and television stations are provided with cancellation news. Alerts will be listed on: WTMJ 620 AM or WISN

1130 AM (others may also provide this information). In addition to the above radio stations, the following television stations will be notified whenever school is canceled: WTMJ-channel 4, WITI-channel 6, WISN-channel 12, and WDJT-channel 58. The School District of Brown Deer will also send a ParentSquare notification to students and families.

✓ **INJURIES**

All accidents and/or injuries that occur on school grounds or while the student is involved in a school-sponsored event or activity must be reported to the main office as soon as possible. [Board Policy 5340.](#)

✓ **LOCKERS**

Every student is assigned and held responsible for a locker for their belongings to be held during the school day. These lockers are the property of the School District of Brown Deer and may be searched at any time, without notice or the student present, by school administrators, or their designees.

Students are responsible for any damage or abuse to their assigned locker, and the student will be charged for any maintenance work or replacement required as a result of damage or abuse. Students are to keep their lockers clean and orderly and are not to use their lockers to display offensive materials. Changing or sharing lockers is strictly prohibited and may result in disciplinary action. Students are reminded to keep their lockers locked at all times and not to share their lock combination with others. The school is not responsible for items lost from lockers.

Students are not permitted to tamper with the locks or lockers assigned to other students. The combinations to lockers are considered the property of the student to whom the locker is assigned; obtaining the combination of a lock belonging to another student deprives that student of their property and expectation of privacy from other students; school and/or legal action may be taken in such instances. Any problems with locks or lockers should be reported by the student to the Student Support Office immediately.

Note: These exceptions and policies apply to any lockers a student may be assigned (e.g., hall, P.E., art, etc.). [Board Policy 5771.](#)

✓ **LOITERING**

Students must exit the building by 3:05 p.m. unless they are involved in co-curricular activities, are under the direct supervision of a staff member for official school business, or they may be charged with loitering.

Loitering is defined as remaining in, on, or near a place in an idle or apparently idle manner without real necessity or purpose. It shall be prohibited for any person, firm, organization, or corporation to loiter upon the property of the Brown Deer schools at any time.

During hours when school is in session or school-related activities are being conducted, the principal or designee shall direct loiterers to leave the school premises. If those loiterers refuse to comply with such requests or cause a disturbance, the principal may request aid from the Brown Deer Police Department.

The Brown Deer Police Department has the authority to remove loiterers from school properties whenever requested to do so by school authorities, or upon direct observation of violations of this policy. [Board Policy 7440.](#)

✓ **MEDICATION AND HEALTH**

A child with a fever of 100° or above should remain at home until his/her temperature is within normal range (without the use of medications) for 24 hours. If vomiting or diarrhea occurs, keep your child home from school for 24 hours after the last episode (without medication) and until he/she can keep fluids and food down.

Your child is instructed to report to his/her teachers any personal injuries, accidents, or illnesses that occur during the day. If your child experiences an injury or becomes ill during school hours with a temperature of 100° or more, has vomited and/or has diarrhea, or has visited our health room more than two times in a day, we will contact you or an emergency contact to pick up your child from school. All communicable diseases must be reported to the Brown Deer Health Department within 24 hours of onset, according to the state statute §252.05. Please notify the Brown Deer Health Department at 414-371-2980.

If your child is absent for three (3) consecutive days due to illness, he/she will be required to provide a medical excuse.

If your child has any restrictions due to injuries, a doctor's excuse is required for our records. He or she will remain under restriction until a doctor's release is provided to the school's main office.

Students are allowed to carry and administer their own oral non-prescription medications while at school. Parents/Guardians may request that school staff monitor student self-administration. In either instance, a Request for Administration of Non-prescription Medicine Form must be completed and filed with the health office staff. Students may self-administer any emergency prescription medications, such as inhalers while at school. A Request for Administration of Prescription Medicine Form must be completed and filed with the health office staff.

Students who are using medications must carry the medication in the original, labeled container. If the student requires special medication procedures, considerations, or assistance, he/she should contact the school nursing staff in the Health Room. Any orders given by a physician that require special assistance or result in certain restrictions should be submitted to us in writing from the attending physician. [Board Policy 5330](#).

✓ *DIRECT CONTACT WITH COMMUNICABLE DISEASE*

The Board seeks to provide a safe educational environment for students and staff. To this end, students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring, to the extent permitted by state communicable disease reporting requirements, the confidential status of individuals who may have been diagnosed with a communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus)
- B. AIDS (acquired immune deficiency syndrome)
- C. AIDS related complex (condition)
- D. HAV, HBV, HCV (Hepatitis A, B, C)
- E. Other diseases that may be specified by the Wisconsin Department of Health Services (DHS) as contact communicable diseases.

The Board recognizes that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

The Board further directs the district administrator to ensure that students or staff who reveal the fact that they have contracted one of these diseases will have their status safeguarded in accordance with federal and state statutes dealing with confidentiality, their right to privacy, and that their civil rights will be respected. Staff members will have access to district leave policies in accordance with Board policy, and such individuals will also be provided reasonable accommodation as required by the Wisconsin Fair Employment Act and the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

The district administrator shall also ensure the guidelines are developed for reporting communicable diseases and send home students or staff suspected of having a communicable disease as provided under state law.

✓ *NEIGHBORHOOD RELATIONS*

Property adjoining the school grounds, like all residential property, is private; therefore, littering and trespassing are not permitted. Police action will be taken against violators who are reported. Any action by a BDHS student reflects upon the whole school. The neighbors of our school have a right to resent any infringement upon their rights. Be good neighbors and good representatives of our school.

✓ *NONDISCRIMINATION*

It is the policy of the School District of Brown Deer that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, including all career and technical education programs, other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, age, color, pregnancy, marital or parental/guardian status, sexual orientation, physical, mental, emotional or learning disability or handicap as required by Wisconsin state law (§ 118.13). This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (gender), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. [Board Policy 2260](#)

Any student who feels he/she has been a victim of discrimination in school or at a school-sponsored activity should contact the principal or assistant principal within 24 hours so the matter may be investigated immediately.

✓ ***PARKING & CAMPUS DRIVING PRIVILEGES***

Students driving vehicles to school must park in the student-designated areas only. Vehicles are to be parked within the white lines and facing forward only. At no time during the school day may a student park anywhere except in the student-designated areas. Students may never park in the front parking area before 4:00 p.m. Improper parking, or parking in an area other than the student-designated areas, or parking without a permit, may result in school disciplinary measures and/or ticketing by the police and/or towing from BDHS grounds. All vehicles driven to school **MUST** be registered in the counseling office at the beginning of the school year and properly display the issued permit. Parking permits are not transferable to another student for any reason. No student is permitted in the parking lot during school hours without a valid pass from the counseling office.

Student vehicles on school district property may be searched if there is reasonable suspicion that something illegal is stored in the vehicle(s).

BDHS and the school district are not responsible for any damage or loss to vehicles parked on school grounds. Driving to school and parking on school district property are privileges, not rights. Students who do not drive sensibly and carefully will have their driving and parking privileges revoked for all school district property. Violation of such revocation will result in tickets being issued by the Brown Deer Police Department and further disciplinary action by the school district.

✓ ***PERSONAL COMMUNICATION DEVICES (PCD)/ CELL PHONES/SMART DEVICES/EARBUDS/HEADPHONES, ETC.***

Personal Communication Devices (PCD) in high school can be used before and after school and during lunch. High school students are required to keep his/her personal communication device in a secure location and out of sight during classroom instruction time. Students are not permitted to have their personal communication devices in view during the duration of the class period. Progressive disciplinary actions will be taken if a student refuses to comply with the stated expectations. Progressive actions include, but are not limited to, warning, personal communication device holding, and daily personal communication device check-in. Brown Deer High School will not be responsible for any damages to the PCD or lost or stolen PCD. [Board Policy 5136](#). **High School and/or Board Policy will be updated before the start of the 26-27 school year.**

1st PCD Offense	The phone is given to the school administrator or their designee and stored in the office for the remainder of the school day.
2nd PCD Offense	The phone is given to the school administrator or their designee and stored in the office for the remainder of the school day. On the following school day, the student will check his/her phone into the main office daily for <u>a full week</u> . Failure to comply with these expectations will result in other disciplinary actions.
3rd PCD Offense	The phone is given to the school administrator or their designee and stored in the office for the remainder of the school day. On the following school day, the student will check his/her phone into the main office daily for <u>two full weeks</u> . Failure to comply with these expectations will result in other disciplinary actions. A parent/guardian meeting is required with a school administrator.

Wisconsin Act 89

This policy requires all public/private schools to adopt appropriate communication between employees and students during the school day and after school hours. This policy helps school personnel identify, prevent, and report “grooming” behaviors and professional boundaries violations to establish a standard of care to protect student safety. Staff are only allowed to communicate with students through district-approved communication channels that include Google Mail, ParentSquare, and the Bound platform.

Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member, school counselor, or through the district’s reporting tool, Gaggle. Any concerns about inappropriate behavior must be reported immediately to the principal or district compliance officer. Anonymous reports will be investigated per district harassment procedures outlined in policy 5517- Student Anti-Harassment.

✓ ***PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS***

Toxic Hazards

These hazards exist in chemicals, pesticides, and other substances used in the school setting, such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Board will appoint an employee to serve as toxic hazard preparedness (THP) officer. The THP Officer will:

- A. Identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with Safety Data Sheets (SDS);
- B. Ensure that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;
- C. Maintain a current file of SDS for all hazardous materials present on district property;
- D. Design and implement a written communication program which:
 1. Lists hazardous materials present on district property;
 2. Details the methods used to inform staff and students of the hazards;
 3. Describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed.
- E. Conduct a training program for all district employees on such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the district's plan for communication, labeling, etc.

In fulfilling these responsibilities, the THP officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

In accordance with federal law, the District will designate a chemical hygiene officer (CHO) to maintain safety standards regarding chemical usage within classrooms and other instructional areas. The CHO, who is qualified by training or experience, will provide technical guidance in the development and implementation of the chemical hygiene plan.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

The district will comply with any lead-screening requirements promulgated by the Department of Health Services.

8431.01 - Asbestos Management

The Board recognizes its responsibility to provide students, employees, and visitors with a safe and healthy environment. Accordingly, the Board directs the district administrator to ensure that the District satisfies its obligations to deal with asbestos building materials in any building that is leased, owned, or otherwise used by the District as a school building as required under state and federal law, including, but not limited to, the Asbestos Hazard Emergency Response Act of 1986 (AHERA). To this end, the Board authorizes the district administrator to designate an individual responsible for ensuring that the District satisfies its responsibilities under AHERA. This individual will, at a minimum, develop and administer an Asbestos Management Plan as required by law. The plan will address all requirements under AHERA, including, but not limited to, inspection, reinspection, periodic surveillance, training, and recordkeeping requirements.

The district administrator will also ensure that at least once each school year, the district provides written notice to parents/guardians, employees, and employee organizations regarding the availability of the District's Asbestos Management Plan and any response actions taken or planned.

✓ PUBLICATIONS, QUESTIONNAIRES & SOLICITATION

Students who have materials that they wish to distribute to the student body must have prior authorization from the principal or his/her designee. Students may not solicit funds or pledges or sell items without prior approval from the principal or his/her designee. Fundraisers and activities sponsored by a school organization are exempted. [Board Policy 5830.](#)

✓ SCHOOL EQUIPMENT

Brown Deer High School provides a great deal of equipment for student use. This includes but is not limited to computers, calculators, general office equipment, general kitchen appliances, electronics equipment, technology education tools and equipment, athletic equipment, and library equipment.

Students are held responsible for any damage that occurs to the equipment they are using. If it is determined by the instructor, the administration, and/or police liaison officer that the student is responsible, the costs incurred in correcting the problem(s) will be charged to that student.

It is further understood that school-owned equipment is to be used for class-assigned, teacher-approved work ONLY. Unauthorized use may result in said student being banned from further use of specific school equipment/property.

✓ *SEARCH AND SEIZURE*

Student lockers, desks, and other assigned areas are the property of the school district. School administrators may make rules and regulations regarding their use and have the right to inspect said property and areas. Students have the right to the use of their assigned lockers, desks, and other areas in accordance with the established rules and regulations of the school.

Whenever, in the judgment of school administrators or their designee(s), there is reasonable grounds or suspicion to believe that a search and/or seizure action is necessary to protect school property, to avoid disruption of the educational process, or to protect and ensure the safety and welfare of individuals in the school, such action shall be taken by the school administrator(s) or their designee(s).

When the school administrator(s) or their designee(s) have reason to believe that a student is harboring or concealing upon his/her person, his/her property, or school property, a weapon, prohibited substances or objects, or dangerous item(s), such officials have not only the right, but the obligation to conduct a search and/or seizure, or to refer the matter to law enforcement authorities. Law enforcement authorities shall be notified in instances where school personnel have reason to believe that a student has upon his/her person or property prohibited substances or objects or evidence of a crime.

School administrator(s) or their designee(s) may request police assistance in cases where this assistance is considered to be necessary or desirable. [Board Policy 5771](#)

✓ *SENIOR PRANK*

Any prank or act that disrupts our school environment would be deemed inappropriate and disruptive, and consequences would be given, including disciplinary, monetary (if warranted), and loss of school privileges, including prom, graduation, and award ceremonies. Police may become involved based on the nature of the prank and the result of the student's actions. Parents/Guardians are asked to address their children's possible actions and discuss the ramifications of such pranks.

At the end of the school year, seniors should be focused on completing high school with their thoughts directed to college, work, and other post-high school endeavors. This is a time to celebrate senior accomplishments with classmates, teachers, and the school community. Interruption in our school day will not be tolerated, and proper school behavior is expected.

✓ *SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY*

The Board recognizes that there are many occasions when animals are present on district property and multiple reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with federal and State law and this policy.

This policy shall apply to all animals on District property.

Definitions

- A. "Animal": Includes any living creature that is not a human being.
- B. "Service animal": any guide dog, signal dog, or other animal that is individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items, such as medicine or the telephone or fallen objects, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for this definition.

The Americans with Disabilities Act (ADA) has also specifically defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section § 35.136 (c) through (h) of the ADA.

- C. "Emotional Support Animal": Emotional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained and certified as a "service animal". See 28 C.F.R 36.104
- D. "Therapy Dog": Therapy dogs are dogs who go with their owners to volunteer in settings, such as schools, hospitals, and nursing homes for the purpose of providing affection and comfort to aid in a particular purpose, such as healing or learning. A therapy dog in a school setting serves the function of assisting students in the learning process while providing comfort and affection to specific students or to a group of students. Therapy dogs are not service dogs and do not have the same special access as service dogs. (source: American Kennel Club/AKC)

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on district property shall be limited to those necessary to support specific curriculum-related projects and activities, those that assist a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by federal and state law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. The staff member seeking approval to have a non-service animal in his/her classroom shall:
 - 1. Provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;
 - 2. Take precautions deemed necessary to protect the health and safety of students and other staff;
 - 3. Ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., cage, tank) that is properly cleaned and maintained;
 - 4. Keep the surrounding areas in a clean and sanitary condition at all times.
- B. Other staff members and parents/guardians of students in areas potentially affected by animals have been notified in writing, and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

Emotional Support Animals for Students

An emotional support animal is not granted the same access to school buildings and classrooms as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Therapy Dogs

Therapy dogs are the personal property of the handler and are specially trained to help all students in the assigned classroom, program, or school. Authorization for a therapy dog to be on district grounds may be granted by the district administrator, provided the following conditions are met each year:

- A. Documentation of certification as a therapy dog from the AKC, Intermountain Therapy Animals (R.E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC;
- B. Documentation of an educational purpose for the therapy dog and a regular appraisal period for continuation;
- C. Documentation that the therapy dog is not younger than one (1) year old and is properly licensed according to local requirements;
- D. Documentation from a licensed veterinarian stating that the therapy dog is currently on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff;
- E. Documentation of an insurance policy that provides liability insurance for the therapy dog while on district grounds;
- F. Documentation that the handler has completed a background check consistent with Board policy and is prepared to be solely responsible for the therapy dog, its care, cleaning, feeding, and cleanup while on district grounds;
- G. Agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on district grounds.

Authorization for a therapy dog to be on district grounds will be suspended if the therapy dog is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the therapy dog to be on district grounds requires approval by the district administrator. Authorization for a therapy dog to be on district grounds may be withdrawn at any time by the district administrator.

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents/guardians. The Board does not assume responsibility for training, daily care, or healthcare of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on district property or at district-sponsored events.

A service animal that meets the definitions outlined in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to [Board Policy 8120](#).

Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrates that it is not housebroken, the principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The principal should notify the district administrator before or as soon thereafter as is practicable when a service animal has been removed and/or excluded, and immediately after such notification, document the reasons for the removal and/or exclusion.

The principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure outlined in [Board Policy 2260](#) – Nondiscrimination and Access to Equal Educational Opportunity. The procedures outlined in [Board Policy 2260](#) – Nondiscrimination and Access to Equal Educational Opportunity do not interfere with the rights of a student and his/her parents/guardians or an eligible student to pursue a complaint of legally prohibited discrimination with the United States Department of Education's Office for Civil Rights or the Department of Justice.

Eligibility of a Student's Service Animal for Transportation

A student with a disability shall be permitted to access school district transportation with his/her service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access the school district transportation. When a service animal is going to ride on a school bus owned, leased, or contracted for by the District, the student and his/her parents/guardians, or eligible student, and the handler, if he/she is someone other than the student, shall meet with the principal to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. The student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. The service animal urinates or defecates on the bus.

The student and his/her parents/guardians shall be informed of behaviors that could result in cessation of transportation privileges for the service animal in writing before the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the district administrator.

Although transportation may be suspended for the service animal, it remains the district's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Parents/Guardians, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the district's facilities where members of the public, as participants in services, programs, or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the district's facilities with their service animals should follow the building's standard visitor registration procedures and are encouraged to notify the principal that their service animal will accompany them during their visit. An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with [Board Policy 9160](#) - Public Attendance at School Events.

✓ STUDENT RECORDS

Brown Deer High School maintains individual student records to assist certified district personnel in providing appropriate educational programs for each student. The principal or the designated person maintains these confidential records. Confidential student health records are maintained separately from academic and behavior records by the school nurse. School records are maintained in compliance with Wisconsin statute §118.125 and federal law (Family Educational Rights and Privacy Act, Title V, Section 438, 439, 440, 513, 514, and 515).

Parents/Guardians and adult students have the legal right to review and/or copy the contents of the permanent school records of their children or themselves. Such a review must be made by scheduling an appointment with the principal. If copies are requested, there will be a charge based on the actual cost.

Directory information, such as name, address, name of parent or legal guardian, date and place of birth, telephone listing, dates of attendance, major field of study, height and weight of members of athletic teams, years in school, school of attendance, awards, participation in official activities or sports shall be considered public information and may be released to appropriate persons and media in accordance with Board of Education policy unless the parents/guardians or adult students refuse to release, in writing on their own initiation. [BD Board Policy 8330](#).

✓ STUDY HALLS

Study Hall is regarded as part of the student's mandatory instructional time by the State of Wisconsin and the Brown Deer School District. Therefore, high school students who are assigned to a study hall must attend or be subject to the same consequences as missing any other class. Students are expected to be on time for their study halls and engage in appropriate behavior while in the study hall. The minimum study hall behavioral expectations are as follows: every student is expected to bring study or reading materials and use them, silence is expected at all times unless specific permission is granted by the supervisor for students to study quietly together, food and beverages are not permitted, established hall pass procedures are followed to other rooms or areas of the school. Not complying with study hall behavioral expectations will result in disciplinary consequences. Students wishing to leave the study hall to work in another area of the building must have a pass from one of their existing teachers to sign out of the study hall. This pass must be obtained before the study hall period. Cell phones and other PCDs are permitted in study halls.

✓ TECHNOLOGY USE

Students in grades 9-12 are expected to bring a fully-charged device to school each day and have it for each class. In the event a student forgets his/her device, he/she needs to call home to see if it can be brought to him/her. If no one can be reached or can bring his/her device, paper copies of work will be provided to the student for that day. If a student has forgotten to charge it, each teacher has been provided an extra charger, available for students to use in emergencies. Lost and misplaced devices need to be reported immediately to the LRC to assist in locating and disabling them.

CARE OF EQUIPMENT	1. Look after my Chromebook very carefully all the time. a. Chromebooks will never be left unattended. b. The Chromebook must be placed securely on the working surface. c. Make sure that when the Chromebook is transported, it is as secure as possible by carrying it in its protective case at all times. d. Carry my Chromebook in the closed position with two hands in the classroom. e. Carry the Chromebook home in its protective case. f. Take care of the Chromebook bag. g. Do not remove labels or identifiers on the Chromebook. 2. Ensure my Chromebook is charged every evening and ready for use the next day (example: plugging it in and charging it overnight). 3. Store my Chromebook in my locker when not in use (example: during lunch, gym, etc.). 4. Print only after the teacher gives permission. 5. Do not decorate the Chromebook or carrying case.
SOCIAL RESPONSIBILITY	1. Be on the task assigned by my teacher at all times. The Chromebook is for educational purposes. 2. Use the tools authorized by my teacher and the district. 3. Agree that all written and posted material online is appropriate and non-defamatory. 4. Do not use the Chromebook to bring harm to anyone else. 5. Do not type profanity or otherwise offensive language. 6. Report to my teacher, school counselor, or administrator if I ever feel uncomfortable about an experience online, including, but not limited to, receiving harassing messages or accidentally viewing any offensive or pornographic content. I understand that my teacher is willing to help me and will not punish me as long as the rules are followed. 7. Use the internet for school-appropriate research. 8. My Google Drive is for school use only. 9. Do not plagiarize from the internet. 10. I will not share my passwords (my school network account, my email account, social networking, etc.) with anyone else except my parents/guardians, teachers, school counselors, or administrators. 11. Do not use a proxy to attempt to access websites or other forms of Internet content and communications technology that have been blocked from my school network. 12. Be prepared to be held accountable for my actions and for the loss of technology and/or Chromebook privileges if these expectations are violated.

✓ **CHROMEBOOK TECHNICAL SUPPORT**

CHROMEBOOK HANDBOOK



Chrome Depot in the MHS Library (LRC)

- General questions and support (website: support.browndeerschools.com)
- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of repairs
- Distribution of loaner ChromeBooks
- ALL DAMAGE must be promptly reported to Library Staff to ensure timely repair and return of damaged devices.

Lost/Stolen Chromebook

- You must report a lost or stolen Chromebook to the Chrome Depot in the library.
- BDSB will make every attempt to assist with locating the lost/stolen Chromebook.
- If the Chromebook cannot be located, a fee of \$418 will be added to the student's account. Lost/Stolen devices are not covered under accidental damage and protection coverage.
- If a student is issued a loaner Chromebook and that is lost/stolen, a fee of **\$424** will be added to the student's account.

Cost of Repair & Replacement

Item	Replacement Cost
Chromebook (total loss)	\$424
2 - Piece Power Supply (Charging Block & Plug Cable)	\$20
LCD Screen	\$35
Keyboard	\$60
Protective Case	\$25
Touchpad	\$30
Camera	\$30
Battery	\$60

[District Issued Student Email Account](#)

[Student Technology & Acceptable Use \(ag7540.03\)](#)

[Student Technology Handbook](#)

✓ TOBACCO PRODUCTS

State law (§ 48.983) prohibits the use or possession of tobacco products by a minor. Tobacco products include but are not limited to cigarettes, cigars, chewing tobacco, electronic cigarettes, vaping, and juuling paraphernalia, and liquid nicotine products. In addition, State law (§ 120.12) prohibits the use of any tobacco products in school buildings, on school grounds, or in school vehicles. This ban on the use of tobacco products also extends to all school-sponsored activities and functions conducted off of school grounds. This prohibition also applies to electronic cigarettes, hookahs, and other vapor-emitting devices with or without nicotine content that may mimic the use of tobacco products.

Students who violate the law will be referred to the police for legal consequences, which may include fines and court appearances. Violations of school rules regarding the use and possession of tobacco products while on school property or attending school functions will result in disciplinary action, such as detention, in-school suspension, out-of-school suspension, expulsion, parent/guardian conference, revocation of privileges, and suspension/removal from co-curricular activities. Five (5) days of suspension out of school may be a minimum for endangering the safety of students, staff, and school district property. All violators of state law regarding tobacco products will be referred to the police. [Board Policy 5512](#).

✓ TRESPASSING

Brown Deer High School is open from 7:30 a.m. to 3:15 p.m. on regular school days only for staff, registered students, public school employees, and persons whose presence the principal may deem related to school business. All others entering the schools during these hours must report to the reception office and apply for a visitor's pass. The principal or his/her designee shall determine whether or not a visitor's pass will be issued, and in cases where a visitor's pass is denied, the person applying will be asked to leave the school grounds immediately.

If, for any reason, a visitor refuses to leave when asked by the principal or his/her designee, the visitor will be informed that the principal or his/her designee has the authority to request that trespassing charges be brought against the visitor. The principal or his/her

designee will proceed with contacting the Brown Deer Police Department for assistance and ticketing if the visitor persists in his/her refusal to leave the school grounds (§ 943.13, 943.14). [Board Policy 7440](#).

✓ *USE OF NONPRESCRIBED DRUG PRODUCTS*

No student of the School District of Brown Deer shall knowingly possess, use, distribute, sell, or be under the influence of alcohol, controlled substances, or any other mood-altering chemicals while on the school property, in school vehicles, or during school-sponsored activities. The possession, use, distribution, or sale of drug paraphernalia, look-alike drugs, non-alcoholic beer, or any substance misrepresented as alcohol or a mood-altering drug is also prohibited on school property, in school vehicles, or during school-sponsored activities. Secondary use or distribution of any prescribed drug on school property or during school-sponsored activities is prohibited.

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

Violation of this policy or refusal to submit to required breath testing for the presence of alcohol will result in disciplinary action, which may include: application of approved school disciplinary practices and procedures, notification of law enforcement officials, notification of parents/guardians, notification of the athletic director and co-curricular coaches/advisors, notification of the district superintendent or designee, suspension from school, or recommendation for expulsion.

Use of prescription or over-the-counter medication in compliance with [Board of Education Policy 5530](#) shall not be considered a violation of this policy.

Smoking, vaping, and the use of other tobacco or other illegal drug products (see tobacco products section [Board Policy 5512](#)) by students are prohibited on all school property in accordance with [Board of Education Policy 5530](#).

State law (§ 48.983) prohibits the use or possession of tobacco products by a minor. Tobacco products include but are not limited to cigarettes, cigars, chewing tobacco, electronic cigarettes, vaping and juuling paraphernalia, and liquid nicotine products. In addition, State law (§ 120.12) prohibits the use of any tobacco products in school buildings, on school grounds, or in school vehicles. This ban on the use of tobacco products also extends to all school-sponsored activities and functions conducted off of school grounds. This prohibition also applies to electronic cigarettes, hookahs, and other vapor-emitting devices with or without nicotine content that may mimic the use of tobacco products.

Students who violate the law will be referred to the police for legal consequences, which may include fines and court appearances. Violations of school rules regarding the use and possession of tobacco or other illegal drug products, while on school property or attending school functions, will result in disciplinary action, such as detention, in-school suspension, out-of-school suspension, expulsion, parent/guardian conference, revocation of privileges, and suspension/removal from co-curricular activities. A five-day suspension out of school may be a minimum for endangering the safety of students, staff, and school district property. All violators of state law regarding tobacco products will be referred to the police. [Board Policy 5512](#)

CBD Products

No CBD products will be permitted for use or in possession at school or school functions.

✓ *VIDEOTAPING IN SCHOOL (INCLUDES PHOTOGRAPHY & FILMING—PHYSICAL & DIGITAL)*

BDHS students are not allowed to record any student or staff member, regardless of age or position, without prior approval by both the subject(s) of the video/photo and a supervising teacher or administrator. Students who violate this policy will be subject to disciplinary action, which can include suspension and recommendation for expulsion. Students and parents/guardians are warned that posting videos, audio, and/or photos on the internet or any type of social media sites will result in stronger consequences. [Board Policy 5136](#).

Advanced consent shall be obtained from parents/guardians of children when:

1. The film or tape will be taken from the School District of Brown Deer either physically or by electronic/digital transmission;
2. The film or tape will be viewed by persons who are not professionally responsible for the specific setting (e.g., those other than the classroom teacher, the student teacher, or a university student teacher supervisor).

✓ **VIDEO SURVEILLANCE**

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District and on school buses. Wherever video surveillance or electronic monitoring is used, such notification shall identify that video, electronic, and audio surveillance are possible technologies.

The district administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the district. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the district administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas, and private offices [unless there is the express consent given by the office occupant], or conference/meeting rooms), or in individual classrooms during instructional times.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are subject to being monitored/recorded, which may include video footage, audio recording, or both. Additionally, the district administrator is directed to annually notify parents/guardians and students through the student handbook, and staff via the staff handbook(s), of the use of video surveillance/electronic monitoring systems in their schools, which may include either video or audio footage, or both. In cases approved by the district administrator, camera surveillance may be used for investigatory purposes without staff, student, or public notice if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the school district's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceeding, administrative proceeding, or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or a staff member's personnel file.

Ordinarily, video surveillance/electronic monitoring equipment will not be used to make an audio recording of a conversation occurring on school grounds or property.

The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance, which shows information pertinent to staff performance or conduct, may be used for that purpose.

Recordings that capture students may be student records and, as such, will be treated as confidential, subject to the Board's public records and student records policies.

Retention, Secure Storage, Access to, and Disposal of Video Recordings

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident to assure its availability. Inquiries after that time period may be available depending on current retention capabilities. Unless a recording is separated and maintained for some reason by the District, any recording may be destroyed after fourteen (14) calendar days. If, however, action is taken by the Board/administration as a result of a formal complaint or incident, recordings shall be kept consistent with the Board's record retention policy, depending on the nature of the video record retained, but for a minimum of one (1) year from the date of the action taken.

Video recordings, if stored on a removable/portable device or on a locally hosted server, when not in use, shall be stored in a locked, fire-resistant cabinet or room in an area to which students and the public do not normally have access. The recordings should be clearly and properly labeled and stored. Any video data stored on a cloud-based server system must be stored pursuant to a vendor agreement that assures the confidentiality of data accessible only to school officials.

Access to and viewing of video recordings is limited to authorized personnel. The administrator is responsible for maintaining a proper audit trail for all video recordings (e.g., logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access, and the purpose). The administrator shall approve requests for access to recorded and stored video images.

The administrator may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.

Video footage should not be removed from school officials' custody except as required by law or upon a request from law enforcement. All video recordings to be taken off-site in any portable format must be signed out by the requester and the building principal. When returned, the requester who originally signed the recording out and the building principal shall sign the recording back in. Video files should not be transmitted electronically to sources outside the District except as required or permitted by law and only with the approval of the district administrator.

All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board counsel.

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed, or distributed in any other fashion except as provided for by [Board Policy 7440.01](#) and consistent with state and federal law.

Devices containing video recordings, scheduled to be destroyed, must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g., shredding, burning, magnetically erasing the personal information).

This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is video recorded for educational or research purposes. Authorized video recording for educational, instructional, and/or research purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with [policy 7440.01](#) and consistent with the school safety plan. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

✓ VIOLENCE, HARASSMENT & INTIMIDATION

The School District of Brown Deer recognizes that the schools need to maintain a learning environment in which students, staff, and parents/guardians feel safe. No student shall threaten verbally, non-verbally, or physically the safety of another person through the use of intimidation or violence. Any verbal, sexual or physical harassment will not be tolerated and will result in disciplinary action. Behavior of this type may result in a referral to law enforcement agencies as appropriate.

✓ VISITORS/HIGH SCHOOL GUEST PASS PROCEDURE

Visitors and guests must receive approval from the principal upon arrival if they wish to enter student spaces. All visitors and guests are expected to follow the guidelines outlined in Board policy during their visit. Only guardians or emergency contacts listed in Infinite Campus will be allowed entrance into the school building and contact with students. All visitors must report directly to the reception office when entering the school. Visitors will be required to present photo identification upon signing in to be used with the guest management system. These systems enhance school security by reading visitors' driver's licenses (or other approved state-issued ID) and comparing information to a sex offender database, alerting school administrators. Once cleared through the system, a visitor badge is produced that includes a photo.

Any student wishing to bring a guest to a school event for enrolled BDHS students must follow the pre-arranged guest pass procedures. The Brown Deer High School host student must report to the Student Resource Center to apply for a guest pass at least five school days prior to the requested visit date. The following information will be required for the guest pass:

- Guest's full, legal name
- Guest's birth date and present age
- Guest's address
- Guest's current school and school phone number
- Reason for the visit
- Signature of the host parent/guardian, guest parent/guardian, and guests' school administrator

The completed guest pass will then be given to the assistant principal and/or police liaison officer for verification and approval. If the guest is approved for attending a BDHS event, the guest must report with his/her host immediately upon arrival on campus to the Reception office along with proof of identity (driver's license, school ID card, photo library card, etc.). The guest will then be issued a guest pass for the day or the event. Guests must be of high school age unless they are recent BDHS graduates.

✓ ***WEAPONS & DANGEROUS ITEMS***

It is the responsibility of the school to provide for and ensure the health, welfare, and safety of students, employees, and the general public while on school premises. It is further recognized that the Brown Deer School Board has the responsibility to establish reasonable rules and regulations regarding the use and/or possession of a weapon and/or dangerous item by any person on school premises. In discharging this responsibility to the students, employees, and the general public, the Brown Deer School Board has established the following restrictions on the use and/or possession of weapons and/or dangerous items on school premises or during a school activity:

1. No one, other than law enforcement officers, shall possess, use, threaten the use of, or store a weapon or dangerous item on school property, in any vehicle located on school property, in any school facility, in any school vehicle, or at any school-sponsored event or function.
2. Use or possession of a weapon or dangerous item that may constitute a violation or criminal statute shall be reported to law enforcement officials.
3. A weapon is defined as any object that, by its design, use, or intended use, could cause bodily harm or physical damage or intimidate other persons. Weapons include, but are not limited to, any firearm, whether loaded or unloaded, any air gun, any electronic device designed to shock animals or others, any device designed as a weapon or dangerous item and capable of producing bodily injury or death, and any device or instrument which may be used in a manner which is intended or likely to produce bodily injury or death. Examples of devices or instruments are knives, razor blades, screwdrivers, awls, throwing stars, clubs, nunchucks, or any other device that would qualify as a weapon within the meaning of local ordinances.
4. Items not designed as weapons will also be considered as weapons under this policy if they are to cause or with the intent of causing bodily harm or property damage or to intimidate other persons. Such items include, but are not limited to, chains, pencils, belts, and sprays.
5. Other potentially dangerous items utilized in a manner that poses harm or threat to the health and safety of students, employees, and the general public are banned (e.g., laser pointers).

Any student who violates the policy in the use or possession of weapons or dangerous items on school property, in any vehicle located on school property, in any school facility, in any school vehicle or at any school-sponsored event or function shall be referred for consideration of suspension and possible recommendation for expulsion after consultation amongst the administrators and the superintendent.

Notice of weapons and dangerous items considered under this policy shall be included annually in the student handbook. All weapons and dangerous items shall be confiscated and referrals made to the law enforcement agencies as appropriate. (§. 120.13, 948.60, 948.605, 948.61) [Board Policy 5772](#).

CO-CURRICULARS

✓ ***ACTIVITIES CODE***

All students who participate in athletic teams, performance activities, school clubs, and leadership positions, as listed in the Activity Code Handbook, must adhere to the Brown Deer High School's Activities Code. Copies of the code are available in the Activities office and on the high school website under athletics.

✓ ***ATHLETIC TEAMS***

Brown Deer students have many opportunities to become involved in interscholastic athletic teams. All teams follow the rules of the Wisconsin Interscholastic Athletic Association (WIAA). Students are urged to listen to announcements and seek information from coaches for specific details about teams.

- Fall Sports: Boys Soccer, Girls/Boys Cross Country, Football, Girls Tennis, Girls Volleyball, Girls Swimming & Diving, Boys Volleyball, Girls Flag Football, and Cheer Team.
- Winter Sports: Girls/Boys Basketball, Wrestling, Boys Swimming, and Cheer Team.

- Spring Sports: Girls Soccer, Boys/Girls Track/Field, Girls Softball, Boys Tennis, and Boys/Girls Golf, Boys Baseball

✓ **CLUBS AND ACTIVITIES**

The following activities are examples of sponsored clubs available for students: Chamber Singers, Student Activities Council, DECA, Forensics, Theater Productions, National Honor Society, Yearbook, Best Buddies, Mentoring, Academic Decathlon, and Math Team. Additional clubs and activities are announced from time to time during the year. Clubs and activities must be supervised by an adult, teacher or coach. Students are welcome to work with staff to develop clubs and activities that are of interest to them. Please see the Athletic Director for more information.

✓ **SPECTATOR RULES**

- No profanity or inflammatory speech
- No obscene gestures
- No noisemakers
- No taunting
- No alcohol, drugs, or tobacco
- No pushing or fighting
- All spectators must be in the bleachers or on the sidelines
- No throwing items of any kind
- No walking on the game floor
- No admittance to prohibited people
- No gambling
- No climbing or running (includes bleacher railing)
- All Woodland Conference and WIAA rules of conduct

Students must show a current ID to enter the athletic events. Only BDHS and the visiting team's students are welcome to attend. Students who violate these rules, school rules, or directives from event staff – at BDHS or at other schools – will be subject to disciplinary action, referral to police, and sanctions of the BDHS Activities Code.

Students may be denied admission to school-sponsored events if they are not in “good standing” as a student because of disciplinary action; students who are suspended or absent for the entire day or any part of the day of an event, except when gone for a school-sponsored event. A student will become eligible and back in “good standing” after a period of time determined by the school administration.

✓ **SPORTS PHYSICAL**

Students who are interested in participating on an athletic team must complete the SportsEngine Registration, pay the sports fee, and have an updated sports physical form on file before the first day of practice. Complete details and copies of the physical form to take to the student's physician are available on Sports Engine or from the athletic office.

DISCIPLINE

✓ **THE BROWN DEER WAY**

We take responsibility for our education and our actions.
 We show respect for ourselves, peers, school, and community through our words and actions.
 We are a community that accepts, honors, and celebrates individual differences.
 We are honest in all we do.
 We establish trust and confidence in each other through positive relationship building.

This is who we are in the School District of Brown Deer, even when no one is watching.

“The Brown Deer Way” outlines basic expectations for all BDHS students. Decision-making that does not support the Brown Deer Way will result in discipline and referral to an administrator. Students may be denied admission to school activities if they are not in “good standing” as a student because of disciplinary action. A student will become eligible and back in “good standing” after a period of time determined by the school administration.

✓ *BEHAVIORAL EXPECTATIONS*

BDHS expects students to be a credit to themselves, their families, and their school at all times. The behavioral expectations for BDHS students are very similar to those for being a responsible and productive member of society. Cited below is The Brown Deer Way, describing basic expectations for all BDHS students. Infractions that do not support the Brown Deer Way will result in sanctions and referral to an administrator. Students may be denied admission to school activities if they are not in “good standing” as a student because of disciplinary action. A student will become eligible and back in “good standing” after a period of time determined by the school administration.

✓ *CLASSROOM CODE OF CONDUCT*

State law § 118.164) provides for the permanent removal of a student from a class for certain types of disruptive and unacceptable behavior. A student may be removed from class for conduct or behavior which:

1. Is incompatible with effective teaching and learning in the class;
2. Interferes with the ability of the teacher to teach effectively;
3. Is disruptive, dangerous, or unruly;
4. Violates the behavioral rules and expectations outlined in the student handbooks and district policies;
5. Violates the district’s policies regarding suspension or expulsion.

For this code, a class is any class, meeting, or activity that students attend or in which they participate while in school under the control or direction of the district. “Class” also includes regularly scheduled district-sponsored extracurricular activities.

The teacher of that class is defined as the regularly assigned teacher of the class, or any person assigned to teach, monitor, assist in, or oversee the class. If there is more than one teacher in the class, it is advisable that all teachers of that class assent to the removal of the student. The parent/guardian of the student, and/or the student, shall have the right to meet with the building administrator and/or teachers who requested removal. Where possible, such a meeting shall be scheduled within three days of the request for a meeting. At the meeting, the building administrator shall inform the parent/guardian and/or students as fully as possible 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, before any meeting, notwithstanding the objection of the parent/guardian or student. The parent/guardian may appeal this decision to the next highest level of administrative authority, be it the building principal, district administrator, or designee. [Board Policy 5500](#).

✓ *DUE PROCESS RIGHTS*

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the district's disciplinary procedures.

To better ensure appropriate due-process is provided to a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parent/guardian of the suspended minor student, shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents/guardians may, within five (5) school days following the beginning of the suspension, have a conference with the district administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the district administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as a result of suspension, the student's record shall be expunged.

B. Students subject to expulsion:

Before expelling a student, the Board must hold a hearing. A student and his/her parents/guardians must be given written notice of the intention to expel and the reasons therefore, at least five (5) days before the date of the hearing. The hearing is the opportunity for the student and his/her parents/guardians to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parents/guardians may appeal the expulsion consistent with Wis. Stats. §120.13

The district administrator shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents/guardians.

✓ ***DETENTION***

Detentions primarily serve as a reprimand and as a deterrent for further violation of school policies and procedures. Unless other arrangements are made, detention must be served at the time and place indicated when issued. A student who has not served all his/her detentions by the end of the semester may be prohibited from attending/participation in school activities or receive a truancy citation if detention is related to attendance. If a student fails to serve detention(s), a parent/guardian mandatory meeting, in-school suspension, or out-of-school suspension could result.

✓ ***HABITUAL/MAJOR BEHAVIOR ISSUES***

Students who receive frequent/major Office Disciplinary Referrals (ODR) may be subject to loss of privileges of school activities, such as field trips, athletic events, dances, etc., as determined by the assistant principal, principal, or his/her designee.

✓ ***STUDENT CONDUCT***

Any student who, through his/her action, endangers the safety of himself, herself, or others, disrupts the normal educational processes of the school, or who follows a course of conduct which, in the judgment of the school authorities, will result in the disruption of the educational processes, shall be subject to the Student Suspension & Expulsion Policy of the school district. [Board Policy 5520](#).

✓ ***SUSPENSION (IN-SCHOOL)***

The in-school suspension is intended to provide the student with a time-out from the regular daily routine to focus on the choices the student has made that resulted in disciplinary action of this magnitude. Parents/Guardians will be informed of the student's in-school suspension. The student will be provided with assignments from his/her classroom teachers and is expected to spend his/her time doing those assignments. Violation of the in-school suspension rules and/or refusal to serve the in-school suspension is considered grounds for suspending the student from school. In these cases, the student will return to complete the in-school suspension upon re-entry to school.

✓ ***SUSPENSION (OUT-OF-SCHOOL)***

State statutes permit the out-of-school suspension of students (§ 120.13) for up to five (5) days for misconduct. As a general rule, students may be suspended if they defy the authority of BDHS staff, disrupt the orderly operation of the school, or interfere with the right of other students to learn. Suspended students may not be on any school district property, nor attend any school function, nor work in any Co-op or Work Experience Program during the term of their suspension. For the purposes of making up school work missed while suspended from school, suspensions are considered excused absences, and assignments will be provided on Google Classroom. Students who commit an illegal offense while on school grounds or at a school-sponsored activity are subject to suspension from school as well as legal charges.

✓ ***EXPULSION***

According to Wisconsin statutes (§120.13), the Brown Deer Board of Education may, on referral from a school administrator and after an expulsion hearing, expel any student who is found to be a detriment to the school environment because of one of the following reasons: repeated refusal or neglect to obey the rules, knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, engaged in conduct while at school or while under the supervision of school authority which endangered the property, health, or safety of others, engaged in conduct while not at school or while not under the supervision of school authority which endangered the property, health, or safety of others at school or under the supervision of a school authority, endangers the property, health, or safety of any employee or school board member of the school district. Students who engage in such actions will be considered by the BDHS administration for recommendation to the school district administration for expulsion from school.

SERVICES

✓ ***ACCIDENT INSURANCE***

Neither the school nor the school district provides students with medical coverage for accidents that occur on school grounds or at school activities. It is recommended that all students be covered by adequate accident insurance.

✓ **BUSES**

Buses are available to students of Brown Deer High School at the beginning and end of the day. Safety is the first consideration for bus transportation. Every bus student is provided with the rules and procedures for riding the bus. Students will lose their privilege of riding the bus if they misbehave while waiting for the bus, riding the bus, or departing from the bus.

✓ **COLLEGE INFORMATION**

The counseling office has ample material on public and private colleges in Wisconsin and throughout the United States. Students interested in attending 2-year campuses, 4-year campuses, technical schools, or specialized schools should review the information in the counseling office and talk to their counselor. Information and registration materials for ACTs and SATs are also available in the counseling office.

✓ **COUNSELING**

The mission of the Brown Deer Counseling Department is to provide academic, career, personal, and social guidance to help students transition successfully through high school and into life as young adults. Counselors help students assess their interests, abilities, and goals for life after high school. Short-term counseling is provided for personal concerns, but long-term counseling is referred out to community agencies.

✓ **HEALTH OFFICE**

Students who become ill or injured while at school should report to the health office. Students must have a pass from their teacher to the health office to be admitted. Students may remain in the health office for a maximum of 15 minutes unless special permission is given to stay longer. Parental/Guardian permission must be confirmed by school staff in order for students to leave the campus due to illness or injury.

✓ **HOMEBOUND INSTRUCTION**

Homebound Instruction is for students who are unable to continue school attendance due to extended illness or a medical condition. Students may apply for Homebound Instruction when their medical condition prevents them from attending school. A school administrator will consult with the student and his/her family to determine if Homebound Instruction is appropriate.

✓ **LOST & FOUND**

All lost articles, such as books, shoes, and apparel, are placed in the North Commons. Items of greater value, such as purses, eyeglasses, electronics, keys, jewelry, etc., are turned into the main office. Students looking for their lost items may come to the office during non-class time. At the end of each quarter, all remaining items are given to charity.

✓ **SCHOLARSHIP INFORMATION**

The counseling office posts scholarship and financial aid information on the BDHS counseling website for students planning on continuing their education after high school. Many scholarships are available to students who are urged to listen carefully to announcements and check the scholarship postings regularly throughout the year. Students should review scholarships on the website monthly. [Local Scholarships](#) are available to qualifying students.

✓ **WORK PERMITS**

A work permit is required before anyone under the age of 16 is allowed to work in any job with the exception of agriculture or domestic service work. The minimum age for employment is 14, except for agricultural and domestic service. Work permits may only be obtained through the [Wisconsin Department of Workforce Development](#).

✓ **OFFICE DIRECTORY**

Go to the MAIN OFFICE if you: - want to make an appointment with the principal - Have questions about transportation - Have changed your phone/address, or if your parents/guardians have a new number at work - Make an appointment with the assistant principal	Go to the RECEPTION/ATTENDANCE OFFICE if you: - Need to leave school early - Arrive at school late - Need a Pre-Arranged Absence form - Have a question about your attendance - Need an Appointment form
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- Want to report a problem or concern - Have a question about your detention - Want to apply for a Dance Guest Pass - Want an appointment with the police liaison office - Need your Infinite Campus login - Have a problem with your lock/locker - Have lost or found items - Open lunch/Class questions - End of the year calendar Go to the COUNSELING OFFICE if you: - Have a question about your schedule - Want to add or drop a class - Are you withdrawing or transferring from school - Have a question about your grades/credits - Want college or career information - Need PSAT/ACT/SAT testing information - Want an appointment to meet with your counselor - Have a friend you want to help - Want scholarship information - Purchase a parking pass	- Need to pick up a sick child - Want an item placed in a staff member's mailbox - Want to pay fees or money owed to the school Go to the HEALTH OFFICE if you: - Have a health concern or question - Need to update immunization records Go to the ATHLETIC OFFICE if you: - Want sports physical forms and other sports-related paperwork or questions - Want Athletic Handbook information Go to the POLICE LIAISON OFFICER if you: - Want to report a crime - Have a question about a legal matter
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Discipline

✓ *SCHOOL DISTRICT OF BROWN DEER LEVELS OF DISCIPLINARY ACTION*

The goal of school discipline is to assist all students in functioning successfully in their educational and social environments, as well as to protect the school community and public property. Discipline aims to promote positive behavioral change. With this in mind, school staff, before writing a referral or issuing a suspension, will use a wide array of behavioral interventions to support students with behavioral difficulties that are not a direct threat to the safety of staff and students. Violations of the Code of School/Classroom Conduct come with different consequences. Below are the four levels of disciplinary action. Each violation has a minimum and maximum level of disciplinary action. In the pages that follow, levels are outlined for each offense.

LEVEL 1	At this level, the school staff conducts a conference with any combination of students, parents/guardians, teachers, administrators, and support staff. The conference may result in a behavior contract with the student, a warning to the student and/or parent/guardian, or other action authorized by the school in compliance with school district policies and procedures. Interventions will be documented in Skyward. Balanced and restorative practices and school-wide PBIS strategies may be used where appropriate and approved by the school administration, provided all participation is voluntary.
Conference/ Interventions	
LEVEL 2	Suspension is defined as a temporary exclusion from the building and includes classes and all school-related activities held during school, after school, and on weekends. Parents/Guardians are notified of the suspension and are expected to meet with a school administrator before the child returns to school. School-based suspensions are not more than three days, though suspensions involving a referral to Student Services (see below) may be

Suspension	up to five days.
LEVEL 3	Serious breaches of discipline are referred to Student Services. A conference with the student, parent/guardian, school administrator, and Student Services supervisor may be held. The student has the right to be represented by legal counsel or by another person identified by the parent/guardian. The resulting disciplinary action may range from intervention to a recommendation for expulsion.
Referral to Student Services	
LEVEL 4	This level of discipline is reserved for criminal acts or the most serious violations of school rules. Students are given a written statement explaining the expulsion process and their rights during the procedures. The process must be completed within 15 days, during which the student is suspended from school. The student may be represented by legal counsel or by any such person of his/her choice throughout the process. The process is as follows: - A preliminary expulsion hearing is held with the student, parent/guardian, school administrator, and district administrator. The case can be scheduled for an expulsion hearing, dismissed, or directed toward another action. - If an expulsion hearing is scheduled, the student, parent/guardian, school administrator, and student services supervisor go before the school board. The school board makes a decision on whether to expel the student, as well as the length of the expulsion period, within 30 days.
Recommendation For Expulsion	

Code of School/Classroom Conduct and Discipline Chart for Grades K 4 - 12		Action Levels	
Conduct that Violates Expectations or Code of Conduct Principles	Definition	Minimum (minor)	Maximum (serious/repeated)
Attendance/Punctuality			
Skiping Class	Failure to report to class without prior permission, knowledge, or excuse from the school/parent/guardian.	1	2
Truancy	Students who miss school or full/partial class periods for reasons other than a legal excuse violate Wisconsin's compulsory attendance law.	1	1
Learning Environment			
Academic Dishonesty	Obtaining, copying, or representing another's work as your own, using an unauthorized aid, not crediting source material, or doing work for someone else.	1	2
Chronic Disruption	Engaging in conduct that is disruptive to the learning environment, engaging in behavior that interferes with the teacher's ability to productively teach, and implementing interventions that have been implemented over time, and have not remediated the disruptive behavior.	1	3
Chronic Lack of Supplies	Repeatedly reporting to class lacking necessary materials, such as	1	2

	books, physical education attire, etc.		
Gang Activity	All gang activities, which include, but are not limited to, the use of material, jewelry, or clothing to disrupt or intimidate others, gang posturing to provoke an altercation, engagement in gang initiation or recruitment, or any act that furthers gang membership activity.	1	4
Inappropriate Dress	Dressing or grooming in a manner that disrupts the teaching and learning of others. Failure to comply with the school-level dress code.	1	1
Inappropriate Personal Property	Possession of personal property prohibited by school rules that interfere with the teaching and learning of others, such as food, beverages, book bags, laser pointers, and electronic or communication devices.	1	3
Inappropriate Use of Technology	Capturing, distributing, displaying, sharing, and/or posting inappropriate images from personal or school technology sources that disrupt the learning environment. This also includes misuse, damage, and care of district technology (keeping the device in the case and proper handling).	1	4
Leaving the Classroom Without Permission	Leaving the classroom/learning environment without permission	1	2
Substantial Environmental Disruption	Engaging in conduct that causes a substantial disruption to the educational environment such that teaching and learning and/or normal school operation cannot continue.	1	4
Violation of School Rules	Engaging in conduct that does not adhere to the School District of Brown Deer's Code of Conduct.	1	2

Code of School/Classroom Conduct and Discipline Chart for Grades K 4 - 12		Action Levels	
Conduct that Violates Expectations or Code of Conduct Principles	Definition	Minimum (minor)	Maximum (serious/repeated)
Physical Safety/Mental Well-Being			
Assault	A physical attempt to cause bodily harm to another person without making physical contact, where there is a show of force that causes reasonable fear or apprehension of immediate bodily harm.	2	3
Battery	Unprovoked/unanswered intentional physical contact without consent, causing bodily harm.	3	4
Bomb Threats	Reporting to school, police, or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property.	3	4
Bullying	Deliberate, one-sided, repetitive behavior that is done with the intention of harming or intimidating others.	1	3
Disorderly Conduct	Engaging in behavior that causes a disruption in the educational environment and/or which causes property damage or minor injury (without regard to intention).	1	3

Endangerment of Physical Safety/Mental Well-Being	Engaging in conduct that directly and substantially endangers the physical safety or mental well-being of others.	3	4
Extortion	Forcing other persons to act against their will under threat of, but not limited to, physical harm.	2	4
False Fire Alarms	Reporting a fire to the school or fire officials, or setting off a fire alarm without a reasonable belief that a fire exists.	2	4
Fighting	Physical confrontation, including but not limited to, pushing and shoving, and/or exchange of physical blows.	2	4
Gambling	Playing any game of skill or chance for anything of value.	1	3
Hazing	Intentional or reckless acts which endanger the physical health or safety of others for initiation/admission/affiliation with an organization.	1	4
Loitering	Remaining around or lingering about a school building without a lawful purpose or a particular purpose for being there.	1	2
Personal Threat	Direct or indirect (through another party) verbal, written, or electronic statement of intent to do bodily harm directed toward others.	1	3
Possession/Ownership or Use of a Weapon	Possessing, having under one's control, using, or threatening with a gun (BB, pellet, pistol, rifle, starter replica, or toy gun), explosive device, or any other object that, by the way it is used, is capable of inflicting bodily harm.	4	4

Code of School/Classroom Conduct and Discipline Chart for Grades K4 - 12		Action Levels	
Conduct that Violates Expectations or Code of Conduct Principles	Definition	Minimum (minor)	Maximum (serious/repeated)
Physical Safety/Mental Well-Being <i>Continued</i>			
Possession or Use of Fireworks	Using or possessing any explosive fireworks.	1	3
Reckless Vehicle Use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner (i.e., a manner that shows conscious disregard for a substantial or unjustified risk to oneself and others) or in a manner that disrupts the educational process.	1	4
Robbery	Taking property from a person by force or threat of aggression.	2	4
Sexual Assault	Intentional bodily contact of a sexual nature.	3	4
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, physical contact of a sexual nature, or other verbal conduct or communication of a sexual nature (not bullying).	1	4
Engaging in Sexual Activity	Engaging in sexual activity on school grounds or during school	3	4

	activities, including, but not limited to, touching private body parts of another person (buttocks, groin, and/or breasts); and/or removing one's clothing to engage in sex.		
Trespassing	Entering any school property without proper authority or remaining on any school property after being told to leave by authorized personnel, including any school entry during a period of suspension or expulsion.	1	2
Verbal Abuse, Profanity, Harassment	Use of language (written or spoken), conduct, or gestures which may be obscene, profane, or vulgar.	1	4
Property			
Arson	Intentionally starting any fire or combustion on school property.	2	4
Burglary	Unauthorized entry into school district property for the purpose of committing a crime, especially theft.	2	4
Theft/Possession of Stolen Property	Taking of property belonging to another individual, group, or entity without permission, with the specific intent to permanently deprive, or being in the possession of property without permission of the owner.	1	4
Vandalism	Maliciously and intentionally causing damage to school property or the property of others; includes situations in which minor damage can be repaired or replaced at no cost to the district.	1	4

Code of School/Classroom Conduct and Discipline Chart for Grades K 4 - 12		Action Levels	
Conduct that Violates Expectations or Code of Conduct Principles	Definition	Minimum (minor)	Maximum (serious/repeated)
Physical Safety/Mental Well-Being <i>Continued</i>			
Controlled Substances			
Other Substances/Materials	Possessing, using, or having under one's control any substances or materials that threaten the health or safety of oneself or others.	2	4
Possession of Drug Paraphernalia	Possession of a tool used to prepare, store, contain, or used to ingest, inject, or inhale a drug or controlled substance with or without drug residue.	1	4
Possession/Possession with Intent to Distribute/Ownership/Use of Alcohol, Illegal Drugs	Possessing, possessing with intent to distribute, selling, giving away, transferring, having under one's control, or using any alcoholic beverages, controlled substances, THC in any form, or intoxicants.	3	4
Use of Tobacco, Including Chewing	Use of any tobacco product by a student. Use/Possession of any tobacco and/or nicotine products or vape pen.	1	2

ACTION LEVEL KEY: ① Conference/Intervention ② Suspension ③ Referral to Student Services ④ Expulsion Recommendation