

Elementary and Secondary

(5114.1)

Activities

(5114.2)

Conduct

(5131.7)

Classroom Code of Conduct

(5131.8)

(5146.5)

Code Philosophy/Scope

The District is committed to maintaining a favorable academic atmosphere for students and staff. Teachers are expected to create a positive and effective learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the board, administration and their classroom teachers whether on school property or during off-campus school-related activities so that they do not interfere with the educational process or deny other students the right to pursue an education.

Student behavior that is dangerous, disruptive or unruly or that interferes with the educational process or 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 of Education policies and school rules.

This classroom code of conduct applies to all students in grades K-12. In addition to the classroom code of conduct, all other rules and regulations governing student conduct in non-classroom areas shall be published in student/parent and staff handbooks and distributed annually.

For the purposes of the code, a classroom is defined as an area of the school premises that is an instructional setting to include the following:

- A regular or special education classroom.
- A resource area such as a learning center, instructional resource teacher area or reading teacher area.
- A library/media center.
- Special area classrooms whether inside or outside the school.
- An area used by a teacher as a classroom setting such as a little theatre, computer lab, or resource area on the school property.
- An area in which a teacher moves with students to another instructional area.

Areas such as lunchrooms, offices, playgrounds/parking lots, field trip settings, hallways/lobbies (except where classes move under the direction of a teacher), time-out rooms, extracurricular activity locations, and similar locations are not considered classrooms and the code does not apply. Schools will develop rules, regulations and/or procedures governing student behavior in these areas.

Certified staff including all teachers, special education assistants, and administrators can remove a student from a classroom. Instructional assistants, learning support personnel, and student teachers who work under teacher supervision can remove a student from the classroom if approval to do so is given by a teacher or administrator.

Grounds for Student Removal from a Class

~~A student may be removed from class for conduct or behavior that reflects any of the following situations.~~ Removal to the principal/designee's office or designated area is intended to be a serious measure and not utilized in an arbitrary or inconsistent manner. It is intended that teachers deal with minor classroom problems in other ways before removal is used. It is important that a teacher's classroom be maintained as an appropriate educational environment for all students. Teachers should use their best judgment in deciding whether it is appropriate to remove a student from class. There may be circumstances when the building administrator may exercise his/her discretion to return the student to class. In all cases, there should be discussion between the teacher and administrator regarding the circumstances surrounding the removal from class.

Elementary and Secondary

(5114.1)

Activities

(5114.2)

Conduct

(5131.7)

Classroom Code of Conduct

(5131.8)

(5146.5)

The following describes behavior for which teachers may remove a student from class:

1. Behavior that violates the district's policies on suspension and expulsion to include but is not limited to the following situations:

- a. Possession of a weapon or look-alike weapon.
- b. Possession or use of drugs, alcohol, controlled substances and/or look-alike substances.
- c. Abuse of drug-like substances.
- d. Possession or use of tobacco products.
- e. Fighting or use of violence.
- f. Insubordination.
- g. Harassment, whether verbal, physical or sexual.
- h. Misuse of personal communication devices (see Policy 5131.7–Electronic Paging and Communication Devices)
- i. Vandalism in the classroom or destruction of property.
- j. Repeated refusal to comply with classroom rules/procedures or expectations.
- k. Verbal abuse, including profanity, obscenities or threats.
- l. ~~Disrespect for adults~~ Disrespectful conduct.
- m. Repeated incidents of misconduct over time.
- n. Theft of school or other individual's property.
- o. Tampering with school equipment including computers, fire extinguishers, and other safety and health equipment.

Drug-like substance shall mean any non-controlled and non-prescription substance capable of producing a change in behavior or an altered state of mind if abused. Some examples are substances that contain ephedrine or pseudoephedrine, dextromethoran, or alcohol.

Look-alike substance shall mean any non-controlled substance, which is packaged so as to appear to be, or about which a student makes an expressed or implied representation that the substance is a drug, controlled substance or a non-controlled substance capable of producing a change in behavior or altering a state of mind.

2. Behavior that violates the behavioral rules and expectations as set forth in the student handbook for an individual school including, but not limited to, the following:

- a. All of the items in 1 above.
- b. Repeated violation of classroom policies.
- c. Repeated incidents of misconduct.
- d. Repeated misuse of school equipment including computers and lab equipment.
- e. Repeated violation of other expectations as found in the handbook.

3. Behavior that is disruptive, dangerous or unruly, that includes, but is not limited to, the following:

- a. Inappropriate physical contact intended or likely to hurt or distract others.
- b. Inappropriate verbal conduct intended or likely to upset or distract others.
- c. Any form of a behavior reasonably construed as harassment.
- d. Inappropriate verbal conduct that disrupts the educational environment, particularly when others are talking or during study time.
- e. Throwing any object that could cause harm or damage to person or property.
- f. Inciting other students to act inappropriately or disobey the teacher or class rules.
- g. Loud or obnoxious behavior.
- h. Behavior that results in other students feeling unsafe or intimidated.

Elementary and Secondary

(5114.1)

Activities

(5114.2)

Conduct

(5131.7)

Classroom Code of Conduct

(5131.8)

(5146.5)

4. Behavior that is disruptive, dangerous or unruly, that includes, but is not limited to, the following:
 - a. Inappropriate physical contact intended or likely to hurt or distract others.
 - b. Inappropriate verbal conduct intended or likely to upset or distract others.
 - c. Any form of a behavior reasonably construed as harassment.
 - d. Inappropriate verbal conduct that disrupts the educational environment, particularly when others are talking or during study time.
 - e. Throwing any object that could cause harm or damage to person or property.
 - f. Inciting other students to act inappropriately or disobey the teacher or class rules.
 - g. Loud or obnoxious behavior.
 - h. Behavior that results in other students feeling unsafe or intimidated.

5. Behavior that interferes with the ability of the teacher to teach effectively, including, but not limited to the following:
 - a. Repeated failure to respond to the requests of a teacher.
 - b. Repeated failure to pay attention in class.
 - c. Open defiance or disrespect of the teacher, manifested verbally or overtly.
 - d. Other behavior likely or intended to sabotage or undermine classroom instruction.

6. Behavior that is inconsistent with classroom decorum and the ability of others to learn.
 - a. All of the behaviors in 1-4 above.
 - b. Any behaviors that disrupt the ability of other students either passively or overtly to engage in learning activities.

7. Behavior that violates the code of classroom conduct adopted by the Board of Education.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

There also are instances where for non-disciplinary reasons a student may be removed from class on a temporary or long-term basis when in the best interests of the student and the class as a whole. Such reasons include, but are not limited to, the following and removal is to be discussed with the parent, counseling department and administration before action is taken:

1. Irreconcilable differences or issues between the student and other students.
2. Irreconcilable differences between the student and the teacher.

Behaviors that occur outside the classroom setting as defined in this code are governed by the stated policies of the school and school district as found in the student/parent handbook.

Process for Removal of a Student from the Classroom

When a student is removed from class, the teacher shall send the student to the building principal/designee and inform her/him by note, phone call, or personal contact regarding the reason for the student's removal from the class. The teacher shall provide a written explanation of the reasons for removal to the principal/designee within 24 hours of the student's removal from class.

Elementary and Secondary

(5114.1)

Activities

(5114.2)

Conduct

(5131.7)

Classroom Code of Conduct

(5131.8)

(5146.5)

The principal/designee shall inform the student of the reason(s) for removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal/designee shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher; the placement procedures as outlined below and adopted by the Board of Education shall be followed. The parent/guardian shall be notified of the student's removal from class as outlined in the Parent/Guardian Notification Procedures.

Placement Procedures

1. When making placement decisions, the building principal/designee shall consider the following factors:
 - a. The reason(s) the student was removed from class (severity of the offense).
 - b. The type of placement options available for students in that particular school and any limitations on such placements including but not limited to costs, space availability, location.
 - c. The estimated length of time of placement.
 - d. The student's individual needs and interests.
 - e. Whether the student has been removed from a teacher's class before (repeat offender).
 - f. The relationship of the placement to any disciplinary action such as suspension.

The principal/designee may consult with other appropriate school personnel as the principal/designee deems necessary when making or evaluating placement decisions. The affected certified staff member shall be consulted as part of this process. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal/designee to be in the best interests of the persons involved or required by law.

2. All placement decisions shall be made consistent with established board policies and in accordance with state and federal laws and regulations.
3. The building principal/designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
 - a. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.
 - b. Another instructional setting.
 - c. Another class in the school or another appropriate place in the school.
 - d. An alternative education program approved by the board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms, or regularly scheduled curricular programs such as special education or that is offered in place of regularly scheduled curricular programs.
4. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined in the Parent/Guardian Notification Procedures.
5. If the certified staff member involved in the classroom removal disagrees with the placement decision, the certified staff member can appeal the decision to the building principal. If the certified staff member still disagrees with the decision, or if the building principal made the initial placement decision, the certified staff member can appeal to the superintendent or designee.

Elementary and Secondary

(5114.1)

Activities

(5114.2)

Conduct

(5131.7)

Classroom Code of Conduct

(5131.8)

(5146.5)

Parent/Guardian Notification Procedures

1. The building principal/designee shall notify the parent/guardian of a minor student, in writing, when a teacher has removed a student from a class. This notification shall include the reasons for the student’s removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student’s removal from a class and placement determination. A copy of the notice shall be placed in the student’s file.
2. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
3. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student’s parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.
4. Parents/guardians, administrators, and/or teachers are encouraged to meet to discuss situations involving removal or to discuss alternative placement of the student.
5. If the parent/guardian involved in the classroom removal disagrees with the placement decision, the parent/guardian can appeal the decision to the building principal. If the parent/guardian still disagrees with the decision, or if the building principal made the initial placement decision, the parent/guardian can appeal to the superintendent or designee.

No person shall be denied admission to any public school in the District or be denied participation in, be denied the benefits of or be discriminated against in any curricular, co-curricular, pupil services, recreational or other program or activity because of the person’s gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

The district encourages informal resolution of complaints under this policy. However, if any person believes that the District or any part of the school organization has failed to follow the law and rules of Wis. Stats.118.13 and PI 9, Wis. Admin. Code, or in some way discriminates against persons on the bases listed above, he/she may bring or send a written complaint to the following address: Assistant Superintendent for Educational Services, School District of Elmbrook, 13780 Hope Street, P.O. Box 1830, Brookfield, WI 53008-1830. Telephone No. 262-781-3030.

Wis. Stats. 118.164

Wis. Stats. 120.13 (1)(a)

Fed. Stats. 20USC 1415(k)

Policy

Adopted: May 25, 1999

Reconfirmed: 5/2006

Revised: 4/2002, 10/2009, 3/2011

Board of Education
School District of Elmbrook
Brookfield, WI 53005



Elementary and Secondary
Schedules
Emergencies

Emergency procedures ~~will~~ shall be updated ~~yearly~~ annually by the Director of Facilities Management and shared with staff annually. Procedures ~~will~~ shall be shared with any new staff throughout the year. Emergency procedure materials ~~will~~ shall be kept in a designated and publicized place in the building.

Fire

The District shall provide instruction in fire prevention and conduct fire drills in accordance with state regulations. Subject to the approval of the Superintendent, each principal/designee shall be responsible for establishing procedures to instruct students and staff in the safe evacuation of all personnel.

Tornadoes and Severe Storm Warnings

The District shall provide instruction and conduct drills in the procedures for students and staff to follow in cases of tornadoes, severe storm warnings, and other natural disasters.

Other Emergencies

The District shall instruct staff on procedures to follow for other emergencies.

Wis. Stats. 101.14
Wis. Stats. 118.07 (2)

Policy

Adopted: January 9, 1973
Reconfirmed: 2/89, 12/98, 2/2007
Revised: 12/76, 12/79, 11/82, 12/85, 4/95, 6/2003, 3/2011

Board of Education
School District of Elmbrook
Brookfield, WI 53005



INSTRUCTION

Policy 6145.6

Elementary and Secondary

(1330)

Curriculum

(3541.32)

Co-Curricular Activities

(6153)

Student Travel

Student travel that is considered as part of the regular school program and is four (4) days or less in duration shall be considered a field trip and should be planned in accordance with Policy 6153 and its practice statement. Co-curricular travel shall follow the procedures of Policy 6153 and Policy 3541.32 that are applicable.

Extended student travel of more than four (4) days that is curricular or co-curricular in nature shall be planned in writing and be approved by the principal/designee at least thirty (30) calendar days before the event begins. The written plans shall include all cost estimates for students and the District, respectively, and shall include parent information packet regarding trip plans and costs. Parent permission must be obtained in advance of departure and provisions be made for any student not able to participate. The applicable procedures of Policy 6153 and Policy 3541.32 and their practice statements shall be followed.

It is the policy of the District that all privately planned tours are not sponsored by the School System and cannot be considered school supported. Full responsibility for privately planned tours lies with the agencies and individuals who sponsor same, not the District. "Elmbrook School Tour" or a similar label involving the name of the District or District buildings shall not be used.

Policy

Adopted: January 9, 1973

Reconfirmed: 12/85, 12/98, 3/2007

Revised: 12/76, 12/79, 6/83, 2/89, 12/95, 12/2002, 3/2011

Board of Education
School District of Elmbrook
Brookfield, WI 53005



Elementary and Secondary
Curriculum
Co-Curricular Activities
Activities on Sundays and Holidays

School sponsored activities, practices and sporting events programmed for Sundays and holidays shall require approval of the principal or Athletic and Activities Director.

Policy

Adopted: January 9, 1973
Reconfirmed: 12/76, 11/82, 12/85, 2/89, 1/96, 12/98, 3/2007
Revised: 12/79, 12/2002, 3/2011

Board of Education
School District of Elmbrook
Brookfield, WI 53005

Budget

Transfer of Funds Between Categories

The District budget shall be considered as a controlled spending plan for the coming year. The Superintendent/designee is authorized to make expenditures and commitments in accordance and in harmony with the administrative plans and budget approved by the Board of Education.

Budgets shall be formulated each year for each fund which will experience activity during the school year.

Appropriate amounts may be transferred from those areas of appropriation in which surpluses are anticipated into those areas of appropriation where deficits are anticipated, upon authorization by a two-thirds vote of the entire membership of the Board. Such changes must be followed by publication of a Class I legal notice.

Wis. Stats. 65.90 (5)(a)

Policy

Adopted: March 13, 1973

Reconfirmed: 1/80, 10/85, 11/94, 1/98, 11/99, 1/2004, 10/2007, 3/2011

Revised: 1/77, 1/83, 10/88

Board of Education
School District of Elmbrook
Brookfield, WI 53005

Budget
Budget as Spending Plan
General Fund - Unit Budget

The General Fund budget shall have two separate budget areas: the Unit Budget and the Non-Unit. Portions of these budget areas may be allocated to the Special Education Fund (Fund 27) as needed.

The Unit Budget is to be divided into allocations for each location and other appropriate activity areas. The allocation for each school location shall be determined by an amount per student, an allowance for each special education class within that school, and an allocation for operations and maintenance based on the size and condition of that building. Other unit locations shall have their allocation based on need in that area. Each unit shall have a manager assigned who shall have the responsibility for determining the distribution of the unit dollars budgeted for that location and shall have control over the expenditure of funds within that unit during the budget year. Each Facilities Manager shall be responsible for preparing a budget for the custodial and maintenance supplies required for each building.

The Unit Budget allocation shall be calculated by the Administration and recommended for inclusion with the General Fund budget to the Board of Education for approval each year. The total allocation shall be given to the Unit Managers for them to distribute according to that particular unit's requirements.

Requests for Transfer of Funds within the Unit Budget must be made in writing and approved by the Superintendent and/or the Assistant Superintendent for Finance and Operations.

If Unit Managers wish to exceed their Unit Budget allocations in their entirety by an amount less than \$1,000, they shall make such requests in writing to the Superintendent/designee for approval. The Superintendent/designee shall inform the Board of the approved requests.

If the Unit Managers wish to exceed their Unit Budget allocations in their entirety by an amount greater than \$1,000, they shall make such requests in writing to the Superintendent/designee. These requests will be referred to the Board for approval.

Policy

Adopted: March 25, 1980
Reconfirmed: 1/98, 1/2004, 3/2011
Revised: 1/83, 10/85, 11/94, 11/99, 10/2007

Board of Education
School District of Elmbrook
Brookfield, WI 53005

BudgetFund Balance - General Fund

The Board of Education recognizes the need for carrying an operating reserve in the General Fund. This Fund Balance is used to:

1. provide adequate working capital sufficient to meet the District's cash-flow requirements, thus minimizing any cash-flow (short-term) borrowing during the annual operating cycle;
2. function as a safeguard to fund unanticipated expenses that the District might incur or to fund unrealized revenue which may occur but shall not be considered available to meet recurring operational expenses; and
3. demonstrate fiscal responsibility resulting in a high credit rating which will help to reduce District borrowing costs.

In recognition of these needs, the Board shall continually strive to develop operating budgets which will add sufficient funds each year to the operating fund balance that will maintain a minimum of fifteen (15) percent of total operating expenses in the beginning of the fiscal year fund balance. Total operating expenses for the District would be the total of the budgeted expenditures in the Operating Fund (Fund 10), the Special Education Fund (Fund 27), the Food Service Fund (Fund 50), and the Community Service Fund (Fund 80) less any transfers between funds. These total expenses would be compared to the beginning Fund Balance of that fiscal year as shown below.

Beginning Fiscal Year Fund Balance

(Fund 10 + Fund 27 + Fund 50 + Fund 80) - (Transfers between funds)

Policy

Adopted: September 13, 1994
 Reconfirmed: 11/94, 1/98, 11/99, 1/2004, 3/2011
 Revised: 11/2007

Board of Education
 School District of Elmbrook
 Brookfield, WI 53005

Income

Local Funds

Taxes

The Board of Education shall recommend the local tax levy for District purposes to the electorate at the Annual Meeting for the purpose of providing an advisory vote on the proposed levy.

The tax levy is subject to amendment and final approval by the Board on or before November 1, if the electorate at the Annual Meeting has voted a tax greater than or less than that which is sufficient to operate and maintain the District for the ensuing school year. The approved tax levy shall be published as a Class I Notice.

Certification of the tax levy shall be made to the clerks of the District's municipalities on or before November 6.

Wis. Stats. 120.08 (2)(c)

Wis. Stats. 120.10 (6) (7) (8) (9) (10)

Wis. Stats. 120.12 (3)

Wis. Stats. 120.12 (3)(a)(c)

Policy

Adopted: March 13, 1973

Reconfirmed: 1/98, 11/99, 1/2004, 10/2007, 3/2011

Revised: 1/77, 1/80, 1/83, 10/85, 10/89, 11/94

Board of Education
School District of Elmbrook
Brookfield, WI 53005

Income
Other Sources

The Superintendent/designee shall submit to the Department of Public Instruction the required forms necessary to qualify for general State aids.

The Superintendent/designee shall submit to the Department of Public Instruction reports necessary to qualify for reimbursement from the State for categorical aids and other State sources.

The Superintendent/designee has authority to monitor and approve external funding sources, including all that are available from state, federal, and other sources, and encourage the preparation of proposals/writing of grants for which it would be appropriate for the District to apply. The Finance and Operations Committee will be provided, on a monthly basis, an update on grants received.

Policy

Adopted: March 13, 1973
Reconfirmed: 1/83, 10/85, 1/98, 11/99, 10/2007, 3/2011
Revised: 1/77, 1/80, 11/94, 7/2004

Board of Education
School District of Elmbrook
Brookfield, WI 53005

IncomeTuition Fees

A student whose parent/legal guardian is a resident of this state but not a resident of the District may attend a District school for up to nine weeks without paying tuition, if s/he is in the process of establishing a permanent residence in the District and will occupy that residence by the end of the 18-week period. Prior to the student's attending classes, the parent/legal guardian must file a written application with the District stating his/her intent to establish residency in the District. Tuition charges during this first nine-week period are waived. If residency is not established within these nine weeks, the parent/legal guardian must file another application for the next nine weeks, during which tuition will be charged if residency is not established by the end of that second nine-week period. This second application shall be accompanied by a check as advance payment of the estimated 18-week per-pupil tuition costs and shall be used as such if residency is not established by the end of the 18-week period. If residency is not established during the 18-week period, and the student wishes to continue to attend school in the District, a new application must be filed prior to the start of the third nine-week period by the parent/legal guardian and must be accompanied by another tuition check that shall be used if residency is not established during the 3rd nine-week period. The same procedure for the 3rd nine weeks of schools shall be followed for the 4th nine weeks of school, with a check for tuition accompanying the application and the tuition check being used if residency is not established during the 4th nine-week period. Tuition payments are not accepted beyond the 4th nine-week period, and the student is not allowed to continue to attend school in the District. The parent, legal guardian or adult student shall be responsible for transportation.

Any tuition payments made during the school year are based on estimated amounts. A final billing, using actual costs for the current school year as determined by the State of Wisconsin, will be made following completion of the school year.

The Board of Education shall permit a pupil who is enrolled in the District and is a resident of the District at the beginning of the current school year, as defined by Wisconsin Statutes, to complete the school year without payment of tuition, even though the pupil is no longer a resident of the District if the student was a resident of the District on either the third Friday in September or the second Friday in January of the current school year and was enrolled in the District for at least 20 school days during the current school year. The parent, legal guardian or adult student shall be responsible for transportation.

The Board may permit a pupil to complete the current school year if the student does not meet the above criteria but was a resident and enrolled in the District on July 1 of the current school year on a space-available basis, as determined by the District's administration.

Seniors in high school, who were residents of the District at the time of gaining senior status, shall be allowed to complete their senior year at such high school, tuition free, when their parents/guardians move and reside out of the District. The parent, legal guardian or adult student shall be responsible for the transportation of the pupil to and from school.

Non-resident students may be accepted in special education classes established in the District. The acceptance of such non-resident tuition students shall require the approval of the Superintendent/designee, or be authorized under a tuition contract arrangement via the Waukesha County Special Education Cooperative.

A state form, "Request for Tuition Waiver Due to Move" (PI-9419), must be completed by the parent of any student moving out of the District who wishes to remain enrolled in the District following the move as soon as possible after moving. The Board shall permit a pupil who moves out of the District to attend school in the District during the subsequent school year without payment of tuition if all of the following criteria apply: the

IncomeTuition Fees

student was a resident and enrolled in the District on the second Friday in January of the previous year; the student moved out of the District after the first Monday in February; the student was enrolled continuously in the District from the second Friday in January to the end of the school year; and the student continues to be a resident of Wisconsin.

The District encourages the pursuit of educational opportunities during the Summer School session and, therefore, will accept students from other school districts into its summer program on a tuition basis up to the capabilities of the District. Enrollment shall be on a first come-first serve basis, with preference being given to resident students up to the determined class size. Tuition shall be determined based on the cost per student of the particular course offering. Students enrolled in the District via the voluntary transfer program or open enrollment law shall be considered residents for Summer School purposes. Non-resident parents planning to move into the District may enroll their children on a tuition basis. If residency is established before the end of Summer School, the prepaid tuition fee shall be returned. The parent, legal guardian or adult student shall be responsible for transportation.

Other provisions under Wis. Stats. 121.84 relating to transportation, undue financial burden, and non-availability of special education due to a newly created or revised IEP also apply.

Non-resident summer school tuition shall be charged to those students not residing in the District and who do not qualify for the tuition waiver and shall be non-refundable.

Wis. Stats. 121.81 (2)

Wis. Stats. 121.81 (2)(a)

Wis. Stats. 121.81 (2)(c)

Wis. Stats. 121.84 (1)(b)

Fed. Stats. 214 (1)

Policy

Adopted: March 13, 1973

Reconfirmed: 11/94, 1/98, 1/2004, 10/2007, 3/2011

Revised: 12/73, 8/74, 8/76, 4/77, 1/80, 1/83, 10/85, 12/86, 10/88
3/91, 5/97, 12/98, 11/99, 10/2000, 7/2004, 9/2008

Board of Education
School District of Elmbrook
Brookfield, WI 53005

Income Material Fees

Material fees help defray a portion of the cost of textbooks, workbooks, current-events magazines and other consumable supplies and materials for classroom instruction and may be collected from all or a segment of the student population.

A semi-annual material fee will be charged for the rental of books and the use of materials, using a schedule developed by the Superintendent and approved by the Board of Education. This fee may be collected for the full school year.

Material fees will be determined by the Board each year prior to May 31.

If a student withdraws during the first quarter, 50 percent of the semester fee or 75 percent of the yearly fee will be refunded. If a student withdraws during the second quarter, no refund will be given for a semester fee but 50 percent of the yearly fee will be refunded. If a student withdraws during the third quarter, 50 percent of the semester fee or 25 percent of the yearly fee will be refunded. No fees will be refunded during the last quarter. Any outstanding obligation such as library fines, lost textbooks, etc., will be deducted from any refund.

If a student enters the District during the first quarter, 100 percent of the semester or annual fee will be due. If a student enters the District during the second quarter, 50 percent of the semester or 75 percent of the annual fee will be due. If a student enters the District during the third quarter, 100 percent of the semester or 50 percent of the annual fee will be due. If the student enters the District during the last quarter, 50 percent of the semester or 25 percent of the annual fee will be due.

Students who qualify for free or reduced-cost lunches shall have materials fees waived. Students not wishing to apply for free or reduced-cost lunches may request waiver of materials fees if they meet the qualifications required for the free or reduced-cost lunch program.

Wis. Stat. 120.10 (15)

Wis. Stat. 120.12 (11)

Policy

Adopted: March 13, 1973

Reconfirmed: 1/80, 10/85, 1/98, 11/99, 10/2007, 3/2011

Revised: 8/73, 6/76, 1/77, 2/79, 1/83, 11/94, 3/2001, 1/2004

Board of Education
School District of Elmbrook
Brookfield, WI 53005

Income
User Fees

User fees may be established by the Board of Education to help defray the cost of specific programs or other District costs. These fees shall be developed by the Superintendent and approved by the Board.

User fees will be determined by the Board each year prior to May 31.

Refunds will only be granted if fees were paid in advance and a student determines they are not participating in an activity within five days of the start of that activity or if they are cut from a team. Flat fee payments are non-refundable.

Students who qualify for free or reduced lunch shall have user fees waived. Students not wishing to apply for free or reduced lunches may request waiver of user fees if similar income qualifications to the free and reduced lunch program can be shown to exist.

Wis. Stats. 120.10 (15)

Wis. Stats. 120.12 (11)

Policy

Adopted: November 8, 1994
Reconfirmed: 11/98, 11/99, 10/2007, 3/2011
Revised: 1/2004

Board of Education
School District of Elmbrook
Brookfield, WI 53005

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Policy 3270

Income

(7320)

Sales and Rentals of Property

(7400)

(1330)

After obtaining electorate approval for the leasing of school property, the Superintendent/designee shall negotiate with interested parties for the rental of real estate owned by the District but not presently used for school purposes. All long-term real estate rental agreements are subject to approval by the Board of Education. The Superintendent/designee shall make periodic reports of the rental arrangements concerning such real estate.

Sale or lease of real estate may only be made as recommended by the Board and approved by the electorate, either at the Annual Meeting or at a special meeting called for that purpose.

Wis. Stats. 120.08 (2)(c)

Wis. Stats. 120.10 (12)

Policy

Adopted: March 13, 1973

Reconfirmed: 10/88, 11/94, 1/98, 11/99, 1/2004, 9/2007, 3/2011

Revised: 1/77, 1/80, 1/83, 10/85

Board of Education
School District of Elmbrook
Brookfield, WI 53005



IncomeSales and Rentals of PropertyRental of Musical Instruments

To defray costs involved in maintaining and replacing of musical instruments, rental shall be charged for use of school-owned instruments.

The rental rates for all instruments will be determined by the Board of Education each year prior to May 31.

Loss or any damage to an instrument caused through carelessness or negligence by the renter is the responsibility of the renter.

If a student withdraws during the first quarter, 50 percent of the semester fee or 75 percent of the yearly fee will be refunded. If a student withdraws during the second quarter, no refund will be given for a semester fee but 50 percent of the yearly fee will be refunded. If a student withdraws during the third quarter, 50 percent of the semester fee or 25 percent of the yearly fee will be refunded. No fees will be refunded during the last quarter. Any outstanding obligation such as library fines, lost textbooks, etc., will be deducted from any refund.

If a student enters the District during the first quarter, 100 percent of the semester or annual fee will be due. If a student enters the District during the second quarter, 50 percent of the semester or 75 percent of the annual fee will be due. If a student enters the District during the third quarter, 100 percent of the semester or 50 percent of the annual fee will be due. If the student enters the District during the last quarter, 50 percent of the semester or 25 percent of the annual fee will be due.

Students who qualify for free or reduced lunches shall have user fees waived. Students not wishing to apply for free or reduced lunches may request waiver of user fees if similar income qualifications to the free and reduced lunch program can be shown to exist.

Policy

Adopted: October 24, 1972
 Reconfirmed: 1/83, 1/98, 11/99, 10/2007, 3/2011
 Revised: 7/75, 1/77, 1/80, 10/85, 10/88, 11/94, 1/2004

Board of Education
 School District of Elmbrook
 Brookfield, WI 53005