

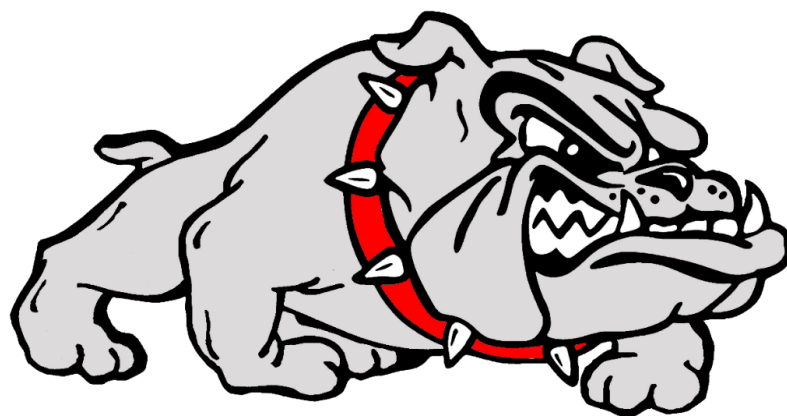
**BOSCOBEL AREA SCHOOLS
MIDDLE/HIGH SCHOOL**

STUDENT HANDBOOK

&

CO-CURRICULAR CODE OF CONDUCT

2023-2024



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Board Approved July 10, 2023

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Boscobel Area Schools Strategic Plan
Lead. Engage. Discover.
Developing today's child for tomorrow's world.

Effective Personal:

- Implement evidence-based teaching practices
- Recruit and retain student centered staff

Excellence in Academics:

- Provide a guaranteed and viable curriculum
- Prepare all students for college and career readiness

Efficient Operations:

- Ensure fiscal responsibility
- Develop a transparent and sustainable financial plan

Engagement of Community:

- Connect with stakeholders through effective communication
- Promote the district through collaboration

AT BOSCOBEL AREA SCHOOLS WE BELIEVE:

- We deliver an inclusive curriculum that is consistent, rigorous, and viable that fosters student growth through innovative instruction.
- We partner and collaborate with families and the community to build trust in an effort to engage in lifelong learning.
- We support all levels of learning and diversity while encouraging student individuality through differentiation of instruction in a respectful, safe educational environment.
- We are fiscally responsible through implementation and utilization of long-term planning that will improve the operational efficiency for the sustainability of the district.
- We strive for academic excellence through rigorous course offerings enhanced through fine arts and co-curricular activities in order to develop the whole student.
- We support professional development opportunities that provide evidence-based, best practice, teaching and data-driven strategies that improve student outcomes.
- We cultivate academic excellence through a culturally responsive multi-level system that encompasses the whole child.
- We integrate higher level skills: problem solving, critical thinking, and intellectual risk taking.
- We effectively communicate and partner with the community to develop informed and responsible citizens.

SCHOOL SONG

Onward to victory, Boscobel High.
 We'll show this other team
 That we are shooting high, high, high, high.
 Red, white our banners fly, Boscobel's pride.
 Not many know us now
 But wait until we give our foe a slide.
 U-RAH-RAH
 Onward to victory, fight for the goal.
 You've got the pep Bulldogs,
 So make that ball just roll, roll, roll, roll.
 Roll out the score Bulldogs,
 We'll rise to fame.
 You've never let us down,
 So carry on just carry on our name.

NON-DISCRIMINATION POLICY (POLICY 2260)

Boscobel Area Schools is committed to providing an equal educational opportunity for all students in the District. The District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (protected classes) in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities.

STATEMENT OF PARENT/GUARDIAN/STUDENT OBLIGATIONS

The School District of Boscobel Area Schools does not provide student accident insurance, medical insurance or disability insurance for students nor does it pay for deductibles, co-pays or other costs related to injuries or accidents. It is the responsibility of parent(s)/guardian(s) to provide their student with insurance coverage in the event of an injury or accident.

A student who participates in co-curricular activities, particularly athletic activities, assumes a certain inherent risk of injury arising out of their participation. In consideration of Boscobel Area Schools permitting participation in athletic or co-curricular activities, parents/guardians assume all risks associated with participation and attendance at Boscobel Area Schools. Parent(s)/guardians shall agree to hold the School District of Boscobel Area Schools harmless from any liability which may arise in connection with participation in any and all co-curricular school functions. It is important that students follow and obey instructions and safety protocols from school personnel including but not limited to teachers, coaches, advisors or administration.

SCHOOL EXPECTATIONS

Boscobel Middle/High School is an educational institution. Every student, from the time they get on a school bus or comes on school property, is expected to meet the behavior standards set by the school district. Actions that injure others, damage private or public property, or which impede or obstruct the learning process and/or operation of the school are not characteristics of a responsible citizen. These actions will not be tolerated.

Students are expected to do their best on all assignments, tests, and projects. They are expected to meet all requirements for each course in order to receive a passing grade.

RECORDS AND REPORTS TO PARENTS

Permanent records are kept for all students who attend the Boscobel Area Schools in accordance with the Wisconsin Public School District and Related Records General Records Schedule. These records are kept in the high school and/or in the student information system (Skyward). A copy of the records will be mailed when a student transfers to another district. A refund of one-half of the student fee will be made when a student transfers during the first semester. No refunds will be made for a student transferring during the second semester.

Parents are informed of a student's progress by report cards every nine weeks. Parents are urged to confer with the teacher whenever there is a question regarding the student's progress. Reports of unsatisfactory work are sent to the parents each mid-nine week period. Failure to receive a mid-nine week report does not guarantee that you will pass for a particular grading period. With proper photo ID, parents/guardians may sign up to access their child's student records over the internet through Family Access in Skyward.

The School Board may disclose personally identifiable information from the pupil records of an adult pupil to the parents or guardian of the adult pupil without the written consent of the adult pupil, if the pupil is a dependent of his or her parents or guardian. However, the adult pupil may inform the school in writing that the information may not be disclosed.

Most everything you do during your time in school goes on your permanent records.

ADULT STATUS OF EIGHTEEN-YEAR-OLD STUDENTS

All Boscobel Middle/High School students, regardless of age, must abide by the rules of the school district and the school. This includes regular school attendance. Students emancipated from parental authority can assume responsibility for their attendance by completing the eighteen-year-old adult status form and meeting with the Principal. Forms may be obtained from the high school office.

RELEASE OF DIRECTORY DATA

As per state statute 118.125 (2) (J) certain personally identifiable information contained in a student's record is "directory data" and may be disclosed without prior written consent.

Directory information-directory data means those student records, which include:

1. The student names
2. Address
3. Telephone listing
4. Date and place of birth
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams
7. Dates of attendance
8. Photograph
9. Degrees and awards received
10. The name of the school most recently previously attended by the student

Directory data may be disclosed to any person provided parents, adult students, legal guardian or guardian ad litem have been notified of the intent to release information and have been given a reasonable time to deny release of all or part of directory information. Annually, within the first two (2) weeks of school, the District Administrator shall publish in the July/August Back to School Newsletter and the student handbook a notice to release directory data. These publications can be found on the district website at boscobel.k12.wi.us. **Parents, adult students, legal guardians or guardian ad litem may deny release of directory data if they inform, in writing, the Building Administrator or District Administrator within two (2) weeks of the publication of the notice.**

EARLY RELEASE WEDNESDAYS

Not every Wednesday will be an early release. When a scheduled early release happens on any day other than Wednesday or we have a day off scheduled during the week, there will not be an early release on Wednesday of that week. The Elementary School will be released at 1:15 pm, and the Middle/High School at 1:25 pm, unless otherwise noted on the approved 2023-2024 School Calendar. The approved calendar can be found on the School Website at www.boscobel.k12.wi.us under the District drop down menu.

- Please refer to the school calendar for Early Release Dates

BELL SCHEDULE 2023-2024

A or B Day Schedule				Early Release Schedule			
Start	-	End	Period	Start	-	End	Period
		7:45 AM	First Bell			7:45 AM	First Bell
7:50 AM	-	7:55 AM	Pledge/Announcements	7:50 AM	-	7:55 AM	Pledge/Announcements
7:55 AM	-	9:22 AM	1st Block	7:55 AM	-	8:29 AM	A1
9:26 AM	-	10:53 AM	2nd Block	8:33 AM	-	9:07 AM	B1
10:53 AM	-	11:23 AM	6-8 Grade Lunch	9:11 AM	-	9:45 AM	A2
10:57 AM	-	11:27 AM	9-12 RTI	9:49 AM	-	10:23 AM	B2
11:27 AM	-	11:57 AM	9-12 Lunch	10:27 AM	-	11:01 AM	A3
11:27 AM	-	11:57 AM	6-8 RTI	11:01 AM	-	11:31 AM	6-8 Lunch
12:01 PM	-	1:28 PM	3rd Block	11:05 AM	-	11:39 AM	9-12 B3
1:32 PM	-	2:59 PM	4th Block	11:35 AM	-	12:09 PM	6-8 B3
3:03 PM	-	3:25 PM	6-12 "W.I.N. Time"	11:39 AM	-	12:09 PM	9-12 Lunch
				12:13 PM	-	12:47 PM	A4
				12:51 PM	-	1:25 AM	B4

RESPONSE TO INTERVENTION (RTI)

RTI is a period of learning for all students. There is a particular focus on ensuring students who need extra help in skills are receiving this through instruction. It is also a time for students that are excelling to further challenge themselves through self-guided exploration. All students will have an RTI period every full school day. There will be no passes out of RTI.

ACADEMIC INFORMATION

Letter Grade	Percent (%)	Grade Points
A	93 - 100	4.0
A-	90 – 92.99	3.7
B+	87 – 89.99	3.3
B	83 – 86.99	3.0
B-	80 – 82.99	2.7
C+	77 – 79.99	2.3
C	73 – 76.99	2.0
C-	70 – 72.99	1.7
D+	67 – 66.99	1.3
D	63 – 66.99	1.0
D-	60 – 62.99	0.7
F	0 – 59.99	0

Incomplete – Required work has not been completed due to extenuating circumstances.

GRADE POINT AVERAGE

Grades 9-12: All high school coursework will be included in grade point average. (Includes high school coursework from a Wisconsin approved accredited high school completion program and distance learning courses from another high school.)

Coursework from a non-accredited high school, technical college, college/university, correspondence, teacher aide, tutor, and all courses included in the work-based learning program will apply toward high school credit only and will not be included in GPA.

Grades 6-8: All coursework will be included in GPA.

HONOR ROLL

High honors are awarded to students whose grade average in coursework is between 3.5 & 4.0. Honors are awarded to students whose average in course work is between 3.0 & 3.49. All grades must be at a C- or higher level.

ACADEMIC AWARDS

Scholastic School Letter: A scholastic school letter will be awarded to students who attain 3.0 scholastic average or better for each of two consecutive semesters (grades 9-12). A metal insert will be given for each subsequent qualifying period with no semester grade to be D or below. Other academic awards may include the following:

Middle School Academic Award: Students must have a 3.0 scholastic average or better for each of three semesters, with no semester grade of D or below.

Boscobel Honor Society: Open to juniors and seniors with at least a 3.25 scholastic average. Faculty members make recommendations for membership based on scholarship, service, leadership, and character.

ACADEMIC SUPPORT PROGRAM

The goal of this program is to provide academic support for students for improved learning and to address learning loss during the pandemic and beyond. Schedule for the program is Monday – Thursday, 3:30 – 6:00 pm.

LAUDE SYSTEM: The Laude System is a way to recognize academic honors in graduates. The BHS Laude System is a point-based system that combines honor points (based off of designated honors courses taken) and cumulative grade point average to create a Laude Score.

BOSCOBEL HIGH SCHOOL - LAUDE POINTS SYSTEM GRAPH

GPA	4	3.9	3.8	3.7	3.6	3.5	3.4
25	100	97.50	95.00	92.50	90.00	87.50	85.00
25	98	95.55	93.10	90.65	88.20	85.75	83.30
24	96	93.60	91.20	88.80	86.40	84.00	81.60
24	94	91.65	89.30	86.95	84.60	82.25	79.90
23	92	89.70	87.40	85.10	82.80	80.50	78.20
23	90	87.75	85.50	83.25	81.00	78.75	76.50
22	88	85.80	83.60	81.40	79.20	77.00	74.80
22	86	83.85	81.70	79.55	77.40	75.25	73.10
21	84	81.90	79.80	77.70	75.60	73.50	71.40
21	82	79.95	77.90	75.85	73.80	71.75	69.70
20	80	78.00	76.00	74.00	72.00	70.00	68.00
20	78	76.05	74.10	72.15	70.20	68.25	66.30
19	76	74.10	72.20	70.30	68.40	66.50	64.60
19	74	72.15	70.30	68.45	66.60	64.75	62.90
18	72	70.20	68.40	66.60	64.80	63.00	61.20
18	70	68.25	66.50	64.75	63.00	61.25	59.50
17	68	66.30	64.60	62.90	61.20	59.50	57.80
17	66	64.35	62.70	61.05	59.40	57.75	56.10
16	64	62.40	60.80	59.20	57.60	56.00	54.40
16	62	60.45	58.90	57.35	55.80	54.25	52.70
15	60	58.50	57.00	55.50	54.00	52.50	51.00
15	58	56.55	55.10	53.65	52.20	50.75	49.30
14	56	54.60	53.20	51.80	50.40	49.00	47.60
14	54	52.65	51.30	49.95	48.60	47.25	45.90
13	52	50.70	49.40	48.10	46.80	45.50	44.20
13	50	48.75	47.50	46.25	45.00	43.75	42.50
12	48	46.80	45.60	44.40	43.20	42.00	40.80
12	46	44.85	43.70	42.55	41.40	40.25	39.10
11	44	42.90	41.80	40.70	39.60	38.50	37.40
11	42	40.95	39.90	38.85	37.80	36.75	35.70
10	40	39.00	38.00	37.00	36.00	35.00	34.00
9.5	38	37.05	36.10	35.15	34.20	33.25	32.30
9	36	35.10	34.20	33.30	32.40	31.50	30.60
8.5	34	33.15	32.30	31.45	30.60	29.75	28.90
8	32	31.20	30.40	29.60	28.80	28.00	27.20
7.5	30	29.25	28.50	27.75	27.00	26.25	25.50
7	28	27.30	26.60	25.90	25.20	24.50	23.80
6.5	26	25.35	24.70	24.05	23.40	22.75	22.10
6	24	23.40	22.80	22.20	21.60	21.00	20.40
5.5	22	21.45	20.90	20.35	19.80	19.25	18.70
5	20	19.50	19.00	18.50	18.00	17.50	17.00

REQUIREMENTS FOR GRADUATION

A total of 28 credits earned in grades 9-12 are required for graduation with the Block 8 schedule. A credit represents one 86-minute class period that meets every other day for one school year (1/2 credit issued for semester-long classes). Students are expected to be enrolled in eight (8) periods of coursework and attend all classes regularly. The 28 credits shall include the following minimum requirements, but do not guarantee college admission:

<u>English:</u>	4 credits English (English 9, 10, 11 & 1 credit Elective)
<u>Social Studies:</u>	3.5 credits (U.S. History I & II, World History, and Democratic Foundations)
<u>Mathematics:</u>	3 credits
<u>Science:</u>	3 credits (1 Biology, 1 Physical Science, and 1 credit of Elective Science)
<u>Health:</u>	.5 credit
<u>Physical Ed.:</u>	1.5 credits

Each student is responsible for making certain all graduation requirements have been met. Students who dropout of school, have excessive unexcused absences, or have fewer than the required credits for graduation at the end of their senior year will not participate in graduation exercises. Students who are credit deficient will have the option of taking part in graduation exercises the year in which they complete the required credits for a high school diploma.

GRADUATION ACTIVITIES AND CEREMONY

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and High School Principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the district.

EARLY GRADUATION

A student who wishes to graduate in less than the normal four years of instruction may do so by fulfilling the following requirements (Board Policy 5464):

1. Attend high school in grades 9-12 and complete seven semesters.
2. Earn the required credits including all required classes.
3. Write a letter to the Principal requesting early graduation and indicate in the letter of application: credits earned after 6 semesters, grade average to date (6 semesters), age, and immediate future plans. Parent(s) must attach a letter of application giving approval for a student's early graduation.
4. Application is to be submitted by July 31st prior to the start of the student's senior year.
5. Other information:
 - a. Personal hardship cases where the requirements listed above could not be met may be approved at the discretion of the building administrator.
 - b. Mid-year completions will officially be included with the class of graduates in the spring and will receive the official diploma at the regular spring graduation program, in person or in absentia.
 - c. Students must be enrolled for the full day during this final semester.
 - d. Students who complete mid-year graduation will not be permitted to participate in extracurricular activities during the second semester.
 - e. Final class rank will be determined with the graduating class at the end of the seventh semester.
 - f. The student must be responsible for keeping in touch with the high school Principal's office after leaving school in order to facilitate graduation plans.
 - g. If a student fails to complete requirements for early graduation during the seventh semester, the student must meet with the Principal and guidance counselor and gain approval for a course of study needed to complete required work.

SCHEDULE CHANGES

Schedules are set in the spring for the next school year. No schedule changes will be allowed after the first 5 school days of any semester unless required by individual education plan (IEP or 504 plan).

YOUTH APPRENTICESHIPS

A Youth Apprenticeship is a two-year program beginning in the 11th grade, offering students guided learning and work experience within an industry. The student will acquire the high skills necessary for the jobs of tomorrow and a linkage between secondary and post-secondary education. Apprenticeships are available in a number of fields, such as Agriculture, Health, and Finance. To be eligible and/or for further information, contact the school counselor during your

sophomore year. Failure to successfully complete the coursework or work experience may result in denial of future youth apprenticeship requests, **and the student/parents will be required to reimburse the District for the costs.**

START COLLEGE NOW

Students in Grades 11-12 are provided the opportunity to enroll at an institution of higher education in Wisconsin and take courses that lead to credit granted toward high school graduation. Applications for enrollment for obtaining high school credit courses must be made by March 1 for the fall semester, and by October 1 for the spring semester. Contact the school counselor for further information. Failure to successfully complete Start College Now coursework may result in denial of future youth options requests, **and the student/parents will be required to reimburse the District for the costs.**

CollEdge UP COURSES

Distance learning courses are available to students as a supplement to course offerings at Boscobel High School. Students may not enroll in courses currently offered at BHS.

COLLEGE REQUIREMENTS

Entrance requirements vary with different colleges and universities. If you know you are going to attend a certain college or university when you graduate from high school, you should check the catalog of the college (which you will find in the school counselor's office), and then plan your high school program accordingly. By selecting your courses from college curriculums listed in the guidance office, you should fulfill requirements for any college or university you might want to attend. Most colleges now require a minimum of 17 basic credits (English, science, math, history, and a foreign language) for entrance.

SCHOLARSHIPS

Academic scholarships are available annually to seniors who have achieved excellence in studies or co-curricular activities. Complete information for applications may be obtained from the school counselor's office.

SCHOOL COUNSELOR

The guidance and counseling program assists all students in career choices and in making informed and individually appropriate social, educational and vocational choices. Students are encouraged to make an appointment with a counselor to become acquainted and learn about the services available. This can be an introduction to future visits as needs arise. **Students who wish to see a counselor during class are to obtain a pass from the counseling office before class begins.**

LOCKERS/LOCKS

Student lockers are assigned for student convenience for storage of school materials and coats. All lockers are the property of the school and **NOT** the students' private property and may be randomly searched. (Board Policy No.5771) The Building Administrator or other faculty members designated by him/her are authorized to open lockers and search their contents including personal belongings of students when there is reasonable cause to believe that the search will provide evidence that the student has violated or is violating the law or school rules that may threaten the safety, health or welfare of students. Students maintain the decision to keep their lockers locked or unlocked but **THE SCHOOL WILL NOT BE RESPONSIBLE FOR MISSING OR STOLEN ITEMS.** Only school locks are to be used on lockers. Combinations are kept on file in the office.

All lockers should be kept neat and clean at all times. Students who damage lockers will be held accountable.

PHYSICAL EDUCATION

All students in grades 6-11 are required to take physical education. In case of inability, a doctor's statement must be presented to the Building Administrator. Students who are participating in athletics must also take physical education. It is an elective for their senior year. Street shoes should not be worn on either gym floor. Other rules will be given by the instructors in charge. All valuables, such as money, watches, etc., put in the students' lockers is at their own risk. **Valuables should be locked in the student's personal locker before class.**

EMERGENCY PROCEDURES

FIRE

Fire drills will be held periodically during the school year. Their purpose is to give you practice in the most efficient procedure for vacating the building in case of a real fire. For your own safety and the safety of others, please follow these procedures whenever the fire alarm rings.

1. Cease work immediately!
2. Pass quietly in an orderly manner out of your classroom. All windows should be closed. The last person out should close the door.
3. Proceed along the right-hand side of the hallways quickly and quietly. Directions for the fire drills are posted in every classroom near the exit door of the various rooms.
4. All students and teachers must leave the building: go across the one-way street or parking lot, or to the athletic field depending on the exit used.
5. Remain outside the building until directed to return to your room. Return to your class in an orderly manner.

TORNADO AND OTHER DISASTERS

The following plan has been established for survival in the event of a disaster. The school has a disaster alert network operating continuously to afford the maximum warning time in the event of a tornado or other disaster.

1. If a warning is provided, instructions will be given over the public-address system.
2. If there is no advance warning, all personnel will move away from windows and glassed-in areas, and assume the safety position: kneeling, head to knees and hands on back of head.
3. Students should move quickly, quietly and orderly to the assigned areas.
4. Upon reaching assigned areas assume the safety position and remain quiet so instructions can be heard.
5. Teachers should place themselves in strategic positions and take charge.
6. Doors should be left open.
7. Avoid second floors if at all possible.
8. Tornadoes usually approach from the west or southwest.

OTHER EMERGENCY PROTOCOLS

1. Secure Classrooms - No threat exists
2. Lock Out - Threat outside the building, not necessarily a threat to the school
3. Lock Down - Threat in school (This is only announced when a threat exists in the building)

SCHOOL RESOURCE OFFICER (SRO)

The Mission of the SRO Program is to promote school safety by building a positive school climate in which everyone feels safe and students are encouraged to succeed. The SRO Program proactively interacts with the school community to ensure the enforcement of city and state laws; preservation of public order; protection of life; and prevention, detection, or investigation of crime. The primary goal of this liaison program is to work effectively with students, families, school personnel, and community agencies to support safe teaching and learning in schools in accordance with the School District of Boscobel Area Schools and the Boscobel Police Department policies.

One of the primary roles of the SROs is to foster a positive school climate through relationship-building and preventative education. Officers will engage in various activities in consultation with school administration, staff and the community and strive to build a school culture of open communication and trust between and among students and adults. The SRO will work with teachers and administrators to identify students who may be facing challenges and need additional resources or attention to be successful in and out of the school setting. The SRO will conduct crime prevention activities including foot patrols, investigating crimes, and patrolling the parking lots. The SRO may complete security surveys analyzing the physical safety of school property and facilities. The SRO will be present at school and community events as necessary and will be present at all school dances.

BUS TRANSPORTATION

Any concerns or problems with transportation should be referred to the Transportation Director at 375-5834.

In accordance with state statutes, the Boscobel Area Schools provides free transportation for students living two (2) or miles from the school. The authority of the bus driver to direct student behavior must be accepted by all students. This can include assignment of seats for individual students for the purpose of maintaining order. Students should remain in their seats, be quiet and orderly, and respect the rights of the other passengers. Aisles should be kept clear and heads, arms, and legs kept inside of the bus at all times.

1. Bus drivers must keep written records of bus rules, violators and their violations.
2. All school buses are equipped with video and audio monitoring systems in accordance with board policy #7440.01
3. Parents/guardians will be notified of continuous misbehavior.
4. Continued misbehavior may lead to suspension of bus transportation privileges. In a case where a child has been suspended from the bus, the parent/guardian may be responsible for transporting the child to/from school.
5. Middle/High School students are not to board the bus at the grade school.
6. Extra-curricular Activity Trips:
 - a) Pupils shall respect the wishes of the adult advisors/coaches, chaperones and bus drivers at all times.
 - b) It is recommended that all students ride school vehicles to and from school sponsored activities. However, if the need arises for a parent to transport his/her child to the activity, written permission signed by the Building Administrator must be secured and submitted to the coach/advisor prior to the activity. Parents/guardians who wish to transport their children home from an away activity must see the coach/advisor to sign them out. **(Permission will only be granted to ride with parents/guardians.)**
 - c) Emergency Bus Transportation: In emergency situations, death in family or illness, the District Administrator or the Head of Transportation may allow bus drivers to pick up and drop off students at a parent and/or guardian designated home other than the students home. Such emergencies will be less than two (2) weeks in duration and would be subject to seating space being available on the bus.

LIBRARY MEDIA CENTER

The Media Center is maintained for the use of students and faculty. It is serving its purpose best when you are taking advantage of its facilities. Suggestions for new materials are welcome.

The Media Center is open from 7:30 a.m. until 3:30pm.

1. The Library Media Center is to be used for research, reference work, reading and computer use. Students wishing to access the LMC must have a written pass from the teacher assigning the work or the homeroom teacher.
2. A quiet atmosphere must be maintained in the LMC. Student conduct must not interfere nor infringe upon the rights of others. The Media Center is not to be used as a common area to visit with friends.
3. Please return all materials on time or have them renewed, as others may need the materials. There is no charge for overdue materials; however, no additional items may be checked out until the overdue materials are returned. Students will be charged for lost materials. Reference material may be checked out for a single class period and must be returned at the end of that period.

SCHOOL NURSE

Available in the Middle/High School office on an as needed basis.

SCHOOL VISITORS

All visitors are to report to the school office to obtain permission to be in the building. Students are not to be contacted by visitors unless permission is granted by the office. Students who attend another middle or high school are not permitted to attend classes on the M/HS campus at any point during our instructional day without prior approval of the building administrator.

STUDENT FEES

Students in grades 6-12 may pay their fees at the office if not paid online. Fines will be assessed for books damaged and lost textbooks will have to be paid for. The teachers will issue books to students and collect them at the end of the year.

Chromebook damage or replacement fees will be the responsibility of the student and parents.

Student athletic season tickets are available for purchase for \$25. Adult season tickets are \$40 and a family pass is \$115.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

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.

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 proceedings, administrative proceedings, or criminal proceedings, 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.

COMPUTER/NETWORK USE

Computer networks, including the Internet, offer vast, diverse, and unique resources to both students and teachers. Our goal in providing these services to staff and students is to promote learning by facilitating resource sharing, innovation, and communication.

The smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. In general, this requires efficient, ethical and legal utilization of the network resources for academic purposes only. The user is ultimately responsible for her or his actions in accessing network services, and for adhering to district use policies, procedures and guidelines in the Acceptable Use Policy that is available to students and parents/guardians annually during online registration. (School Board Policy 7540 & 7540.03) **See the Acceptable Use Policy that is available on the website at boscobel.k12.wi.us under the district tab - school policies.**

Consequences for Violations:

1. If a Boscobel Area Schools user violates these provisions, their account may be terminated and future access could be limited or denied.

DANCE CODE

1. The student attire/dress code (policy 5511) expectations and guidelines apply to all dance events.
2. Guest attendees or homeschool students will need to complete a Dance Guest Contract or Homeschool Dance Contract respectively. Dance Guest Contracts can be obtained at the high school office and must be approved at least three (3) school days in advance of the dance. If you are not a resident or an enrolled student, you must be invited to the dance by a Boscobel High School student.
3. Guest attendees must be at least a freshman in high school and not older than 20 years of age. The district reserves the right to deny Guest Contracts at any time.
4. All attendees must be at the dance within one hour of the start of the dance. No one will be admitted after this time.
5. Dances have a closed-door policy. Once you leave, you cannot re-enter the dance.
6. Dances are considered a special occasion and attendees are highly encouraged to dress in a fashion appropriate for the event.
 - a. Homecoming is considered a semi-formal occasion in which your attire would be dressier than your normal everyday school clothes or street clothes. Attendees are encouraged to wear attire such as dresses, dress pants, dress shirts, and dress shoes. Worn blue jeans, shorts, and revealing clothing are strongly discouraged.
 - b. Prom is considered a formal occasion in which your attire would be considered more fancy or glamorous. Attendees are encouraged to wear attire such as ball gowns, pantsuits, dress slacks, button-down dress shirts, suit coats, ties/bow ties, and dress shoes. It is strongly discouraged that attendees wear any type of jeans, shorts, or clothing that is revealing.
7. If a student does not have access to the proper attire, they should contact the guidance counselor or the principal for assistance in obtaining dance-appropriate clothing. Please contact them at least one week prior to the dance.
8. After-game dances may be held providing the sponsoring class or club:
 - a) Arrange for the dance in advance so that chaperones may be notified.
 - b) Prepare the gym for the dance; clean up after the dance.
 - c) Invite parents or adult supervisors.
9. 7th and 8th-grade students may attend Homecoming and Prom dances as spectators only until the completion of the grand march.
10. Dance supervisors have the authority to regulate behavior, deny admission, require attendees to leave, and enforce school expectations and policies.
11. The district School Resource Officer may be in attendance to assist with supervision.

TELEPHONE

The telephone in the lobby is a free local phone for students' use with a pass from a teacher or before school, after school, or during lunch. Students may use the office phone with permission from the office staff.

BOMB THREATS

Bomb threats are a violation of state and federal law, and if convicted violators would be guilty of a Class E felony. Individuals responsible for making bomb threats will be prosecuted to the fullest extent permitted by law and recommended to the School Board for expulsion. School time missed due to threats will be made up.

GANG ACTIVITY

No gang related insignia may be worn, possessed, used, distributed, displayed, carried or sold by any student on school grounds, in school vehicles, or at school related activities at any time. Students are not permitted to send gang signs either through body language or in the manner in which they wear their clothing. (Board Policy 8462.01)

PARKING- AUTOS, MOTORBIKES, BIKES, UTVs

1. Students park in the far north and northwest or southeast parking lots.
2. Student vehicles are not to be parked next to the building. Student vehicles should not be parked in restricted areas such as handicap parking spaces, fire lanes, or areas designated for staff/visitors unless displaying appropriate permits on the vehicle.
3. Bicycles are to be kept in the bike stands provided. Students are encouraged to padlock bikes to the bike stands.
4. Students are to use extreme caution when entering/leaving the parking lot.

Consequences for Violations:

1. Student vehicles that are parked illegally could be towed at the owner's expense and could lose parking privileges.
2. The school reserves the right to deny any or all parking privileges.

RULES FOR BEHAVIOR AT ATHLETIC EVENTS

The policy on crowd behavior is to provide participants, citizens and spectators with all the respect that is due them and to ensure their safety. We believe that the following rules and recommendations will assist in meeting that goal.

1. All fans are expected to be in the designated spectator area during the extra-curricular event.
2. No loitering is allowed.
3. Abusive language and gestures toward officials, participants and spectators are prohibited.
4. Antics involving paper airplanes, coin throwing or similar behavior are not allowed. The possession of any type of projectile is prohibited; i.e., toilet paper.
5. Use or possession of any controlled substance or alcoholic beverage is prohibited. Smoking and/or the use of any tobacco product is not allowed on school district grounds or at school events.
6. Any cheers that ridicule, insult or use profanity are prohibited.
7. All types of noise makers are prohibited in the gymnasium.
8. Any noisemaker which may interfere with the progress of an outdoor extra-curricular event will be prohibited, i.e., whistle.
9. Any action that endangers the safety of participants, spectators or officials is prohibited.

Consequences for Violations:

1. Immediate ejection from the event.
2. Referral to law enforcement when necessary.
3. Suspension from school (for students).
4. Further suspension as determined by Activities Director and Principal. This could range from one event to total ban from all further events.
5. Any packages containing noisemakers, beverages, projectiles, etc. will be confiscated.

Appeal to any decisions as determined by Activities Director and Principal would follow the established method as published in this handbook.

STUDENT ATTIRE/DRESS CODE (POLICY 5511)

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Such guidelines shall apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the Principal shall serve as the arbiter of student dress and grooming in their building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the Principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. obscenity
- B. language or depictions intended to incite violence or foment hatred of others

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.

BACKPACKS/BAGS

Students must keep backpacks in their lockers during the school day. Backpacks are not to be brought to classes for any reason unless expressly permitted in a student's IEP or 504 plan. Backpacks/bags left in hallways or unattended in other areas are not allowed and they will be confiscated.

FOOD SERVICE PROGRAMS (POLICY 8500)

Boscobel Area Schools offer healthy meals every school day.

1. Breakfast costs Elementary- \$1.25 and Middle/High School- \$1.50; lunch costs Elementary- \$2.65 and Middle/High School- \$2.90.
2. Meal Charges -Breakfast and lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program. All lunches must be prepaid.
3. Negative Account Balances-The food service policy (8500) is in place to protect the taxpayers of the District. Parents/Guardians are responsible for maintaining a positive food service account balance.
4. Your children may qualify for free meals or for reduced price meals. Reduced price is .30 cents for breakfast and .40 cents for lunch.
5. An application must be filled out completely to certify your child (ren) for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Boscobel Area Schools.
6. If at any time you are not sure what to do next, please contact: Boscobel Area School, Shannan Aspenson; 608-375-4164 or aspenshan@boscobel.k12.wi.us.

7. Who can get Free Or Reduced Price meals?·

- a. All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W-2 cash benefits are eligible for free meals, when listed on the application.
- b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- c. Children participating in their school's Head Start program are eligible for free meals.
- d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- e. Children may qualify to receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines.

LUNCH PERIOD

Grades 6-8: Closed - no one is to leave without permission from the office.

Grades 9-12: Open campus lunch period.

Open Campus Lunch Period - The Board of Education continues to support the open campus during the lunch period for grades 9-12. Students are expected to act responsibly. Individuals observed abusing this privilege through illegal behaviors, i.e.: smoking, littering, reckless driving, loitering on streets/alleys, etc. may be subject to loss of open campus. Students with failing grades or who are late three times to their first class after lunch will lose the privilege of leaving school grounds for lunch.

ATTENDANCE (POLICY 5200)

Middle/High School students must be in the classroom by 7:50 am and remain in school until dismissal in order to be counted as present for the full day. **Unexpected absences should be phoned into the school by 9:00 am on the day of the absence. If notice is not received by 9:00 am, the absence will be considered unexcused.**

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence, except a parent-excused, pre-planned absence requires written notification as indicated below. The Board reserves the right to verify such statements and to investigate the cause of each:

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the state superintendent. To the extent feasible, absentee data

shall be separated by absences for in-person instruction periods and absences based on virtual instruction attendance requirements.

- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

- A. **Physical or Mental Condition**

The student is temporarily not in proper physical or mental condition to attend a school program. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) days.

- B. **Obtaining Religious Instruction**

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

- C. **Parent-Excused Pre-Planned Absence**

The student has been excused in writing or oral notification by their parent(s) before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence.

- D. **Religious Holiday**

For observance of a religious holiday consistent with the student's creed or belief.

- E. **Suspension or Expulsion**

The student has been suspended or expelled.

- F. **Program or Curriculum Modification**

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

- G. **High School Equivalency – Secured Facilities**

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and their parent(s) agrees that the student will continue to participate in such a program.

- H. **Child at Risk**

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

- I. **Election Day Official**

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the Principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The Principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

- J. **Virtual Access**

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or their designee, for quarantine of the student's home by a public health officer.

Unexcused Absences

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

Definitions

A. **Truancy**

A student will be considered truant if the student is absent part or all of one (1) or more days from school during which the School Attendance Officer, Principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant.

B. **Habitual Truant**

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

C. **Part of a School Day**

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

Tardiness/Late Arrival and 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. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

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 email) 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 Principal.

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.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy
The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is

sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law.
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113, - Open Enrollment Program (Inter-District), which the parent or student may follow if they believe the student was erroneously marked truant.

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Coursework and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the Principal based upon extenuating circumstances.

Students with unexcused absences shall be permitted to make-up coursework.

LEAVING/RETURNING TO SCHOOL

1. No student may leave school during the regular school day without receiving permission/pass from the office. A written request or a telephone call by the parent/guardian will be necessary prior to receiving a pass. Students are encouraged to obtain passes from the attendance officer/designee prior to 1st hour.
2. If taken ill during school hours, report to the office.
3. When leaving school all students must sign out on the lobby chromebook.

Upon returning to school after an absence, report to the office to receive an admit slip. Students are responsible for seeing that work missed is made up by the next scheduled class period.

TARDINESS

A student is considered tardy if they are late by ten (10) minutes or less. Students tardy to any class hour will be sent to the office for a tardy pass. Any faculty member who keeps a student late is to issue a pass for admittance to the next hour class.

Tardies will be monitored on a daily basis. Violations will be based on this daily monitoring. When a student is on the tardy report the following consequences will be administered (per semester).

1st occurrence – Verbal Warning

2nd occurrence – Verbal Warning

3rd occurrence – 30 minute detention

4th occurrence – 60 minute detention/parent conversation

5th occurrence – Truancy warning & any student who receives 5 occurrences per semester will serve an in-school suspension

6th tardy & beyond - Truancy Citation and/or in-school suspension

ALTERNATIVE TO BHS ATTENDANCE OPTIONS:

Student withdrawal from school (age 16) may be excused under the following conditions upon the approval of the building administrator:

1. Attendance at a technical school in lieu of high school or on a part-time basis.
2. Modifications within the current academic program.
3. A Boscobel Area Schools work training or work study program.
4. Enrollment in an alternative public school or program within the Boscobel Area Schools.
5. Enrollment in any non-sectarian private school.
6. Home-bound study in an approved program meeting the required classroom contact hours and in the core subjects as stipulated by the Department of Public Instruction's standards.
7. Enrollment in any public educational program outside the school district.

STUDENT RESPONSIBILITIES AND DUE PROCESS

A student referred to the Principal's office for violating a rule or regulation of Boscobel Middle/High School will be notified of the unacceptable behavior. It shall be recorded and the appropriate corrective action will be given at that time.

Reasonable effort will be made to notify parent/guardian prior to any disciplinary action being taken.

Further violations of rules and regulations will necessitate the individual being notified of the unacceptable behavior, the behavior being recorded, the appropriate corrective action, and a letter being sent home to the parent/guardian stating that any further violation of school rules/regulations may result in suspension.

Continued failure to comply with any rules or regulations may result in formal suspension for the purpose of bringing the pupil, parent/guardian, and school official together in the hopes of resolving the pupil's academic and disciplinary problems. Repeated refusal or failure to follow school rules or regulations may result in expulsion if that proceeding is in the best interest of school property and in maintaining a safe and orderly school environment.

APPEAL PROCESS

Any alleged act of unfairness or any decision made by school personnel that students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board of Education or individual school rules is subject to appeal. This procedure is not designed to hear appeals related to penalties. Any such attempt will result in a denial for an appeal hearing. The following guidelines are established for the presentation of student appeals:

1. The student will meet with the person against whom they have the appeal within five (5) school days of the alleged offense in an effort to resolve the problem.
2. If the appeal is not resolved to the satisfaction of the student, the student must request a conference with the appropriate Principal within five (5) school days. All statements concerning the appeal and any information previously concerning the appeal and any information previously obtained shall be reviewed by the Principal. The student's parent/guardian may be involved. The decision of the Principal shall be delivered in writing, within five (5) school days after conference with the Principal to the student and/or his/her parent/guardian, if appropriate.
3. If the appeal remains unresolved to the satisfaction of the student, the student may appeal to the District Administrator by submitting his/her appeal and all reasons for the appeal in writing, within five (5) school days of the Principal's decision. The District Administrator/Designee shall review the written documentation of the preceding steps and conduct interviews as they deems appropriate. The student and his/her parent/guardian shall be informed of the District Administrator's decision, in writing within five (5) school days after the hearing before the District Administrator.

4. In the event the matter is not resolved to the satisfaction of the student through the preceding steps, they may appeal the decision of the District Administrator/designee to the Board of Education. The student will submit a written request to the Board of Education within thirty (30) days of the District Administrator's/Designee's decision. A written decision shall be rendered by the School Board at the next regularly scheduled Board meeting, but not later than twenty (20) days after a request for a hearing.
5. THE DECISION OF THE BOARD OF EDUCATION WILL BE FINAL.

SUSPENSION AND EXPULSION (POLICY 5610)

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the Principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; 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; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the Principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a Principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building Principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator

to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged 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 that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above- stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c) 4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building Principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

CORPORAL PUNISHMENT (POLICY 5630)

While recognizing that students may require disciplinary action in various forms, the Board of Education cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or school through suspension, expulsion, or other disciplinary intervention.

Professional staff as well as support staff, within the scope of their employment, may use and apply reasonable and necessary force to:

1. quell a disturbance threatening physical injury to self or others;
2. obtain possession of weapons or other dangerous objects upon or within the control of the student;
3. use self-defense or defend others;
4. protect property;
5. remove a disruptive student from school premises, a school-related activity, or a District vehicle;
6. prevent a student from inflicting harm on himself/herself;
7. protect the safety of others

In addition, staff members may use or apply incidental, minor, or reasonable physical contact designed to maintain order and control within the scope of employment.

In accordance with State law, corporal punishment shall not be permitted. If any staff member, full-time, part-time, or substitute intentionally inflicts, or causes to be inflicted, physical pain by hitting, paddling, spanking, slapping, forcing prolonged maintenance of physically-painful positions, or makes use of any other kind of physical force as a means of disciplining a student, s/he may be subject to discipline up to and including discharge by this Board and possibly criminal assault charges as well. This prohibition applies as well to volunteers and those with whom the District contracts for services.

In determining whether or not a person was acting within the exceptions noted above, if appropriate, deference may be given to reasonable, good faith judgments made by District employees or agents.

UNACCEPTABLE BEHAVIOR & CONSEQUENCES

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Principal, Assistant Principal, or their designee shall apply consequences for infractions of the rules which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for their actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Principal, Assistant Principal, or designee shall have the authority to assign discipline to students, subject to the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having responsibility for the supervision of students shall have the authority to apply consequences to control the misconduct of students. Serious student misconduct shall be reported to the District

Administrator for further action in all situations and in all places where such students are within the jurisdiction of this Board when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

DETENTION

Teacher Detentions:

1. Teachers are to administer disciplinary measures resulting from incidents in their own classrooms. A disciplinary referral should be completed by the teacher each time detention is issued. Teachers should record the referral in EdHandbook.
2. A student is to begin serving detention no later than the day following the receipt of the detention, unless special arrangements are made.
3. Teachers are to enforce detentions given in the classroom. If a student fails to serve the detention in the allotted time, the teacher will contact the parent.
4. If the student still does not serve the teacher detention within one week after the parent has been notified, the teacher will turn the detention over to the office where the detention will be doubled. If the detention is not served in a timely manner as prescribed by the Principal or Assistant Principal the student will be assigned an in-school suspension.

OFFICE DETENTIONS:

1. Students are to be assigned to detentions through the office for:
 - a. Administrative detentions: truancy and tardy. Any student who receives 5 office tardies per semester will serve an in-school suspension.
 - b. Detentions for non-classroom behavioral incidents (halls, cafeteria, school grounds, etc.)
2. One detention must be served each day, beginning no later than the day following the receipt of the detention, until the record is cleared.
3. Students are to report to the designated area with sufficient working materials.
4. Detentions start at 3:25 p.m. in the office and last until completed or 4:00 p.m. Students may also serve detentions in the office before school or over the lunch period.
5. The office will inform a student of the administrative detention.
6. Students can be excused from detention only with permission of the Principal or Assistant Principal.
7. If the detention is not served within the guidelines listed above, the student will be assigned an in-school suspension.

DISCIPLINARY INFRACTIONS AND GUIDELINES

The following unacceptable behaviors have been identified as "absolutes" and will not be tolerated in any school setting including gymnasium, athletic fields, buses, classrooms, etc.

1. Destruction of property/theft.
2. Deliberate harm to another.
3. Sexual/Racial, or other forms of harassment or taunting.
4. Possession of any type of weapon, such as pocket knife or other knives, toy or real guns, numb-chucks, etc.
5. Deliberate endangerment of self through inappropriate use of equipment, rocks, and sticks and wood chips, or leaving the premises.
6. Excessive physical contact, i.e. tackle football, play fighting/wrestling, etc.
7. Chronic insolence or disrespect to supervising adults.
8. Use/possession of alcohol and/or drugs.
9. Serious classroom disruptions.
10. Foul language.

Identified behaviors will be addressed by prompt action which may include:

- Removal from the setting
- Referral to the Principal, Assistant Principal, or their designee
- Detention
- Referral to law enforcement

Referral to Principal, Assistant Principal, or their Designee

When a child is referred to the Principal for discipline, the child and the Principal collaborate on a plan for subsequent success and restitution (fixing the problem). This generally includes:

1. Written and/or verbal contact with parents.
2. Plan for restitution.
3. Temporary suspension from activities and/or the classroom, and/or school.

Extreme or repeated misconduct or misbehavior may result in:

1. In-school detention or suspension
2. Referral to law enforcement
3. Out-of-school suspension (1-10 days per Board policy 5610)
4. Expulsion (per Board policy 5610)

Parents are always encouraged to dialogue with their children's teachers and with the Principal whenever there is a concern regarding behavior and/or consequences.

Food & soda consumption in the classroom by students is inappropriate unless for a pre-scheduled project as determined by the instructor.

STUDENT ANTI-HARASSMENT & BULLYING (POLICY 5517)

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES (Policy 2266)

See Appendix A and Appendix B

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of bullying and 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 bullying and/or harassment.

Consequences for Violations:

1. Can range from detentions, suspension, expulsion, code of conduct violations, and law enforcement referral

STUDENT CONTROLLED SUBSTANCE ABUSE POLICY

The primary goal of the Boscobel Area Schools is to educate all students. This goal is based on the broadest possible definition and philosophy of education. The Boscobel Area Schools also have an obligation to provide protection for all students. Alcohol and other drug abuse pose a serious threat to the academic, social and emotional well-being of all students in the Boscobel Area Schools. It is the responsibility of the Boscobel Area Schools to make every effort to reduce the threat of alcohol/other drug abuse. It is also the responsibility of the Boscobel Area Schools to help those students involved with alcohol/other drugs that want or need specific education and/or counseling.

The Boscobel Area Schools recognize harmful involvement with alcohol/other drugs can be a major reason for the lack of success of students in our school system. Some students may be using controlled substances in such a manner as to cause problems for themselves, other students and the school system in general. This use and abuse of alcohol/other drugs is harmful and detrimental to the welfare of the user, other students and staff. Primary responsibility for eliminating a student's abuse and use of alcohol/other drugs rest on the student and the student's parents or guardian.

The Boscobel Area Schools cannot ignore a student's involvement with alcohol/other drugs. The Boscobel Area Schools have a legitimate concern and obligation to the students involved with alcohol/other drugs. This concern and obligation extends to other students whose educational opportunities are affected by a student involved with drugs. The Boscobel Area Schools have a goal of eliminating the problem of alcohol/drug abuse and use.

WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved); and
- C. theatrical props used in appropriate settings.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

USE OF PRESCRIBED MEDICATIONS

In those circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330 – Administration of Medication/Emergency Care are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the M/HS office before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.
 - All medications to be administered during school hours must be registered with the office.
 - Medication that is brought to the office will be properly secured.
 - Medication may be conveyed to school directly by the parent.
 - For each prescribed medication, the container shall have a pharmacist's label with the following information:
 1. student's name;
 2. practitioner's name;
 3. date;
 4. pharmacy name and telephone;
 5. name of medication;
 6. prescribed dosage and frequency; and
 7. special handling and storage directions.
 - Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
 - Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

USE OF NONPRESCRIBED DRUG PRODUCTS

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330 – Administration of Medication/Emergency Care.

- Staff and volunteers will not be permitted to dispense non prescribed drug products to any student without written parental consent.

The Medication Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

- A. student's name;
- B. date;
- C. name of medication;
- D. dosage and frequency;
- D. special handling and storage directions;
- E. authorization for trained and authorized school staff to administer the medication; and
- F. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable.

If a student is found using or possessing a non prescribed drug product without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

CBD PRODUCTS

In accordance with Board Policy 5330 – Administration of Medication/Emergency Care, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities: No CBD products will be permitted for use at school.

RESTRICTIONS

Students and staff of Boscobel Area Schools shall not possess, use, transmit, or be under the influence of any narcotic drugs, hallucinogenic drug, amphetamine, marijuana, alcoholic beverage or intoxicant of any nature at a school function on or off the school grounds. If a student of the Boscobel Area Schools possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, marijuana, alcoholic beverage or intoxicant of any nature at a school function on or off the school grounds and such is a violation of criminal law the following will be notified: Principal, District Administrator, parents and the proper law enforcement authorities.

Student use of a drug authorized in accordance with a medical prescription or a patient medicine used under administrative supervision shall not be considered a violation of this policy provided the school nurse and/or respective Principal is notified using the Medication Authorization Form.

PENALTY FOR ALCOHOL AND OTHER DRUG ABUSE

Any student suspected of violating the controlled substance policy will be referred to their respective Principal who shall investigate the incident and determine if a violation exists. If the investigation by the Principal determines a violation has occurred, the student(s) will be suspended from school immediately. As soon as the suspension is imposed, the student's parent/guardian and the local police will be notified of the situation.

A conference between the student's parent/guardian, the student and the respective Principal will be required before the student will be allowed to return to school.

During the above conference, a rehabilitation program may be established by school administration officials allowing the student to be reinstated in school. If the student refuses to participate in the recommended rehabilitation program once it has started without approval of the parents, counselor and school Principal, the student shall be suspended immediately from school pending a hearing before the Boscobel School Board for possible expulsion from school. An outside resource may be included in all or part of the conference.

If a student is found guilty of violating the Boscobel Area School's controlled substance policy a second time, the student will be suspended from school immediately. The student's parent/guardian, district administrator and the proper law enforcement authorities will be notified and the student will be brought before the Boscobel Area School Board for possible expulsion proceedings.

If a student is found in possession of or having under his/her control any of the chemical substances described below in this policy with the intent of selling, giving away or otherwise distributing the same on school grounds or at any school function or activity, the student's parent/guardian, local law enforcement officials, district administrator, and any counselor involved with the student will be notified. Furthermore, the student will be suspended from school in accordance with the interventions listed below.

CONSEQUENCES

Drugs

Possession, distribution, consumption (however large or small in amount and regardless of level of impairment), or use of any alcoholic beverage, controlled substance, associated paraphernalia, vaping device, and/ or counterfeit drug, on all school grounds, inclusive of all school buildings and school vehicles, is prohibited. (This includes school events/activities held at other sites; violations of this policy are cumulative from grades 6-12.) Students who intentionally distribute any substance (over the counter and/or illegal drug) under a false pretense will also be held to the following interventions:

1. 1st Violation: Parent Notified. Five (5) days out of school suspension. Referred to law enforcement authorities. Provide literature to families regarding community agencies, which assist students with drug, alcohol, tobacco cessation, and peer pressuring counseling services. If electing to participate, parents would be responsible for payment of these services. Recommendation to the District Administrator for the consideration of expulsion from Boscobel Middle/High School.
2. 2nd Violation and Beyond: Parent Notified. Five (5) days out of school suspension. Referred to law enforcement authorities. Provide literature to families regarding community agencies, which assist students with drug, alcohol, tobacco cessation, and peer pressuring counseling services. If electing to participate, parents would be responsible for payment of these services. Recommendation to the District Administrator for the consideration of expulsion from Boscobel Middle/High School.

Tobacco/Nicotine Products

Student possession or use of tobacco/nicotine products (dip, chew, vaping devices and associated paraphernalia, cigarettes) will result in the following:

1. 1st Violation: Parent Notified; One (1) day in school suspension; Referred to law enforcement.
2. 2nd Violation: Parent Notified; Two (2) days of out of school suspension; Referred to law enforcement. Provide literature to families regarding community agencies that assist students with tobacco cessation counseling services. If electing to participate, parents would be responsible for payment of these services.
3. 3rd Violation: Parent Notified; Five (5) days out of school suspension; Referred to law enforcement. Provide literature to families regarding community agencies which assist students with tobacco cessation counseling services. If electing to participate, parents would be responsible for payment of these services.
4. 4th Violation: Parent Notified. Five (5) days out of school suspension; Referred to law enforcement. Provide literature to families regarding community agencies which assist students with tobacco cessation counseling services. If electing to participate, parents would be responsible for payment of these services. Recommendation to the District Administrator for the consideration of expulsion from Boscobel Middle/High School.

In addition, students may not possess lighters on school grounds. Students found in possession of a lighter/torch will be given a 60 minutes detention.

CELL PHONES/ELECTRONICS

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Students who abuse the privilege of cell phone use will be addressed and consequences will be administered.

Cell Phone policies are under revision and will be published in a separate document.

MIDDLE/HIGH SCHOOL CELL PHONE AND ELECTRONICS EXPECTATIONS

The use of electronic devices is a major part of life in our current society. Therefore, the following policy has been adopted to allow for the use of cellular devices (cell phones, earbuds, smartwatches, etc.) during the school day.

HIGH SCHOOL

- Cell phones, earbuds, smartwatches, etc. (cellular devices) may be used before and after school, in the hallway during the five minute passing time, and during lunch.
- Cellular devices may not be used, seen, or heard during class unless directed by the teacher for educational purposes only.
- Cellular devices may not be used at any time during scheduled class time.
- Per Wisconsin State Statute, it is illegal to use a cell phone, camera, video recorder, or other devices in the locker room, a restroom, or other dressing areas at any time.

MIDDLE SCHOOL

- Cell phones, earbuds, smartwatches, etc. (cellular devices) may be used before and after school, in the hallway during the five minute passing time, and during lunch.
- Cellular devices must be stored in your locker during class. Teachers may permit you to use a cellular device during class for educational purposes only.
- Cellular devices may not be used at any time during scheduled class time.
- Cellular devices are not allowed during field trips, parties, incentives, etc.
- Per Wisconsin State Statute, it is illegal to use a cell phone, camera, video recorder, or other devices in the locker room, a restroom, or other dressing areas at any time.

Consequences for Violations:

- **1st Violation:** Device will be taken to the office and the student may pick up the device at the end of the school day, after a brief conference with the Principal or Assistant Principal.
- **2nd Violation:** Device will be taken to the office and the student may pick up the device at the end of the school day. Parents will be notified of the misuse of the cell phone. A detention will be assigned and served.
- **3rd Violation and Beyond:** Device will be taken to the office and parents may pick up the device at the end of the school day. Parent meeting required. The student will face detention or suspension.

If a student is using the device for illegal purposes, or purposes of cheating the device may be turned over to law enforcement. Parents will be called and parents will need to pick up the phone. If a student is using the device for illegal purposes they could serve detention, suspension, Saturday school, or recommendation for expulsion.

USDA NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

INCLEMENT WEATHER

A SKYLERT will be sent out with information about inclement weather. You can also listen to the following radio or TV stations for school delays or cancellations, or check school website & social media outlets.

Radio Stations

WDMP-Dodgeville
WIZM-La Crosse
WPVL-Platteville

WVRQ-Viroqua
WPRE-Prairie du Chien
WRCO-Richland Center

WGLR-Lancaster
WJTY-Lancaster
KDTH-Dubuque

TV Stations

WKOW TV27

WISC TV3

NBC 15

WKBT TV8

Boscobel Area Schools

2023-2024 Co-Curricular Code of Conduct

Grades 6 - 12

Co-curricular activities have long been an established part of Boscobel Area Schools. Participation in activities provides students with learning experiences and opportunities not ordinarily available in the classroom. The purpose of this handbook is to inform students/parents of those participating in co-curricular activities to not only know the regulations governing their son's/daughter's participation but also to approve of the regulations.

The privilege to participate in extra-curricular activities is extended to all students of Boscobel Middle/High School. However, continued participation is a **PRIVILEGE** extended to students who meet activity requirements. With that privilege goes the greater responsibility of the student to be a positive representative for our school; that means you will need to live up to high standards.

PARTICIPANT EXPECTATIONS

1. Consider the visiting students, fans, and officials as guests.
2. Respect the rights of all spectators and your teammates.
3. Respect the property of the school and visiting schools.
4. Cheer on all activities in a courteous manner.
5. Recognize accomplishments by visiting and home activity members.
6. Support and respect cheerleaders.
7. Show self-control during and after activities.
8. Be modest in successes and gracious in defeat.
9. Become familiar with the rules of the activity and treat officials/judges with respect.
10. Consider it a privilege and a duty to encourage everyone, players and spectators alike, to live up to the spirit of the rules of fair play and sportsmanship.
11. **Practice sessions:** Students are expected to attend all practices. Only illness or injury will excuse you from practice. Injured participants are to attend practice sessions unless otherwise instructed by a physician or excused by the coach/advisor.

Parents and participants must sign the Student Handbook/Co-Curricular Code of Conduct before being allowed to participate in any activities. By signing the Student Handbook/Co-Curricular Code of Conduct, you agree that you have read and will abide by the rules and policies of the District. The Co-Curricular Code of Conduct is in effect 12 months out of the year.

ACTIVITIES GOVERNED BY THIS CODE

GROUP 1: All interscholastic athletics. These are: cross country, volleyball, football, basketball, wrestling, softball, baseball, track, cheerleading, dance, and student managers.

GROUP 2: All other co-curricular activities. These are: band/choir competitions, honors band/choir, forensics, drama, academic decathlon, Skills USA, FFA, homecoming/prom court, quiz bowl, math contests, FBLA/DECA, National Honor Society, or any other competition or activity that may be added or substituted during the school year as determined by the administration.

ELIGIBILITY REQUIREMENTS

GROUP 1

1. **Prior to Beginning a Co-Curricular Activity Or Starting The Next Season:** Students who have outstanding school obligations (registration, activity, library, food service, lost equipment/uniforms, etc.) are expected to fill out necessary forms and pay fees and fines.
2. Per the WIAA, a student may not practice for or participate in interscholastic athletics until the school has written evidence on file in its office attesting to:-
 1. Parental permission each school year including an acknowledgment of receiving the current school year Co-Curricular Code of Conduct
 2. Acknowledgment of receiving the current year's WIAA Rules of Eligibility

3. Athletic Emergency form, updated each year
 4. Current physical fitness to participate in sports
 5. Concussion and Sudden Cardiac Arrest Information Form
 6. Impact Testing Completion
 7. Consent to Treat Agreement
3. Students may not join a sports organization mid-season after being given a code violation for the purpose of serving the penalty.

4. High School Academic Eligibility

- a. Progress Report (4-week Grade Check)
 - i. Failing Grade
 1. No longer eligible for competitions until proof of passing courses is provided using a grade check sheet
 - a. Ineligibility begins the first school day after mid-quarter grades are due.
 2. Assigned to Academic Support Program for two hours per week for two weeks
 3. Grades must be passing for the remainder of the quarter to remain eligible for competitions
 - ii. Students with a D+, D, or D-
 1. Assigned to Academic Support Program for two hours per week for two weeks
- b. Quarter Grades
 - i. Failing Grades
 1. (Winter/Spring) be ineligible for competitions for a minimum of 15 consecutive school days with a minimum of one competition suspension
 2. (Fall) be ineligible for a minimum of 21 calendar days from the earliest allowed game/meet, or one-third of the maximum contests allowed in sport per WIAA regulations. Students who fail 4th quarter classes can regain eligibility by enrolling in a summer course approved in advance by the Building Principal. Any courses taken for this reason must be equivalent to the class(s) failed. Students will still have to sit out (1) one competition.
 3. (Incoming Freshman) will be ineligible for (1) one competition
 4. Remain ineligible after 15 consecutive school days (21 calendar days - Fall) until proof of passing all courses is provided using a grade check sheet
 - a. Ineligibility begins the day after grades are posted
 5. Be assigned to Academic Support Program for two hours per week for three weeks
 6. Complete grade checks until the next progress report is posted and must be passing all classes during that time to remain eligible for competitions
 - ii. Incomplete Grade
 1. Same as failing grade above except eligible for competition when grade is passing.
 - iii. D+, D, or D-
 1. Assigned to Academic Support Program for two hours per week for two weeks

5. Middle School Academic Eligibility

- a. Students with a failing grade at progress report time (4 weeks) will
 - i. no longer be eligible for competitions until proof of passing courses is provided using a grade check sheet
 - ii. be assigned to Academic Support Program
 - iii. grades must be passing for the remainder of the quarter to remain eligible for competitions
- b. Students with a failing quarter grade will
 - i. be ineligible for a minimum of one competition
 - ii. remain ineligible until proof of passing all courses is provided using a grade check sheet
 - iii. be assigned to Academic Support Program
 - iv. complete grade checks until the next progress report is posted and must be passing all classes during that time to remain eligible for competitions

GROUP 2

1. **Prior to Beginning a Co-Curricular Activity Or Starting The Next Season:** Students who have outstanding school obligations (registration, activity, library, food service, lost equipment/uniforms, etc.) are expected to fill out necessary forms and pay fees and fines.
2. Students in a co-curricular activity are ineligible to participate until
 1. Signed participation agreement/permission slip
 2. Emergency contact information

3. Students with a failing grade in the previous quarter prior to starting a co-curricular activity must be assigned to the Academic Support Program for a minimum of two weeks and be passing all classes before being eligible to participate.

ATTENDANCE

Absences

1. A student must be present in school all day on the day of a contest unless excused, in writing, in advance of the activity (for reasons other than illness) by the Building Principal or designee. Examples of possible excused absences are, but not limited to:
 1. Medical/Dental Appointment
 2. Bereavement
 3. Driver's Exam
2. A student that misses any part of the school day for an unexcused absence may not practice or participate in a competition/event or practice. This includes skipping and being late for a class.
3. A student that misses any part of the day due to illness may not practice or participate in a competition/event.
4. A student that is suspended in or out of school is not eligible for practice or competition/event.
5. A student with detention accumulated is not eligible for practice or competition/event unless detention time is completed as scheduled.

MINOR VIOLATIONS

Violations

1. Multiple disciplinary referrals
2. Cheating/Plagiarism
3. Vulgar language, fighting, or truancy that results in a police referral
4. Lying about a possible violation
5. Unsportsmanlike conduct to a crowd or opposing players
6. Offenses unbecoming of a co-curricular participant

Consequences

1. Student suspended for (1) one competition/event
2. For activities with no competitions or events, a term of suspension will be determined and will be assigned by the administration.

MAJOR VIOLATIONS

Violations

1. Use or possession of alcohol, drugs, tobacco/nicotine/ vaping/paraphernalia
2. School violence (assault, weapons possession)
3. Harassment/Bullying
4. Vandalism
5. Criminal activity
6. 2nd and subsequent suspensions
7. Multiple minor violations

CONSEQUENCES*

GROUP 1

1. First Offense
Suspension of 20% of the events scheduled for the current season
 - a. Self-reporting: Self-reporting is an important step in taking responsibility. If a student self-reports, within the next school day after the violation occurred and before discovery by the administration, the suspension will be reduced to 10%. Self-reporting can only be used on the first offense.
 - b. If a violation includes illegal activity and/or alcohol, tobacco, drugs, and/or vaping, there must be a parent/student meeting with the school counselor and school administration before reinstatement.
2. Second Offense
 - a. Suspension of 50% of the events scheduled for the current season
 - b. Parent/student meeting with the school counselor and school administration before reinstatement. In this meeting, a plan will be developed to ensure no future violations, including identifying what has been done, and the plan to change the behavior.
3. Third Offense and Beyond

- a. Suspension of 12 months from all activities
- b. After one calendar year, the student may apply for reinstatement to a committee of the Principal, Activities Director, School Counselor, and parents.

CARRYOVER RULE

If a consequence cannot be finished in the current season, the total games to be sat out in the next sport will be determined by the percentage of games yet to be served in the current sport, and then the remaining games/events will be sat out in the next sport an athlete participates in.

ALL-CONFERENCE CONSIDERATION

Athletes who have violated the school's Co-Curricular Code of Conduct, and the action results in the student serving a suspension from the sport or activity during the season, will not be eligible to be nominated for All-Conference consideration for that season.

WIAA FELONY REGULATIONS

Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid their debt to society and the courts consider the sentence served (including probation, community service, etc.).

GROUP 2

1. First Offense and Beyond
 1. A committee consisting of the Activities Director, Principal, and Activity Advisor will develop a restorative plan.
 2. Parents and the participant will be notified in writing within 5 school days of the committee's plan for reinstatement to activity.

***Note:** A student begins High School starting over with "zero offenses"; however, any remaining suspensions not served from offenses in Middle School must be served.

RIGHT OF APPEAL

Each student has the right to appeal any violation of the Co-Curricular Code of Conduct and will remain ineligible to compete until the decision is final. However, the purpose of an appeal will be to determine guilt or innocence. A student will NOT be allowed to appeal the length of a suspension.

APPEAL PROCESS

Due process is a procedure that the courts of law recognize as a necessary part of any rules and regulations. It requires a notice of charges, a presentation of evidence at a hearing, a decision based upon evidence, and an appeals process in the event that an individual feels a wrong decision has been made. The appeals process outlined hereafter is the procedure for a student and parents to follow in appealing decisions relating to eligibility. Appeals may not be made for academic ineligibility. It should be understood that students and parents are expected to follow the due process steps in the event legal action should be initiated at some later date. Students are not eligible for participation during the appeal process.

After the Activities Director reaches a decision, parents will be notified by telephone, email, or letter. Parents may appeal the decision, in writing, to the Activities Director within (7) days from the date they are notified that their child is ineligible.

After an appeal has been received, a date for a hearing with the Co-Curricular Review Board will be established by the Activities Director no later than seven (7) days after the receipt of the written appeal. Present at the hearing shall be the Co-Curricular Review Board, the student, parent(s) or guardian(s), and other persons as deemed necessary by the Activities Director. The Co-Curricular Review Board shall consist of three non-involved faculty members, one non-involved head coach, and one non-athletic activity advisor, and shall be chaired by the Activities Director. The student will be provided with an opportunity to testify and present other evidence on their behalf. The decision reached after the hearing will be put in writing and a copy will be mailed within three (3) days to the student and parent(s) and/or guardian(s).

PARTICIPATION IN SPORTS DURING THE SAME SEASON

Athletes must apply for "dual participation" before the beginning of the season and must demonstrate a commitment to both programs in a meeting with the Activities Director, coaches, and parents/guardians. The athlete must also show they are capable of handling the classroom commitments during a busy season. Boscobel Area Schools reserves the right to

deny dual sport participation for student-athletes because of academic concerns at any time during the season or beginning of the season. Athletes are expected to be in good standing. (Contact the Activities Director for more information)

TRAVEL TO CONTESTS/ACTIVITIES

All students participating in contests/activities are required to ride in school vehicles to and from the events. The only exception is to be transported home by your own parent/guardian. A written note/sign-out sheet must be submitted by a parent/guardian at the event to the coach or advisor in charge. Students with 18-year-old adult status may sign themselves out but they must prearrange to do so with the coach/advisor and Activities Director. With regard to music students whose scheduled competitions are much later in the day than the bus time, an exception may be made to ride with a parent/guardian to the event as long as advance written permission has been granted from the Principal or Activities Director.

ATHLETIC EQUIPMENT AND FACILITIES

Students and/or their parents will be held responsible for any lost, misplaced, or damaged school equipment issued to the student.

INJURIES AND THEIR CARE

Any school-connected injury must be reported to either a coach/activities director/advisor by the next school day (morning). The parent/guardian must be notified and the injury report form must be completed and returned to the MS/HS office by the next school day.

If any activity participant has a special medical problem, the coaches/advisors/activities director/school nurse must be notified of the medical problem.

Once a student receives medical attention from a physician, they cannot practice on any basis until a physician or certified athletic trainer gives a written release.

PARENT/STUDENT CONCERNS

If students have any concerns/problems, they should first discuss them with their coach or advisor **in private**.

Parents who wish to voice a concern will contact the coach/advisor to schedule a conference. **You must allow 24 hours after a contest/event before contacting the coach/advisor. There will be no tolerance for interaction with coaches/advisors during or immediately after competitions/events.** If the parent and student are not satisfied with the outcome of the meeting with the coach/advisor, they can request a meeting, first with the Activities Director, then the Building Principal, and then, if necessary, with the District Administrator, in order to attempt to resolve perceived problems.

Appendix A - Board Policy 5517

5517 - STUDENT ANTI-HARASSMENT

Prohibited 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).

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 reoccurrence, 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 prompt 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 complaints 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 by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

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 harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s) 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) unless expressly stated otherwise herein.

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means individuals, students, administrators, teachers, and staff, as well as 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 School 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 School District community at school-related events/activities (whether on or off District property).

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student’s educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student’s sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

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

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student’s Protected Class that:

- A. places a student in reasonable fear of harm to their person or damage to their property;
- B. has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

“Harassment” also includes “hate speech” directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice.

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person’s employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;

- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

- 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 - 2. rating a person's sexuality or attractiveness;
 - 3. staring or leering at various parts of another person's body;
 - 4. spreading rumors about a person's sexuality;
 - 5. letters, notes, telephone calls, or materials of a sexual nature;
 - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

- 1. hugging, kissing, or other physical contacts with a student;
- 2. telling sexual jokes to students;
- 3. engaging in talk containing sexual innuendo or banter with students;
- 4. talking about sexual topics that are not related to the curriculum;
- 5. showing pornography to a student;
- 6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- 7. initiating or extending contact with students beyond the school day for personal purposes;
- 8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
- 9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- 10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker room, asking about bra sizes or previous sexual experiences);
- 11. going to a student's home for non-educational purposes;

12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the District Administrator.

- K. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- L. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, or persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as "Anti-Harassment Compliance Officers"; hereinafter referred to as the "COs").

Danelle Schmid
Elementary Principal
200 Buchanan Street
Boscobel, WI 53805
608-375-4165
schmdane@boscobel.k12.wi.us

Pete Schroeder
Middle/High School Principal
300 Brindley Street
Boscobel, WI 53805
608-375-4161
schrpete@boscobel.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the student handbooks and on the School District's website.

The Compliance Officer(s) 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 harassment.

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes they have been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall report the alleged harassment to one (1) of the Compliance Officer(s) within two (2) days.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the Board has designated both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

A CO will be available during regular school/work hours to discuss concerns related to harassment and to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), or the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the District Administrator. In the case of a complaint against the District Administrator or a Board member, the CO will prepare recommendations for the Board Attorney who has been designated to serve as the decision-maker for such complaints. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) days of learning of the incident.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the District Administrator, or Board President if the matter involves the District Administrator, engage outside legal counsel to conduct the investigation consistent with this policy.

Filing a Complaint and Initial Processing of a Complaint

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student, or the student's parent/guardian, who believes that the student has been subjected to harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR") and/or other applicable government agency. The Chicago Office of the OCR can be reached at 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; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

If at any time during the investigation process, the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

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 have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01- Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 -Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer shall keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

Complaint and Investigation Procedure

A Complainant may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

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

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer 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 reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the District Administrator prior to any action being taken, except for complaints against the District Administrator, in which case the Board President should be consulted. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The Complainant shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the Complainant.

Generally, within two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

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

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

Generally, within five (5) days of receiving the report of the CO or designee, the District Administrator, or in the case of a complaint against the District Administrator or a Board member, the person designated to serve as the decision-maker for the complaint either must issue a written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent. The District Administrator may redact information from the decision consistent with applicable law. 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) 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 shall be final. If the Complainant feels that the decision does not adequately address the complaint they may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction ("DPI"), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or Third Party alleging the harassment pursues 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.

To the extent required by law or permitted by the District, the parties may be represented, at their own cost, at any of the above-described meetings/hearings.

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 Office for Civil Rights, 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 the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

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 investigation, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO 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.

Directives During Investigation

The CO may recommend to the District Administrator placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. For example, administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation may be required to answer questions that could also involve criminal investigations or sanctions, including the existence of a co-occurring law enforcement investigation are still required to answer questions concerning the District's investigation, but are entitled to do so without waiving their Constitutional right against self-incrimination that applies during a criminal investigation. Employees should be advised of this right, through what is often referred to as a "Garrity Warning". The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

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 because of 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 harassment by taking appropriate action reasonably calculated to stop the harassment 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 law.

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 harassment 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 reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/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, or because that individual 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 School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all 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. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;

- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. 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 Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. 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.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation shall be retained in accordance with Policy 8310 - Public Records, Policy 8315 - Information Management, Policy 8320 - Personnel Records, and Policy 8330 - Student Records for not less than three (3) years, but longer if required by the District's records retention schedule.

T.C. 10/8/18

Revised 4/15/19

Revised 6/8/20

Revised 11/8/21

Revised 10/19/22

Revised 8/23/23

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Legal
 48.981, Wis. Stats.
 118.13, Wis. Stats.
 P.I. 9, Wis. Admin. Code
 P.I. 41 Wis. Admin. Code
 20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA)
 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended
 42 U.S.C. 1983
 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
 34 C.F.R. Part 104, Section 504 Regulations
 34 C.F.R. Part 300, IDEA Regulations

Appendix B - Board Policy 2266

2266 – NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

Introduction

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

Coverage

This policy applies to sexual harassment that occurs within the District's education programs and activities and that is committed by a Board employee, student, third-party vendor or contractor, guest, or other members of the school community.

This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the Board's education programs and activities; such sexual misconduct/sexual activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee Handbook(s) if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the District's education programs or activities. Sexual harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by other applicable Board policies and administrative guidelines, applicable State and/or Federal laws and/or Employee Handbook(s) if committed by a Board employee.

Complaints alleging sexual harassment and/or discrimination on the basis of sex are also covered by and subject to the investigation procedures in Board Policy 5517 - Student Anti-Harassment. Complaints not covered by this policy may still be governed by and subject to the procedures in Policy 5517 - Student Anti-Harassment.

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.

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
 1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and the "nonforcible" sex offenses of incest and statutory rape. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.
 - a. *Rape* is the carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is

incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Attempted rape is included.

- b. *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - c. *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
 - d. *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - e. *Incest* is nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.
 - f. *Statutory Rape* is nonforcible sexual intercourse with a person who is under the statutory age of consent as defined by 948.02 or 948.09, Wis. Stats. or whose status as a student prohibits such sexual contact per 948.095, Wis. Stats.
 - g. *Other Sexual Contact* includes the intentional emission of bodily fluids on the complainant, or at the direction of the Respondent, for the purposes of sexual gratification as defined in Wis. Stat. § 940.225(5)(b).
 - h. *Consent* refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
 - i. *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.
2. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:
 - a. A current or former spouse or intimate partner of the victim;
 - b. A person with whom the victim shares a child in common;
 - c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
 - e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.
 3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Complainant: "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent: "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal Complaint: "Formal complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation(s) of sexual harassment. At the time of filing a formal complaint with the District, a Complainant must be participating in or attempting to participate in the District's education program or activity. A "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or a party to the formal complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Actual Knowledge: "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent. Imputation of knowledge-based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

Supportive Measures: "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations), leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), referral to Employee Assistance Program, and other similar measures.

Education Program or Activity: "Education program or activity" refers to all operations of the District over which the Board exercises substantial control, including in-person and online educational instruction, employment, extra-curricular activities, athletics, performances, and community engagement, and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes events and circumstances that take place off-school property/grounds if the Board exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.

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

Third Parties: "Third Parties" include, but are not limited to, guests and/or visitors on School 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 School District community at school-related events/activities (whether on or off District property).

Inculpatory Evidence: "Inculpatory evidence" is evidence that tends to establish a Respondent's responsibility for alleged sexual harassment.

Exculpatory Evidence: "Exculpatory evidence" is evidence that tends to clear or excuse a Respondent from allegations of sexual harassment.

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 Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays),

Eligible Student: "Eligible student" means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Danelle Schmid
Elementary Principal
200 Buchanan Street
Boscobel, WI 53805
608-375-4165
schmdane@boscobel.k12.wi.us

Pete Schroeder
Middle/High School Principal
300 Brindley St
Boscobel, WI 53805
608-375-4161
schrpete@boscobel.k12.wi.u

The Title IX Coordinator shall report directly to the District Administrator except when the District Administrator is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board President. Questions about this policy should be directed to the Title IX Coordinator.

The District Administrator shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Board of the Boscobel School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Danelle Schmid
Elementary Principal
1110 Park Street
Boscobel, WI 53805
608-375-4165
schmdane@boscobel.k12.wi.us

Pete Schroeder
Middle/High School Principal
1110 Park Street
Boscobel, WI 53805
608-375-4161
schrpete@boscobel.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: www.boscobel.k12.wi.us. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The District Administrator shall also prominently display the Title IX Coordinators(s)' contact information – including Name(s) and/or Title(s), Phone Number(s), Office Address(es), and Email Address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of sexual harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this grievance process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for sexual harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

The Process described herein relates exclusively to complaints brought under this Policy. The District will continue to handle complaints subject to the District's other nondiscrimination and anti-harassment policies, including: Policy 5517 - Student Anti-Harassment; Policy 5517.01 - Bullying; 2260 - Nondiscrimination and Access to Equal Educational Opportunity; Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s).

Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or sexual harassment promptly to the/a Title IX Coordinator or to any Board employee, who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of sexual harassment by or involving the Title IX Coordinator, the person making the report should submit it to the other Title IX Coordinator, or another Board employee who, in turn, will notify the other Title IX Coordinator of the report. The District Administrator shall determine who will serve in place of the Title IX Coordinator for purposes of addressing that report of sexual harassment.

The Board does business with various vendors, contractors, and other Third Parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or third-party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or Third Party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or third-party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a formal complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of sexual misconduct/sexual activity not involving sexual harassment will be addressed through the procedures outlined in Board policies, the applicable Student Code of Conduct, or Employee Handbook(s).

Because the Board is considered to have actual knowledge of sexual harassment or allegations of sexual harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of sexual harassment or allegations of sexual harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or sexual harassment must notify the/a Title IX Coordinator within two (2) days of learning the information or receiving the report. The Board employee must also comply with mandatory reporting responsibilities pursuant to Wis. Stat. 48.981 and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee's knowledge is based on another individual bringing the information to the Board employee's attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of sexual harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of sexual harassment is made, the Title IX Coordinator shall promptly (i.e., within two (2) days) of the Title IX Coordinator's receipt of the report of Sexual Harassment) contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related District policies.

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of sexual harassment or otherwise.

Formal Complaint of Sexual Harassment

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a formal complaint involves allegations of sexual harassment by or involving the Title IX Coordinator, the Complainant should submit the formal complaint to the District Administrator, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that formal complaint.

The Complainant's wishes with respect to whether a formal complaint is filed will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

When the Title IX Coordinator receives a formal complaint or signs a formal complaint, the District will follow its grievance process, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee Handbook.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The District will seek to conclude the grievance process within ninety (90) calendar days of receipt of the formal complaint, followed by the appeal process which shall be processed in a timely manner.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action, except that any complaint covered by Policy 5517 - Student Anti-Harassment as well must comply with the timelines in that Policy, however, an investigation may still proceed as required under this Policy. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or an accommodation of disabilities.

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board's grievance process, including any informal resolution processes;
- B. Notice of the allegations of misconduct that potentially constitutes sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must:
 1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
 3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The District shall investigate the allegations in a formal complaint *unless* the conduct alleged in the formal complaint:

- A. would not constitute sexual harassment (as defined in this policy) even if proved;
- B. did not occur in the District's education program or activity; or
- C. did not occur against a person in the United States.

If one of the preceding circumstances exist, the Title IX Coordinator *shall* dismiss the formal complaint. If the Title IX Coordinator dismisses the formal complaint due to one of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee Handbook.

The Title IX Coordinator *may* dismiss a formal complaint, or any allegations therein, if at any time during the investigation:

- A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;
- B. the Respondent is no longer enrolled in the District or employed by the Board; or
- C. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If the Title IX Coordinator dismisses a formal complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the parties.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a formal complaint of sexual harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a formal complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

- A. the allegations;
- B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; and
- C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee sexually harassed a student.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is (are) directed to use the preponderance of the evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an eligible student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

- A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.

The District establishes the following restrictions, which apply equally to both parties, regarding the extent to which an advisor may participate in the proceedings:

Limit the advisor from:

- A. questioning the other party,
- B. answering questions on behalf of any party, and
- C. disrupting the investigation process.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. The investigator(s) and decision-maker(s) must provide a minimum of one (1) days' notice with respect to investigative interviews and other meetings.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the question of any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Determination regarding responsibility: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

The written determination will include the following content:

- A. Identification of the allegations potentially constituting sexual harassment pursuant to this policy;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, [and] methods used to gather other evidence;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the applicable code of conduct to the facts;
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s) and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
- F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

Informal or formal disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in sexual harassment).

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion, and Policy 5611 – Due Process Rights. The discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

Disciplinary sanctions/consequences may be imposed on an employee Respondent who is determined responsible for violating this policy including but not limited to (i.e., engaging in Sexual Harassment):

- A. oral or written warning;
- B. written reprimands;
- C. performance improvement plan;
- D. required counseling;
- E. required training or education;
- F. demotion;
- G. suspension with pay;
- H. suspension without pay;
- I. termination, and any other sanction authorized by any applicable Employee Handbook.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator

can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual. If the District Administrator is the Respondent, the Title IX Coordinator will notify the Board President of the recommended remedies for consideration and, if necessary and appropriate, implementation in compliance with applicable due process procedures, whether statutory or contractual.

The discipline of an employee will be implemented in accordance with Federal and State law, and Board policy. The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School District community or Third Party determined responsible for violating this policy (i.e., engaging in sexual harassment):

- A. oral or written warning;
- B. suspension or termination/ cancellation of the Board's contract with the third-party vendor or contractor;
- C. mandatory monitoring of the third-party while on school property and/or while working/interacting with students;
- D. restriction/prohibition on the third-party's ability to be on school property; and
- E. any combination of the same.

If the decision-maker(s) determines the third-party Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including the imposition of sanctions. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately, imposing a disciplinary sanction/consequence, the District Administrator (or the Board when the District Administrator is the Respondent) will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances. If the Respondent is a Member of the Board, s/he shall be excluded from any determination regarding the imposition of a disciplinary sanction/consequence by the remaining Board members.

The District's resolution of a formal complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process, the District Administrator may involve local law enforcement and/or file criminal charges related to allegations of sexual harassment that involve a sexual assault.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility or from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.

The Complainant(s) may not challenge the ultimate disciplinary sanction/consequence that is imposed.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within five (5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein.

Nothing herein shall prevent the District Administrator (or the Board when the District Administrator is the Respondent) from implementing appropriate remedies, excluding disciplinary sanctions, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s)

for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. The parties' written statements in support of, or challenging, the determination of responsibility must be submitted within five (5) days after the Title IX Coordinator provides notice to the non-appealing party of the appeal.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker's(s') determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted.

The determination of responsibility associated with a formal complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent. No further review beyond the appeal is permitted.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance 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.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, or FERPA's regulations, and State law under Wis. Stat. § 118.12, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Training

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

- A. the definition of sexual harassment (as that term is used in this policy);
- B. the scope of the District's education program or activity;
- C. how to conduct an investigation and implement the grievance process appeals and informal resolution processes, as applicable; and
- D. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint

of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records pursuant to Wis. Stat. § 19.21(6):

- A. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity;
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website.

Outside Appointments, Dual Appointments, and Delegations

The Board retains the discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains the discretion to appoint two (2) or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The District Administrator may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation, may be rescinded by the District Administrator at any time.

Discretion in Application

The Board retains the discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains the discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right or as part of any other express or implied contract. Accordingly, the Board retains the discretion to revise this policy at any time, and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

Revised 11/8/21

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Legal

20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
34 C.F.R. Part 106
19.21(6), Wis. Stats.
118.25, Wis. Stats.
120.13, Wis. Stats.
948.02, Wis. Stats.
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