

STUDENT, ALCOHOL AND DRUG ABUSE

It is incumbent upon the District to maintain a positive environment for learning and to provide for the health and safety of students. Therefore, the following actions are prohibited by students anywhere on school premises, in any District-owned or contracted vehicle and at any school-sponsored function or activity at all times:

- (1) the use, possession, sale or distribution of alcohol, drug paraphernalia or illegal drugs (including prescription medication not prescribed to the student);
- (2) being under the influence of alcohol or illegal drugs;
- (3) the possession, distribution or sale of look-alike drugs; and
- (4) the misuse of over-the-counter or prescription drugs.

A student may be required to submit to a breath test to determine the presence of alcohol if a designated school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such test shall be administered by a law enforcement officer or trained school official and shall meet state law requirements. A student may be disciplined for refusing to submit to a breath test.

Violations of this policy shall result in school suspensions and other appropriate dispositions including, but not limited to, referral to the student assistance program, referral to law enforcement authorities, citations under applicable municipal ordinances and expulsion from school. Students shall be disciplined in accordance with established procedures.

LEGAL REF.: Sections 118.125 Wisconsin Statutes
 118.126
 118.127
 118.45
 118.24(2)(f)
 118.257
 120.13(1)
 125.02(8m)
 125.037
 125.09(2)
Chapter 961
Individuals with Disabilities Education Act (as amended)
Applicable Verona City Ordinances

CROSS REF. 443, Student Conduct and Discipline
 443.5, Student Use and Possession of Two-Way Communication Devices
 445, Student Interviews with Law Enforcement Officials
 446, Search of Students and/or Their Property
 446.1, Search of Lockers and Other School Property

447.1, Staff Use of Physical Force
447.3, Student Suspension/Expulsion
453.4, Administering Medications to Students

APPROVED: June 1982

REVISED: August 1984
April 2, 1990
February 19, 2007

BULLYING

The Verona Area School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, in school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The District shall consistently and vigorously address bullying so that there is no disruption to the learning environment and learning process.

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the District. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

“Bullying” is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; gender expression, sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet – also known as cyber bullying)

LEGAL REF.: Sections 118.13 Wisconsin Statutes
118.46(2)
PI 9 of the Wisconsin Administrative Code
Americans with Disabilities Act of 1990
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973

CROSS REF.: 443.8-Rule, Procedures for Reporting and Investigating Bullying Incidents
347, Student Records
363.2-Rule, Internet Safety and Acceptable Use Rules
411, Equal Educational Opportunities
411-Rule (1), Student Discrimination Complaint Procedures
411-Rule (2), Nondiscrimination Guidelines Related to Students who are
Transgender and Students Nonconforming to Gender Role
Stereotypes
443, Student Conduct and Discipline
443-Rule, Classroom Code of Conduct
443.5, Student Use of Cellular Telephones or Other Personal Electronic
Communication Devices
443.7, Gangs and Gang-Related Behavior

447.3, Student Suspensions and Expulsions
454, Reporting Child Abuse/Neglect
512, Harassment
522.3, Employee Discipline
522.4, Staff Misconduct Reporting
720, Safety Program

APPROVED: October 25, 2010

REVISED: September 12, 2016

CLASSROOM CODE OF CONDUCT

The Verona Area School District is committed to maintaining an educational atmosphere of excellence. Teachers are expected to create a positive classroom environment that is conducive to learning and self-discipline. Students are expected to behave in a manner that is based on respect and consideration for the rights of others and which helps to create an effective learning environment. Students are to allow teachers to instruct effectively and students to participate in learning activities. Students are further expected to know and abide by the rules of behavior established by the classroom teacher, school administration and School Board. Parents/guardians should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address any concerns.

Student behavior that is dangerous, disruptive, unruly and/or interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies, school rules, and state/federal laws and municipal ordinances. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspensions or expulsion, for the conduct for which the student was removed.

This Classroom Code of Conduct applies to all students in grades PreK-12. This code does not apply to students who merely need a brief time away from class to refocus.

For the purpose of this code, a "class" is any class, meeting or activity that students attend, or in which they participate while in school or under the control or direction of the District. "Class" also includes regularly scheduled District sponsored extracurricular activities, during or outside of school hours, either on or off campus. A "teacher" is any Wisconsin Department of Public Instruction certified professional personnel in the employ of the District. Other District employees may process "Classroom Code of Conduct" violations through the "teacher" responsible for the class. A "teacher of a class" means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class.

1. **Student Removal from Class:** A student may be removed from class for, but not limited to, the following reasons: Dangerous, disruptive, damaging, or unruly behavior, or behavior that violates expectations set forth in Board policies and the student handbooks.

When a student is removed from class under this Code of Conduct, he/she will be sent or escorted to the building principal or designee. The teacher removing the student will notify the building principal or designee and inform him/her of the reason for the student's removal. A written explanation of the circumstances and reasons for removal shall be given to the administrator or designee within 24 hours of the student's removal from class.

2. Placement: This Code of Conduct distinguishes between two, essentially separate kinds of removal from class: short term or temporary removal, and long term removal. Short-term removal is likely to be disciplinary in nature, and addresses circumstances where the student's presence is disruptive to the class on a particular day. Long term removal, on the other hand, is essentially a forced transfer of the student out of the particular class in excess of five class periods. The building principal or designee shall decide whether a student who has been removed from a class by a teacher for violating the Classroom Code of Conduct is to be placed in either a long term or short term placement.
3. Parent/Guardian Notification:
 - a. Short Term Removal From Class
Under this Code of Conduct, the teacher who initiated the removal of a minor student from class will notify parents/guardians within 24 hours of the incident that caused the student to be removed from his/her class. The classroom teacher will keep written logs or records regarding unsuccessful attempts to contact the parents/guardians of the student who was removed from his/her class and provide these to the building principal or designee within 24 hours of the student's removal from class.
 - b. Long Term Removal From Class
Under this Code of Conduct, when the reason for removal is serious or long term, the building principal or designee will notify the parent/guardian of a minor student. Students removed from a class who are also subject to disciplinary action such as suspension or expulsion will be subject to all legal and policy requirements.
4. Removal of Students with Disabilities: Under this Code of Conduct, removal from class and change an educational placement involving students with a disability, will be made consistent with state and federal laws and regulations.

The District shall not discriminate in enforcing the Classroom Code of Conduct on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or other disabilities. Discrimination complaints shall be processed in accordance with established District complaint procedures.

CROSS REF.: 411-Rule, Student Discrimination Complaint Procedures

APPROVED: June 21, 1999

REVISED: February 19, 2007

STUDENT CONDUCT ON SCHOOL BUSES

All students have a responsibility to exercise safe practices and courteous conduct at all times when coming to, waiting for, riding on or leaving a school bus. Students shall be expected to abide by all bus rider rules and following correct procedures relating to regular routes, field trips and/or co-curricular activities.

The bus driver shall have the initial responsibility for maintaining control of behavior on a bus. A bus driver may use reasonable and necessary force with a student only to the extent authorized by law and Board policy.

Persistent infractions of bus rider rules shall be reported in writing to the appropriate building principal and may result in the loss of riding privileges in accordance with established procedures. Parents/guardians shall be notified of disciplinary actions.

LEGAL REF.: Sections 118.31 Wisconsin Statutes
121.52(2)
895.035
TRANS 300, Wisconsin Administrative Code
Attorney General's Opinion (63 Atty. Gen. 526)

CROSS REF.: 443.2-Rule, Disciplinary Procedures for Bus Conduct Violations
352, Field Trips
370, Co-Curricular Activities and Programs
443, Student Conduct and Discipline
447.1, Staff Use of Physical Force
447.2, Student Suspension/Expulsion
720, Safety Program
751, Student Transportation Services
751.2, Video Cameras on School Buses

APPROVED: April 2, 1990

REVISED: February 19, 2007

STUDENT DRESS AND GROOMING

Each student may determine personal dress and grooming within established guidelines. Student dress and grooming should not:

- (1) jeopardize the health or safety of the student or other students,
- (2) be disruptive to the learning environment, or
- (3) invade the rights of others.

Building principals shall have authority to set dress and grooming standards as appropriate to implement this policy as outlined in the student handbook.

LEGAL REF.: Sections 120.13(1)(a) Wisconsin Statutes
121.02(1)(i)

CROSS REF.: 110, District Mission and Beliefs
411, Equal Educational Opportunities
443, Student Conduct and Discipline
512, Harassment
720, Safety Program
Student Handbook

APPROVED: March 23, 1970

REVISED: April 2, 1990
February 19, 2007

GANGS AND GANG-RELATED BEHAVIOR

The District recognizes that a school must create and maintain a safe and orderly environment in which learning can take place. The presence of gangs, gang activities, gang affiliations and “gang-like” behavior can disrupt the learning environment and threaten the health and safety of students and staff. A “gang” for purposes of this policy is a group of individuals with a unique name, identifiable marks or symbols who claim turf or territory, who associate on a regular basis, and who engage in antisocial or criminal activity.

Gang-related behavior will not be tolerated in the schools, on school property, on school buses or at school-sponsored activities. Such behavior will be reported to and monitored by school administrators and referred to law enforcement officers as appropriate.

Students, individually or collectively, violating this policy shall be subject to appropriate disciplinary action which may include suspension and/or expulsion from school.

LEGAL REF.: Sections 118.125 Wisconsin Statutes
 118.127
 120.13(1)
 895.035
 895.77
 939.22(9)
 938.396

CROSS REF.: 443, Student Conduct and Discipline
 443.1, Student Dress and Grooming
 443.4, Student Alcohol and Drug Abuse
 445, Student Interviews with Law Enforcement Authorities
 446., Search of Students and/or Their Property
 446.1, Search of Lockers and Other School Property
 447.1, Staff Use of Physical Force
 447.3, Student Suspension/Expulsion
 512, Harassment
 720, Safety Program
 832, Weapons on School Premises
 Student Handbooks

APPROVED: February 19, 2007

PROCEDURES FOR USING CANINE UNITS AND METAL DETECTORS

1. Use of Canines to Assist in a Search

The administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband had been established to aid in the search for contraband in school-owned property and automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is a reasonable belief the student possesses contraband on his/her person. The canines must be accompanied by law enforcement personnel who are authorized and who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable belief for a further search by school officials.

In furtherance of District policy, the administration reserves the right to utilize trained dogs to assist in the search for illegal drugs, weapons or other contraband prohibited in school and on school grounds.

2. Use of Metal Detectors (Magnetometers) to Assist in a Search

Weapons of any nature on school property or at school functions are prohibited by District policy and state and federal law. The presence of weapons is inherently dangerous to all persons in the school setting. When the administration has a reasonable belief that weapons are in the possession of unidentified persons at school or when violence involving weapons has occurred at a school, the administration is authorized to use stationary or mobile metal detectors.

If a metal detector is to be used in a particular school, the students will be notified via the loudspeaker, at an assembly, or by similar means of its use. On the day of its use, signs will be posted to warn students that each student will be required to submit to a screening for metal as a condition of entering or continuing attendance at school.

When a metal detector is being used, students will be allowed to use only the entries designated. If a metal detector activates on a student, the student should be asked to remove metal objects from his/her person and walk through or be scanned again. If after the removal of other metal objects and a third activation of the metal detector on the student, the student should be taken to a room out of view from the other students where the procedures suggested above for a search would be applicable.

APPROVED: August 31, 1998

REVISED: February 19, 2007

**PROCEDURES FOR REPORTING AND INVESTIGATING
BULLYING INCIDENTS**

1. All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or designee in accordance with established procedures. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the principal or designee of the report.
2. If either the building principal or designee is the alleged bully, the report should be made to the District Administrator. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the building principal or designee.
3. There shall be no retaliation against individuals making such reports. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the students shall be subject to disciplinary action, which may include: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.
4. After receiving the report, the building principal or designee will immediately undertake an investigation of the report. The investigation shall include interviewing the individual(s) who are victim(s) of the bullying and collecting whatever other information is necessary to determine the facts and the seriousness of the report.
5. Parents and/or guardians of each student involved in the bullying will be notified prior to the conclusion of the investigation. The District will maintain the confidentiality of the report and any related student records to the extent required by law.
6. Pupil services staff will provide support as needed for the identified victim(s). When appropriate, pupil services staff will provide behavioral interventions for the bully.
7. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the District's bullying policy.
8. Notice of this policy shall be distributed to all schools and departments in the District on an annual basis. This policy will be incorporated in employee and student handbooks and be available on the District Web site and annual publications. It will also be available to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.

APPROVED: October 25, 2010

SEARCH OF LOCKERS AND OTHER SCHOOL PROPERTY

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over the school property, and students should not expect privacy regarding items placed in school property. Student lockers, desks and other such school property are subject to search at any time by school officials, without the consent of the student, without notifying the student and without obtaining a search warrant. For purposes of this policy, "school officials" include building principals, the District Administrator, central office administrators, the Building and Grounds Supervisor, school custodians, other school employees designated by the District Administrator or building principal, the police-school liaison officer(s) and other law enforcement officers at the request of or in cooperation with school authorities.

Students are responsible for whatever is contained in desks and lockers that are issued to them or used by them.

LEGAL REF.: Section 118.325 Wisconsin Statutes

CROSS REF.: 446, Search of Students and/or Their Property
446-Rule, Procedures for Using Canine Units and Metal Detectors
School Safety Plans

APPROVED: August 31, 1998

REVISED: February 19, 2007

SEARCH OF STUDENTS AND/OR THEIR PROPERTY

Students are entitled to the guarantees of the fourth amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students and/or their property (including automobiles) when they have a reasonable belief that students may be in possession of drugs, weapons, alcohol and other materials (“contraband”) in violation of District policy, school rules or state law. Students who bring contraband on to school premises may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. The administration may also utilize canines and metal detectors (magnetometers) to assist in a search.

School officials, employees or agents shall not conduct a strip search of any student. Students will be provided notice of this policy and its implementing procedures through the student handbook or a supplemental publication. A copy of the policy and procedures will also be posted in the principal’s office or another prominent place at the school.

LEGAL REF.: Sections 118.32 Wisconsin Statutes
 118.325
 948.50

U.S. Supreme Court Decision - New Jersey v. T.L.O. (105 S. Ct. 733, 1985)
Wisconsin Court of Appeals Decision - In re L.L. (90 Wis. 2d 585, 280 N.W. 2d 343,
1979)
Wisconsin Supreme Court Decision – In the Interest of Angelia D.B. (Case No. 95-
3104)

CROSS REF.: 446-Rule, Procedures for Using Canine Units and Metal Detectors
 443.4, Student Alcohol and Drug Abuse
 445, Student Interviews with Law Enforcement Authorities
 446.1, Search of Lockers and Other School Property
 720, Safety Program
 832, Weapons on School Premises
 School Safety Plans

APPROVED: August 31, 1998

REVISED: February 19, 2007

832, Weapons on School Premises
Student Activity Code(s) and Student Handbooks

APPROVED: January 31, 1972

REVISED: July 20, 1987
April 2, 1990
February 19, 2007
November 3, 2008
March 24, 2016

STUDENT INTERVIEWS WITH LAW ENFORCEMENT AUTHORITIES

The District recognizes that cooperation with law enforcement agencies is necessary for the education and protection of students, for maintaining a safe environment in the District schools and for safeguarding all school property. At the same time, the District recognizes its responsibility to protect the educational process and to provide for the concerns of parents/guardians regarding the welfare of their children.

Law enforcement officials may be called to the school when laws may have been violated and in situations which threaten the safety of students and/or employees. In these situations, students may be interviewed by law enforcement officials in accordance with established procedures.

All student interviews with law enforcement officials conducted on school premises shall receive prior approval of the building principal or designee. If a request for a student interview is denied, the building principal or designee shall state the reason for such denial. Law enforcement officials may appeal decisions made by the building principal or designee to the District Administrator.

School officials will make an attempt to notify parents/guardians of a student interview with law enforcement officials if possible. A school representative may be present during the interview.

LEGAL REF.: Sections 48.19 Wisconsin Statutes
48.981(3)(c)
118.125
120.13(1)
946.40
946.41
OAG 5-94 (Attorney General's Opinion)

CROSS REF.: 347-Rule, Guidelines for the Maintenance and Confidentiality of Student Records
446, Search of Students and/or Their Property
454, Child Abuse/Neglect Reporting

APPROVED: February 19, 2007

STUDENT SUSPENSION/EXPULSIONSuspension

The District Administrator or any building principal or teacher designated by the District Administrator may suspend a student from school for periods of time authorized by law for any of the following reasons:

- (1) noncompliance with District policies, school rules, or regulations,
- (2) knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives,
- (3) conduct while at school or under the supervision of a school authority which endangers the health, safety or property of others at school or under the supervision of a school authority, or
- (4) conduct while not at school or while not under the supervision of a school authority, which endangers the health, safety or property of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or Board member of the District.

In addition, a student shall be suspended out of school when required by law (e.g., possessing a firearm in violation of state law).

Prior to any out of school suspension, the student shall be advised of the reason for the proposed suspension. The student's parent/guardian shall be given prompt notice of the suspension in accordance with state law and established procedures. The suspended pupil, or the pupil's parent or guardian, may, within five (5) school days following the commencement of the suspension, have a conference with the school district administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended pupil's school. **If** the administrator or designee finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil has suffered undue consequences as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. The administrator shall make a finding within fifteen days of the conference. The administrator's finding is final.

Suspended students shall be allowed to make up any quarterly, semester or grading period examinations and other course work missed during the suspension period in accordance with the District's student attendance procedures.

During a period of suspension, the student shall not be allowed to attend school or school events or be on school district premises without permission of the building principal.

Expulsion

The School Board may expel a student from school whenever it finds that the student engaged in any of the following type of conduct and is satisfied that the interest of the school demands the student's expulsion:

- (1) repeated refusal or neglect to obey District policies or school rules and regulations;

- (2) knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- (3) engaging in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others;
- (4) engaging in conduct while not at school or while not under the supervision of a school authority which endangered the property, health or safety of others at school or under the supervision of a school authority;
- (5) endangering the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled.
- (6) repeatedly engaging in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under (1) through (5) above. (This reason for expulsion only applies to students 16 years of age or older.)

The Board shall expel a student from school for engaging in conduct outlined in state law which requires the student's expulsion (e.g., possessing a firearm in violation of law).

All student expulsion procedures outlined in state law shall be followed. Any consideration of expulsion for a student with a disability will conform with legal requirements.

The Board may specify conditions in a student's expulsion order that would allow the student to be reinstated to school early before the end of the term of his/her expulsion. The early reinstatement condition(s) shall be related to the reason(s) for the expulsion and shall be enforced in accordance with state law requirements.

The expelled pupil, or if the pupil is a minor, the pupil's parent or guardian, may appeal the school board's decision to the state superintendent in accordance with law. Further appeals are available as provided by law.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 120.13(1)
 PI 9.03(1), Wisconsin Administrative Code
 Individuals with Disabilities Education Act (as amended)

CROSS REF.: 411-Rule, Student Discrimination Complaint Procedures
 431-Rule, Student Attendance Procedures
 443, Student Conduct and Discipline
 832, Weapons on School Premises
 Special Education Policy and Procedure Handbook

APPROVED: January 31, 1972

REVISED: June 1982
 August 1984

15059180.2

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April 2, 1990
February 19, 2007
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