

2024 - 2025

BROWN DEER HIGH SCHOOL FAMILY HANDBOOK



SCHOOL DISTRICT OF BROWN DEER MISSION

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.

SCHOOL DISTRICT OF BROWN DEER VISION

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

DISCLAIMER

Additional rules and procedures, or revisions of existing school rules and revisions, will be announced to students and posted by the school office as they become effective throughout the school year. These additions 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/Assistant Principal in the Main Office or Student Resource Center. The Brown Deer School District does not discriminate on the basis of a person's color, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning disability.

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

Greetings Students and Families,

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!

Chvala Brown	Principal	414-371-7006
Damion Woods	Assistant Principal	414-371-6715
Kaitlyn Allen (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	
Kiara Perry	Receptionist	
	District Nurse	
Donna Ross	Executive Assistant/Superintendent and Board of Education	414-371-6767

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,

Principal Chvala Brown

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

2025-2026 Daily Schedule

Daily Schedule	CLASS PERIOD	Monthly 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 will occur monthly using Blocks 1, 2, or 4. The administration will announce which Block the students will use to attend homeroom. Homeroom only occurs when scheduled and it does not occur on a daily basis.

[Black and Gold Calendar](#)

[District 5K-12 Calendar](#)

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GENERAL GUIDELINES

✓ EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

The Board is committed to promoting and sustaining excellent schools, administrative leadership, and school community support systems in order to foster conditions that reduce disproportionality in student achievement and school discipline. It is the intent of the Board that the staff and students throughout the District work and interact in schools and classrooms that affirm diverse backgrounds, acknowledge the disparity of opportunities for poor and more affluent students and promote equity in achievement, discipline, and performance. It is the belief of the Board that closing the achievement gap is not just about instruction; it is the way that we think about, understand, and believe in the potential and capabilities of our students and effectively interact with them. The Board further affirms the right of ALL students to have “equitable access” to a quality education that promotes college and career readiness. Equity means academically meeting students where they are while providing high-quality rigorous teaching and learning experiences to close achievement gaps and raise achievement levels.

Closing achievement gaps, while raising standards for all students, is the top priority of the Board, the District Administrator, and all District staff. Any consistent pattern of disparities among graduation and achievement rates across all student groups are contrary to our beliefs. In order to attain the goals of closing the achievement gap, we are committed to:

- A. reducing the disproportionate suspension rates of students of color;
- B. integrating strategies of social-emotional learning across the curriculum; and
- C. increasing the number of students who successfully graduate from our schools.

The Board expects all staff to engage in professional development on strategies to close achievement gaps for low performing and underserved groups to meet the needs of students from multiple cultural and linguistic backgrounds and their diverse learning styles.

The goals of educational equity are as follows:

- A. Equitable opportunities for high academic achievement;
- B. Equitable access to Tier 1 instruction by providing inclusive opportunities in schools, programs and activities;
- C. Equitable treatment of students by valuing all students and respecting their differences;
- D. Equitable opportunities for students to engage in a rigorous course of study;
- E. Equitable distribution of resources to all schools and programs to support teaching and learning; and
- F. Shared accountability for all educational stakeholders responsible for every learner having full access to quality education, qualified teachers, challenging curriculum and appropriate and sufficient support for learning so that ALL students can achieve.

The Board recognizes that these are long term goals. As a result, to track the progression of achievement of these goals, the District Administrator and administrative team is responsible for reporting progress towards meeting the goals to the Board on an annual basis. Furthermore, in order to implement educationally equitable practices for students within culturally relevant response settings, the Board establishes the following strategies for the District:

- A. The District affirms the racial, ethnic, gender, religious, cultural, linguistic, sexual orientation, special needs and economic diversity of students and staff;
- B. The District shall foster welcoming environments in all of the schools and administration offices that reflect and support the diversity of the student populations served;
- C. The District shall foster learning environments where diverse cultures and experiences will be acknowledged, respected, valued and affirmed;
- D. The District shall welcome and empower ALL families to engage in their child’s education;
- E. The District shall endeavor to recruit, hire, support and retain diverse and culturally-responsive administrative, instructional and support personnel and shall provide professional development to strengthen their knowledge, proficiency and skills for eliminating disparities in learning;
- F. The District shall provide every student with equitable access to high quality, culturally-responsive instruction, curriculum, support and other educational resources;
- G. The District shall actively encourage, support and expect high academic achievement for all students;
- H. The District shall review policies, procedures and practices that may impede equitable access of students to fair discipline, gifted and talented, Advanced Placement, extra-curricular activities and other programs.

These strategies will be implemented and led by all District and building level administrator’s utilizing the equity non-negotiables developed by teacher leaders and agreed upon by the District Administrator’s cabinet and building-level administrators noted below:

- A. All stakeholders are responsible for using an assets-based lens to create an equitable system.
- B. All staff members are responsible to hold all learners to high expectations.
- C. Intentionally aligned instructional teams proactively co-plan and co-serve using research-based instructional practices to meet the needs of all learners.

- D. Curriculum, instruction and assessments are rigorous, culturally relevant, and universally designed for all learners.
- E. Personalized profiles are used for all learners to assist educators in determining appropriate instructional practices and documenting progress and goals.
- F. All District policies, procedures, funding and building cultures are aligned to support high-quality differentiated instruction for all learners. Legislation and funding will be used to leverage such work forward.

The Board directs the District Administrator and Leadership Team to develop administrative procedures to implement the goals and strategies of this policy through the School Improvement Planning process.

✓ NONDISCRIMINATION ON THE BASIS OF SEX

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, extracurricular, pupil service, recreational, including all career and technical education programs, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, age, color, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by Wisconsin state law (S. 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. BD Board Policy 6.03(7)

✓ SEXUAL HARASSMENT

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's duties.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

✓ BULLYING/CYBERBULLYING

Brown Deer High School is committed to the task of providing a safe and healthy environment in which students can reach their highest academic achievement and enjoy healthy human relationships. Bullying behavior interferes with the mission of the School District of Brown Deer, the values of the Brown Deer Way, and the Core Values of the school. Bullying interferes with students' ability to learn and the school staff's ability to maintain a safe environment for students. Bullying behavior is prohibited in every education environment at Brown Deer High School.

Student Hazing

The Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator. The individual informed of the situation shall immediately do the following:

- A. Write all information concerning the reported activity or planned activity received from the person reporting the incident to create a complete record of the initial contact with administration.
- B. Determine if any potential criminal activity has occurred, and if so contact law enforcement immediately.
- C. Determine whether the information received illustrates hazing behavior that is based on the student's or any group of students' sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws ("Protected Classes"). If the conduct reported appears to be based on one (1) or more Protected Class, the Administrator shall inform the District Compliance Officer and refer to Policy 5517 – Student Anti-Harassment and proceed accordingly.
- D. If the hazing or planned hazing does not appear to be based on any Protected Classes, then the Administrator shall proceed to conduct an investigation consistent with the procedures found in Policy 5517.01 - Bullying. If at any point, information surfaces indicating that hazing activity was based on one (1) or more Protected Class, the Administrator or designee conducting the investigation shall contact the Compliance Officer and consult Policy 5517 – Student Anti-harassment.

Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. Disciplinary action for staff members may be issued up to and including termination from employment. (See Policy 3139 – Staff Discipline or Policy 4139 – Staff Discipline).

✓ SECTION 504/ADA COMPLAINT

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance solely by reason of disability. The Board does not discriminate in admission or access to, participation in, treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and the Board will make its facilities, programs, and activities accessible to qualified individuals with disabilities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

✓ FREE APPROPRIATE EDUCATION

The Board is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students with disabilities within its jurisdiction who are determined eligible for special education and related services under the Individuals with Disabilities Education Act ("IDEA") or Section 504, regardless of the nature or severity of their disabilities.

If a student has a physical or mental impairment that significantly limits one or more major life activities (see Definitions below), the Board shall provide the student a FAPE. An appropriate education may include regular or special education and related aids and

services to accommodate the unique needs of students with disabilities. For students with disabilities who are not eligible for specially designed instruction under the IDEA, the related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of students without disabilities are met shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan. The quality of education services provided to students with disabilities shall be equal to the quality of services provided to students without disabilities.

The Board is committed to educating (or providing for the education of) each qualified student with a disability within its jurisdiction with students without disabilities to the maximum extent appropriate. Generally, the District will place a student with a disability in the general education environment unless it is demonstrated that the education of the student in the general education environment, even with the use of supplementary aids and services, cannot be achieved satisfactorily. If the District places a student in a setting other than the general education environment, it shall take into account the proximity of the alternate setting to the student's home. If the Board operates a separate class or facility that is identified as being provided for students with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without disabilities.

The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified students with disabilities an equal opportunity for participation in such services and activities. Nonacademic and extra-curricular services and activities may include counseling services, athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to individuals with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods and nonacademic and extracurricular services and activities, including those listed above, the District will verify that students with disabilities participate with students without disabilities in such services and activities to the maximum extent appropriate.

In accordance with Section 504, parents and students shall be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, students and their parents shall be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). Finally, students and parents shall be advised of their right to request a due process hearing before an Impartial Hearing Officer ("IHO") regarding the identification, evaluation, or educational placement of persons with disabilities, and their right to examine relevant education records. (See also AG 2260.01B - Section 504/ADA - Complaint and Due Process Procedures)

✓ DEFINITIONS

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant: is the individual who alleges or is alleged to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent: is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

District community: means students, District employees (i.e., administrators and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: include but are not limited to guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Individual with a disability: means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain,

respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

With respect to public preschool, elementary and secondary educational services, a qualified individual with a disability means a student with a disability:

- A. who is of an age during which persons without disabilities are provided educational services;
- B. who is of any age during which it is mandatory under Wisconsin law to provide educational services to persons with disabilities; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the IDEA.

With respect to vocational education services, a qualified individual with a disability means a student with a disability who meets the academic and technical standards requisite to admission or participation in the vocational program or activity. The Board will not deny a student with disability access to its vocational education programs or courses due to architectural and/or equipment barriers, or because the student needs related aids or services to receive an appropriate education.

With respect to employment, a qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

✓ REASONABLE ACCOMMODATION

With respect to employment, the Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

✓ FACILITIES

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under any program or activity to which Section 504/ADA applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

✓ DISTRICT COMPLIANCE OFFICER

The following person(s) is/are designated as the District Section 504 Compliance Officer(s)/ADA Coordinator(s) ("hereinafter referred to as the COs")

Kevin Klimek
Director of Business Services
8200 N. 60th St.
Brown Deer, WI 53223
414-371-6774
kklimek@browndeerschools.com

Erica Ramos
Director of Pupil Services
8200 N. 60th St.
Brown Deer, WI 53223
414-3414-371-6785
eramos@browndeerschools.com

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's website and/or in the staff and student handbooks.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the

Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA (See below.)

The Board further will establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing, for parents of students with disabilities. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, including the right to participation by the student's parents and representation of counsel, and their right to examine relevant education records.

✓ REPORTS AND COMPLAINTS OF DISCRIMINATION AND RETALIATION

Students and District employees are required, and all other members of the District community and Third Parties are encouraged, to promptly report incidents of discrimination and/or retaliation to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) days.

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

A student and/or parent may initiate the internal complaint procedure when they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are identified as having a disability or believed to have a disability pursuant to Section 504 and are not eligible under the IDEA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the OCR or requesting an impartial due process hearing.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the District Administrator or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

✓ INVESTIGATION AND COMPLAINT PROCEDURE (see Form 2260.01B F2)

The CO shall investigate any complaints brought under this policy. Throughout the course of the process, as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

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

All complaints must include the following information to the extent known: a description of the alleged violation, the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or class schedule for the Complainant and/or respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the District Administrator.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

Within two (2) business days of receiving the complaint, the CO or designee will initiate an investigation.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the complainant reasonably informed of the investigation's progress. The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other information presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the District Administrator, which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding the complaint or request further investigation. A copy of the District Administrator's final decision will be delivered to the Complainant. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the complainant or respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator will be reviewed by the Board upon request.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint, or report of, regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy, or in such other manner as deemed appropriate by the Board.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

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The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the OCR or ICRC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

✓ ADDITIONAL SCHOOL DISTRICT ACTION

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall take additional such actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

✓ PRIVACY/CONFIDENTIALITY

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. All Complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the Complainant's identity.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of an investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the State or Federal law will be maintained in a manner consistent with the provisions of the law.

✓ REMEDIAL ACTION AND MONITORING

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination, the opportunity to complete assignments missed due to absences related to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

✓ SANCTIONS AND DISCIPLINARY ACTION

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant code of conduct.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

✓ IMPARTIAL DUE PROCESS HEARING

A student and/or parent may request an impartial due process hearing regarding the identification, evaluation, or placement of a student with a disability. The student and/or parent may but are not required to first exhaust the above complaint procedure before requesting an impartial due process hearing. The parent of a student with a disability and a student over eighteen (18) years old (if not under guardianship) or an emancipated student has the right to: (1) examine records or documents that the school relied on in making its decision about the student; (2) request an impartial due process hearing that provides the parent and/or student with an opportunity to participate and permits representation by an attorney; and (3) have an opportunity for review of the decision made at the hearing. A request for an impartial due process hearing should be made as soon as possible following a dispute in order to ensure that witnesses are available but no more than two years following the date of the matter in dispute. A request for an impartial due process hearing

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must be put in writing, identify the specific circumstances or areas of dispute that have given rise to the request for a hearing, and offer possible solutions to the dispute. The request for due process hearing must be filed with a District CO within the time limits specified above. The CO is available to assist individuals in filing a request for an impartial due process hearing.

When a request for an impartial due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an IHO (i.e., by a person not employed by the District, not involved in the education or care of the child, and not having a personal or professional interest that would conflict with the IHO's objectivity in the hearing). The District will maintain a list of trained IHOs that may include IDEA/Article 7 hearing officers, attorneys, and Directors of Special Education outside the District. The District CO will appoint an IHO from that list, and the District will bear the costs of the hearing. The appointment of an IHO will be made within fifteen (15) days after the request for an impartial due process hearing is received.

A party to an impartial due process hearing has the right to:

- A. be accompanied and advised by legal counsel and individuals with special knowledge or training with respect to the problems of students with disabilities at the party's own cost;
- B. present evidence and confront, cross-examine and compel the attendance of witnesses;
- C. a written or electronic verbatim record of the hearing; and
- D. written findings of fact and conclusions of law setting forth the reasons for the decision.

The IHO shall conduct the impartial due process hearing within a reasonable period of time (i.e., not to exceed ninety (90) days from the request for a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances). The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than twenty-one (21) days prior to the date of the hearing, unless otherwise agreed to by the parent and/or student. The notice shall include:

- A. a statement of the time, place and nature of the hearing;
- B. a statement of the legal authority and jurisdiction under which the hearing is being held;
- C. a reference to the particular section(s) of the statutes and rules involved;
- D. a statement of the availability of relevant records for examination;
- E. a short and plain statement of the matters asserted; and
- F. a statement of the right to be represented by counsel.

The IHO shall conduct the hearing in a manner that will afford all parties a full and fair opportunity to present evidence and otherwise to be heard. The parent and/or student may be represented by another person of the parent or student's choice, including an attorney. The IHO shall make a full and complete record of the proceedings.

The IHO shall render a decision in writing to the parties within thirty (30) days following the conclusion of the hearing. The decision will be based solely on the testimony and demonstrative evidence presented at the hearing and include a summary of the evidence (i.e., findings of fact) and the reason for the decision (conclusions of law). The IHO's decision shall include a statement that either party may appeal the decision.

Appeal of the IHO's decision may be made to a Federal court of competent jurisdiction.

✓ OCR COMPLAINT

At any time, if a student or parent believes that the student has been subjected to discrimination based upon disability in violation of Section 504 or the ADA, the student or parent may file a complaint with the OCR. The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Chicago Office
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
FAX: 312-730-1576
TDD: 800-877-8339
E-mail: OCR.Chicago@ed.gov
Web: <http://www.ed.gov/ocr>

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.

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✓ NOTICE

Notice of the Board's policy on nondiscrimination in education practices and the identity of the COs will be posted throughout the District, and published in the District's recruitment statements or general information publications.

✓ RETALIATION

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, made a report/formal complaint, testified, assisted or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

✓ EDUCATION AND TRAINING

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training and information provided regarding the Board's policy and discrimination, in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy.

- A. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- B. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- C. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

Additionally, the CO shall retain copies of any written request for an impartial due process hearing, the IHO's notices to the parties, the evidence entered in the hearing, any transcript of the hearing, and the IHO's decision.

✓ INJURY AND ILLNESS

The Board believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Accidents

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for their acts or omissions in rendering such emergency care.

The administrator in charge must submit an accident report to the school office on all accidents; after receipt of the student accident report, the school office shall submit the report to the District's business office.

Illness

School personnel shall not diagnose illness or administer medication of any kind except in accordance with Policy 5330 and AG 5330.

Concussion

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A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

At the beginning of a season of any athletic sport, the Athletic Director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) his/her parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics.

A coach shall remove from competition or practice any student that the coach determines is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury or who the coach suspects has sustained a concussion or head injury. Any student removed from participation under this section may not return to participation until a written release to participate from a healthcare professional is provided.

Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

Sudden Cardiac Arrest

Sudden cardiac arrest is a medical event that involves a sudden increase in the heart's ventricular beat that prevents the heart from distributing blood to the brain, lungs, and other organs. It occurs without warning and in youth athletics participants who appear healthy and have passed pre-participation physical examinations. Severe damage and death can occur very quickly without immediate treatment.

In an effort to educate parents, students, and coaches regarding this condition, information regarding sudden cardiac arrest shall be included along with distribution of the required information concerning concussions and shall be distributed to all participants age 12 and older and to coaches prior to participation in youth athletic activity. The information shall contain the following information as provided by the Wisconsin Department of Public Instruction:

- A. information about the risks associated continuing to participate in a youth activity after experiencing one (1) or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate;
- B. information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing; and
- C. information how to request, from a student's health care provider, the administration of an electrocardiogram in addition to a comprehensive physical examination.

The District shall provide the information regarding sudden cardiac arrest developed by the Department of Public Instruction and the Wisconsin Interscholastic Athletic Association.

ACADEMICS

“We all have dreams. But, in order to make dreams come into reality, it takes an awful lot of determination, dedication, self-discipline, and effort.” ~ Jesse Owens

✓ 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 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;

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- 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;
- E. Obtaining or providing copies of testing or grading materials without teacher authorization.
- F. 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, and the student is given an alternative assignment or assessment to be completed at a designated time by the teacher. Teacher submits Skyward documentation.
- 2. Second incident in the same or different class: Teacher talks with the student, submits Skyward documentation, holds a parent 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 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 are 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 assignments 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 be administered by persons who are qualified under State law and regulation;
- B. parents be 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 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 be made part of the public record.

All students shall participate in State-wide or District-wide 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 Opt-Out of Assessments (students)

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

✓ 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 are available in our Counseling Office or on the Wisconsin Department of Public Instruction (DPI) website. There are important deadlines of March 1st of junior year (for the following fall semester) and October 1st of 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/Parents 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 [BD Board Policy 5421](#).

A+ = 98 to 100% = 4.33 A = 93 to 97% = 4.00 A- = 90 to 92% = 3.67	B+ = 87 to 89% = 3.33 B = 83 to 86% = 3.00 B- = 80 to 82% = 2.67	C+ = 77 to 79% = 2.33 C = 73 to 76% = 2.00 C- = 70 to 72% = 1.67	D+ = 67 to 69% = 1.33 D = 60 to 66% = 1.00 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 90% of the grade accounting for coursework and 10% 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 G.P.A. points in recognition of the rigor of these college-level courses.

Grades are indicators of a student's mastery of 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 have daily access to course grades through our online grading platform, Skyward. Skyward is accessed through a link on our website labeled "Families," the "Skyward 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 (passed) 25.0 credits to be declared as graduated from Brown Deer High School.

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<ul style="list-style-type: none"> ✓ 4.0 credits of ENGLISH ✓ 3.0 credits of SCIENCE ✓ 3.5 credits of SOCIAL STUDIES ✓ 3.0 credits of MATHEMATICS ✓ 1.5 credits of PHYSICAL EDUCATION 	<ul style="list-style-type: none"> ✓ 0.5 credit of HEALTH ✓ 1.0 credit of FINE ARTS ✓ 1.0 credit of BUSINESS & FINANCIAL LITERACY ✓ 1.0 credit of CAREER VALUE-ADDED (choices include World Language, Business, or Engineering) ✓ 6.5 Elective credits
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Students will not be issued a diploma until all graduation requirements have been fulfilled as per [BD 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 average 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 subject area listed. 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 are 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:	
1. Economics and Am. Gov	1.0 credit
2. 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 student Skyward 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.

✓ VIRTUAL LEARNING DAYS

Virtual Learning Days will be building based and information about what the day will entail will be communicated via your student's classroom teacher on the Google Classroom platform. Virtual Learning days can consist of but not limited to the following expectations;

- Teachers post class assignments online and students work on them at their own pace for the day, from home or other non-school locations.
- Teachers may provide video recorded lessons posted to their Google Classroom platform with at home classwork assigned.

Assignments are flexible enough to work around students and family needs. The virtual learning days are not replacing brick and mortar school experience, but do seek to provide flexibility and expose students to a virtual learning platform that may be revisited for a variety of reasons during the school year.

✓ 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:

1. Graduation Requirements
2. Post-secondary admission requirements
3. Adding a class in place of a study hall
4. Student selected a course, but has not met the prerequisites
5. 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 official transcripts free of charge. Additional transcripts will include a small fee. Transcript requests should be submitted to the Counseling Department. At least 24 hours are required to process requests for transcripts.

ATTENDANCE

There are no secrets to success. It is the result of preparation, hard work, & learning from failure.” ~ **General Colin Powell**

✓ ATTENDANCE POLICY

Schools are required by State Statute (S. 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 guardian
2. The parent or 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. (S. 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, in order 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 (S. 118.163, Brown Deer Ordinance 34-204).

✓ REPORTING ABSENCES

The parent or legal guardian must notify using the SchoolMessenger application or hotline before 9:00 a.m. each day that a student is absent to inform the school of the reason for the absence. If the absence extends for more than three (3) days, or if the student has a chronic attendance problem, a physician's statement may be required before the student's absences are considered excused.

With SchoolMessenger, you are asked to report your child's absence in advance using any of these 3 convenient methods:

1. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store. The district has been utilizing this app already. If you have the app already there is nothing else you will need to do right now. You must register with your email that is listed in Skyward.
2. Use the SafeArrival website, go.schoolmessenger.com, select Sign Up to create your account. Select Attendance then Report an Absence. You must register with your email that is listed in Skyward.

3. Call the toll-free number 1-877-813-8270 to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time. A student is considered unexcused if the parent/guardian does not contact the school.

✓ EXCUSED ABSENCES

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

<ul style="list-style-type: none">• Pupil illness• Death in the family• Court appearances• Designated religious holidays• Professional appointments	<ul style="list-style-type: none">• Family emergency• Impassable roads/extreme weather conditions• Family trips or absences 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:

<ul style="list-style-type: none">• Truancy• Missing the school bus• Non-emergency car trouble• Family trips not approved in advance• Shopping• Oversleeping	<ul style="list-style-type: none">• 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 must notify the attendance office. The student is to sign out in 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 front exit only. Anyone picking up a student will be asked to present photo identification prior to a student being released.

✓ RAPTOR 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 guardians or emergency contacts listed in Skyward will be allowed entrance into the school building and contact with students. All visitors must report directly to the Middle School Office when entering the school. Visitors will be required to present photo identification upon signing in to be used with the Raptor Visitor Management System. Raptor is a visitor management system that enhances school security by reading visitors' drivers licenses (or other approved state-issued ID) and comparing information to a sex offender database by 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 in a progressive manner, 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 students' first hour class past the start time of the school day, which is 7:45 a.m. Only school administrators, not parents, are authorized to excuse tardiness to class in accordance with district policy and state law. Parents will receive an automated skyward call for student tardiness.

✓ UNEXCUSED ABSENCE/TRUANCY

Students who miss school or full/partial class periods for reasons other than a legal excuse are in violation of 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	Skyward 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 for three or more days, the student or parent may contact the reception office (371-6746) to obtain assignments. Twenty-four hours notice is needed before assignments may be picked up.

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 their 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 call the attendance office as with any other excusable absence. The student must then have a Pre-Arranged Absence Form in the Student Support Office to circulate to his/her teachers. A completed Pre-Arranged Absence Form must be on file in the Student Support Office 10 school days prior to 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 (such as medical, dental, court, driver's exam) must be cleared in advance through the Attendance Office. A student who will miss one or more classes due to an appointment must have written permission from his/her parents. The parent's written statement should be brought to the attendance office to obtain an appointment pass on the morning of the appointment. The student must sign out in the reception office before leaving the building. Upon returning to school, the student must provide verification of 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 & EXTRACURRICULARS**

While in season, extracurricular 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 emergency situations 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 does not start on the first day of school or the first day of a new semester. Please give 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.

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

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 administration. If the student's Open Lunch/Class is revoked, the student will be enrolled in study hall and eventually into another credit bearing course. Students absent two (2) days in a quarter or three (3) days in a semester or eight (8) 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/guardian's request, a Withdraw Form will be sent to the Parent/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

Alone we can do so little; together we can do so much. --Helen Keller

✓ **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; recommendation for expulsion.

Use of prescription or over-the-counter medication in compliance with [BD Board Policy 5330](#) 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 [BD Board Policy 5330](#)

✓ **BACKPACKS**

BDHS students are required to place their backpacks in his/her locker. Other items cannot replace the backpack to carry 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. 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 (ELs), the implementation of curricular and instructional modifications, the assessment of the EL student's academic progress, identification of EL students that 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 that shall be completed on or before March 1st 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 who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents 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 who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents 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 that 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 ELs/Limited-English Proficient (LEP) students so they may become proficient in English while achieving academically.

Parental 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 within thirty (30) days of the start of the school year or within two (2) weeks of assessment (if the student is not identified prior to the beginning of the school year). Every effort will be made to obtain permission from the student's parent(s) to place the student in language instructional programming prior to 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(s). The notice to the parent(s) shall be in English and in the non-English language of the EL student. Additionally, the student's parent(s) 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(s) shall be given the opportunity 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 exempted 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 exempted 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(s) and to the DPI as required by law.

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

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 score 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 must be notified and consulted prior to the formal reclassification of a student. Parents who disagree with an ELP assessment shall be given the opportunity to review the ELP assessment with the Director of Pupil Services.

The Director of Pupil Services may

- A. recommend additional assessment.
- B. provide the student with tutorial support for additional weeks to be determined.
- 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 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 Students Who Are 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, who is limited English proficient.

If a counselor knows that a parent has limited English proficiency, and communication with a parent 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(s) 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(s) 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 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. In order 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 [BD Board Policy 5517.01](#)

✓ BUS TRANSPORTATION

Bus transportation is a privilege and 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

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 OR NOISE MAKERS IN THE FIELD HOUSE during the commencement ceremony.

✓ CO-OP RELEASE

Students who are authorized to leave school prior to 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 receptionist 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 the purpose of harassment. All forms of harassment in cyberspace, often called cyber bullying, are unacceptable. Cyber bullying 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 or images, or Web site 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 Police Liaison Officer.

✓ DANCES

School dances are "closed" private parties sponsored by BDHS for its students and visitors with a valid guest pass. BDHS students must present their student I.D. when entering the dance; no student will be permitted to enter without a valid BDHS I.D., except guests

who have a valid guest pass for the dance. A guest pass may be obtained from the Student Council Advisor prior to 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 prior to 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 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; 9th grade 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. [BD Board Policy 5500](#).
4. Students and personal items shall be checked at the door before entering the dance.
5. Students can't carry in 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. for high school students 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 appropriate warning which includes (asking students to monitor their dancing behaviors/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 to only 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 status, sexual orientation or 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, 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 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 discipline, or gender. For more information, refer to [BD 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 [BD Board Policy 5500](#), BDHS students are prohibited from wearing clothing or attire which, in the judgment of school authorities, is contrary to acceptable health and safety standards or may disrupt the educational process or learning environment. For health or safety reasons, specific dress may be required for some courses or activities.

Parents are responsible to ensure 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 to consistently enforce 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 as part of the curriculum, class requirements, or 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, which the administration determines to interfere with the educational process, is prohibited. This includes, but is not limited to: obscene expressions; gang-related; profane; pornographic; represent illegal behavior; demeans race; religion; sex; ethnicity or advocates pain; death; suicide; weaponry, or drug/alcohol/tobacco use.

Students will be asked to put on alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.

- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the remainder of the day.

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. 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 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, 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 which 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.

✓ FIELD TRIPS

Field Trips are an educational experience; however, they do not exempt a student from being accountable for what was 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 Assaults) 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 13+ involved in a fight (physical assault) may receive consequences, including suspension, expulsion and/or a police citation for disorderly conduct in the amount of \$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. **DO NOT RUN!** 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, 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 a 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 I.D 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 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 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 and/or guardians and/or law enforcement officials; suspension from school pending parent/student conference with school; expulsion from school. [BD Board Policy 5840.](#)

✓ HALL PASSES

Students cannot loiter in the hallways or go to their lockers during class time, including the 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 his/her 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 7:30 a.m. - 4:00 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, and 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 in attendance. Criteria will be established for incentive days and will be shared with staff and students prior to the incentive day. On occasion a surprise incentive day may occur in which criteria will be shared with students prior to the start of the incentive. Students are expected to attend incentive school days as normal regardless of their standing behaviorally, academically and attendance. Students qualifying for Open Lunch/Open Class may be excused from the incentive activities at the discretion of 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. Students are advised to listen to the following radio stations for "No School" announcements: 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 Skyalert to students and families.

✓ INJURIES

All accidents and/or injuries which 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. [BD Board Policy 5340.](#)

✓ LOCKERS

Every student is assigned and held responsible for a locker for the student's belongings to be held during the school day. These lockers are the property of Brown Deer School District 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 and all lockers a student may be assigned (e.g. hall, P.E., art, etc.). [BD Board Policy 5771](#).

✓ LOITERING

Students must exit the building by 3:05 P.M. unless they are involved in co-curricular, 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 loitering refuse to comply with such requests or cause a disturbance, the principal may request aid from the Brown Deer Village Police Department.

The Brown Deer Village 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. [BD Board Policy 7440](#).

✓ MEDICATION AND HEALTH

Please note the following regarding illness and absences: 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 their 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 had 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 Village of Brown Deer Health Department 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 office.

Students are allowed to carry and administer their own oral non-prescription medications while at school. Parents may request school staff to 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 which require special assistance or result in certain restrictions should be submitted to us in writing from the attending physician. [BD 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 contact 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 assure that students or staff who reveal the fact 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 sending 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, extracurricular, pupil service, recreational, including all career and technical education programs, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, age, color, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by Wisconsin state law (S. 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. [BD 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 cars or trucks to school must park in the student designated areas only. Cars are to be parked within the yellow 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 prior to 4:00 p.m. Improper parking, or parking in an area other than the student designated areas or park without a permit may result in school disciplinary measures and/or ticketing by the police and/or towing from BDHS grounds. All cars and trucks driven to school MUST be registered in the Student Resource 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 Student Resource 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, ECT...

Personal Communication Devices (PCDs) in high school can be used before and after school, hallway transitions 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. [BD Board Policy 5136](#). **High School and/or Board Policy will be updated prior to the start of the 23-24 school year.**

1st PCD Offense	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	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 their 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	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 their 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 meeting is required with a school administrator.

✓ 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's);
- 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 healthful 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, 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. [BD 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 he/she is 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(s).

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 ground 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. [BD 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 awards ceremonies). There could also be police involvement based on the nature of the prank and the result of the student(s) actions. Parents are asked to address their children(s) possible actions and discuss the ramifications of such pranks.

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

The Board recognizes that there are many occasions when animals are present on District property and many 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 the purposes of 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 provide assistance to 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., a cage or tank) that is properly cleaned and maintained;
 - 4. keep the surrounding areas in a clean and sanitary condition at all times; and
- B. other staff members and parents 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.

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

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

The Principal should notify the District Administrator prior to or as soon thereafter as is practicable when a service animal has been removed and/or excluded, and, immediately subsequent to 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 set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity do not interfere with the rights of a student and his/her parents 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 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, or eligible student, and the handler, if s/he 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 shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to 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 Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA mandated interactive process.

Service Animals for Parents, 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 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).

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

Parents/Guardians and adult students have the legal right to review and/or copy 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 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 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 prior to 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 their device, they need to call home to see if it can be brought to them. If no one can be reached or can bring their 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 emergency situations. Lost and misplaced devices need to be reported immediately to the LRC to assist in locating and disabling them.

<p style="text-align: center;">CARE OF EQUIPMENT</p>	<ol style="list-style-type: none"> 1. Look after my Chromebook very carefully all of the time. <ol style="list-style-type: none"> a. Chromebooks will never be left unattended. b. Chromebook must be placed securely on the working surface. c. Make sure when the Chromebook is transported that 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 Chromebook home in its protective case. f. Take care of the Chromebook bag. g. Do not remove labels or identifiers on 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. Not decorate the Chromebook or carrying case.
<p style="text-align: center;">SOCIAL RESPONSIBILITY</p>	<ol style="list-style-type: none"> 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. Not use the Chromebook to bring harm to anyone else. 5. 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. Please do not plagiarize from the Internet. 10. Not share my passwords (my school network account, my email account, social networking, etc.) with anyone else except my parents, teachers, school counselors, or administrators. 11. 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.
- BDSO will make every attempt to assist with locating the lost/stolen Chromebook.
- If the Chromebook cannot be located, a fee of \$250 will be added to the student's account. Lost/Stolen devices are not covered under insurance.
- If a student is issued a loaner Chromebook and that is lost/stolen, a fee of \$250 will be added to the student's account.

Cost of Repair & Replacement

Item	Replacement Cost
Chromebook (total loss)	\$320
2 - Piece Power Supply (Charging Block & Plug Cable)	\$20
LCD Screen	\$25
Keyboard	\$60
Protective Case	\$25
Touchpad	\$30
Camera	\$30
Battery	\$60

[District Issued Student Email Account](#)
[Student Technology & Acceptable Use \(ag7540.03\)](#)

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

✓ TOBACCO PRODUCTS

State law (S. 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 (S. 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 conference, revocation of privileges, and suspension/removal from co-curricular activities. 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. [BD 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 designee, the visitor will be informed that the principal or his 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 village police for assistance and ticketing if the visitor persists in his/her refusal to leave the school grounds (S. 943.13, 943.14). [BD 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 or legal custodians; notification of the athletic director and co-curricular coaches/advisors; notification of the district superintendent or designee; suspension from school; recommendation for expulsion.

Use of prescription or over-the-counter medication in compliance with Board of Education Policy #6.07(6) 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 #6.03(6b).

State law (S. 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 (S. 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 conference, revocation of privileges, and suspension/removal from co-curricular activities. 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. BD Board Policy 6.03 (6b)

CBD Products

No CBD products will be permitted for use at school.

✓ 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 are warned that posting video, audio and/or photos on the internet or any type of social media sites will result in stronger consequences. [BD Board Policy 5136](#).

Advanced consent shall be obtained from parents or 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, i.e. other—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 are used, such notification shall identify that video or 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, 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 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 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.

Additionally, prerecorded lessons or observations of online or virtual learning sessions may be included as part of an employee's evaluation.

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

Further, if an employee is assigned to work remotely (i.e., telework), the administration is authorized to conduct observations that consist of the supervisor reviewing video-recordings of the employee working and/or watching the employee perform their job responsibilities through means of a live-stream that includes both video and audio.

Additionally, nothing herein shall prevent the administration from using information gathered through electronic means (i.e., viewing a video-recording or live-stream of an employee working) for employment purposes, including but not limited to completing components of an evaluation.

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 in order 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 (i.e., 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 requestor and the building principal. When returned, the requestor 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 and AG 7440 - Facility Security, 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 this policy and the related administrative guidelines (AG 7440), 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 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 Skyward 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 Raptor Visitor Management System. Raptor is a visitor management system that enhances school security by reading visitors' drivers licenses (or other approved state-issued ID) and comparing information to a sex offender database by alerting school administrators. Once cleared through the system, a visitor badge is produced that includes a photo. The School District of Brown Deer will implement the Raptor Visitor Management System starting in the 2022 school year.

Raptor is a visitor management system that enhances school security by reading visitors' driver's licenses (or other approved state-issued ID) and comparing information to a sex offender database by 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, guest parent and guests' school administrator

The completed Guest Pass Application 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 which 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 which 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.

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

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. (S. 120.13, 948.60, 948.605, 948.61) [BD Board Policy 5772](#).

CO-CURRICULARS

Playing is my passion; winning is my aim; failure is my inspiration; winning is my game. --Sarah Parikh

✓ ACTIVITIES CODE

All students who participate on 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 the Athletics Tab or Downloadable Documents tab.

✓ 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, 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, School Newspaper, 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 – tobacco
- No pushing or fighting
- All spectators must be in bleachers or sidelines
- No throwing items of any kind
- No walking on 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 I.D. to enter the athletic events. Only BDHS and 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 prior to 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.

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DISCIPLINE

All your scholarship would be in vain if at the same time you do not build your character and attain mastery over your thoughts and your actions. --Mahatma Gandhi

✓ 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 Brown Deer School District even when no one is watching.

“The Brown Deer Way” outlines basic expectations for all BDMS 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 “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 (S. 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 set forth in the student handbooks and district policies;
5. violates the district’s policies regarding suspension or expulsion

For the purposes of this code, a class is any class, meeting or activity, which 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.

A “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 made the request for 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 the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this code shall prevent the building administrator from implementing a removal to another class, placement or setting, prior to any meeting, 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. [BD Board Policy 5500](#).

The Brown Deer Way

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✓ DUE PROCESS RIGHTS

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

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 a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parent 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 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 the result of suspension, the student's record shall be expunged.

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and his/her parents must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parents 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 may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

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.

✓ 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), 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 (ODRs) 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. [BD 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 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 out of 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 (S. 120.13) for up to five 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, or 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 (S.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

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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

Life's most persistent and urgent question is: What are you doing for others? --Dr. Martin Luther King, Jr.

✓ ACCIDENT INSURANCE

Neither the school nor the school district provides students with medical coverage for accidents which 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 ACT and SAT tests 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 to the health office from their teacher 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 Student Resource 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

<p>Go to the MAIN OFFICE</p> <ul style="list-style-type: none"> • Make an appointment with the Principal • Have questions about Transportation • Are withdrawing or transferring from school <p>Go to the STUDENT RESOURCE OFFICE</p> <ul style="list-style-type: none"> • Have changed your phone/address or your parents have a new number at work • Want an appointment with the Assistant Principal • 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 Skyward login • Have a problem with your lock/locker • Have lost or found items • Open Lunch/Class Questions • Exam Exemptions • End of the year calendar <p>Go to the ATHLETIC OFFICE if you:</p> <ul style="list-style-type: none"> • Want sports physical forms and other sports related paperwork • Want an Athletic Handbook 	<p>Go to the RECEPTION/ATTENDANCE OFFICE if you:</p> <ul style="list-style-type: none"> • Need to leave school early • Arrive to school late • Need a Pre-Arranged Absence form • Have a question about your attendance • Need an Appointment form • 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 <p>Go to the HEALTH OFFICE if you:</p> <ul style="list-style-type: none"> • Have a health concern or question • Need to update immunization records <p>Go to the COUNSELING OFFICE if you:</p> <ul style="list-style-type: none"> • Have a question about your schedule • Want to add or drop a class • 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 <p>Go to the POLICE LIAISON OFFICER if you:</p> <ul style="list-style-type: none"> • Want to report a crime • Have a question about a legal matter
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ADDENDUM TO 2023-2024 HANDBOOK

✓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	<p>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.</p> <p>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.</p>
Conference/ Interventions	
LEVEL 2	<p>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 or 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 up to five days. NOTE: Suspensions of students in grades K 3–2 require the approval of the Superintendent.</p>
Suspension	
LEVEL 3	<p>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. Note: Suspensions of students in grades K 3–2 require the approval of the Superintendent.</p>
Referral to Student Services	
LEVEL 4	<p>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</p>

Recommendation For Expulsion

may be represented by legal counsel or by any 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.

Note: This disciplinary level does not apply to students in grades K 3–2.

Code of School/Classroom Conduct and Discipline Chart for Grades K 3 - 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 by school/parent	1	1
Tuancy	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 or violation of school rules	Engaging in conduct that is disruptive to the learning environment; engaging in behavior that interferes with the teacher's ability to productively teach; and has 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 books, physical education attire, etc.	1	2
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	1	3

	communication devices		
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

Code of School/Classroom Conduct and Discipline Chart for Grades K 3 - 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 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	2

Hazing	Intentional or reckless acts which endanger the physical health or safety of others for the purposes of initiation/admission/affiliation with an organization	1	4
Loitering	Remaining around or lingering about a school building without a lawful purpose or 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 K 3 - 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
Trespassing	Entering any school property without proper authority or remaining on any school property after being told to leave by authorized personnel; includes any school entry during a period of suspension or expulsion	1	2
Verbal abuse, profanity, harassment	Use of language (written or spoken) or 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	Taking of property belonging to another individual, group, or	1	4

property	entity without permission with the specific intent to permanently deprive; or being in the possession of property without permission of the owner		
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 3 - 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 or illegal drugs	Possessing, possessing with intent to distribute, selling, giving away, transferring, having under one's control, or using any alcoholic beverages, controlled substances, or intoxicants	3	4
Use of tobacco, including chewing	Use of any tobacco product by a student. Not drug related.	1	2

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