

SCHOOL HOURS

Classes are in session from **8:05 AM to 3:05 PM**. The main office is open from 7:30 AM to 3:05 PM, and the Student Services Office is open daily from 7:35 AM to 3:25 PM.

ACADEMICS

Academic Honesty Policy

All school work submitted for the purpose of meeting course requirements must represent the effort of the individual student. Academic dishonesty includes, but is not limited to, the following: plagiarism, forgery, copying or stealing another person's work, creating more than one copy of one's work for distribution, doing another person's classwork, allowing another person to copy one's own work, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and representing it as one's own [for example, using electronic resources (e.g., websites, blogs) inappropriately], unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Any form of academic dishonesty is illegal, unethical, and prohibited. Violations will result in disciplinary action, which may include a detention or office referral.

Nondiscrimination and Access to Equal Educational Opportunities **(Board Policy 2260)**

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender 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.

Section 504/ADA Prohibition Against Discrimination Based on Disability **(Board Policy 2260.01)**

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

Make-Up Work/Retakes

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 his/her 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. (School Board Policy 5200)

Report Cards/Progress Reports/Grades

Report cards are sent home with students at the end of each quarter. The final report is mailed home. Mid-term progress reports are sent home for

students earning grades at the D or F level, or who have shown significant decline in their grades (School Board Policy 5420).

Parents and students can access grades online using Infinite Campus. This program will allow parents and students with Internet access to stay up-to-date with assignments, quizzes, and test grades. If you have questions regarding your account, please contact our main office.

AFFECTIONATE CONDUCT

Handholding and/or other excessive / inappropriate displays of affection or bodily touching while at school is inappropriate.

ATTENDANCE **(Board Policy 5200)**

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

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.

Administrative Guideline 5200

The School Board requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Reporting Absences

Parents are expected to report their children's absences on the day of the absence at 262-971-1820, ext. 2. Excessive excused and/or unexcused absences are a concern and will involve pupil services staff and administration. Absences exempt from the above provisions include school-sponsored field trips and contemplated absences authorized in advance of the actual absence. A doctor's excuse may also be requested. If a student is unable to participate in physical education for more than three days, a doctor's excuse is needed.

If the student has a planned absence, a **Planned Absence Form** must be obtained from the Student Services window or downloaded from the LDMS website. Homework arrangements should be made with the student's teacher(s) prior to the absence.

Parents are encouraged to send their child to school on **Recognition Day**. This is an important day with academic programming and recognition.

We encourage **family vacations** to be scheduled outside of the school calendar whenever possible. Students miss not only direct instruction, but also the crucial interaction that takes place during the lesson. Because of the nature of the middle school curriculum, students may not be able to "make up" missed learning with textbooks or worksheets.

Students who need to **leave school** during the school day must have written parental permission and administrative approval. Parents must sign out students at the Student Services window. If someone other than a parent is picking up a student, a written note is needed stating who is picking up the child.

Tardiness

Students who are tardy to school in the morning are to check in at the Student Services window.

A student will be considered tardy for class if he/she is not IN THE CLASSROOM when the hallway clock indicates the start of class. The procedure for dealing with student tardiness is as follows:

1. First tardy – Recorded by classroom teacher.
2. Second tardy – Teacher should record and contact parent/guardian.
3. Third tardy – Teacher assigns detention with student and either contacts parent/guardian or arranges a student-parent-teacher conference.
4. Subsequent tardiness – Referral to administration.

Tuancy

If a student is truant from school, parents will be contacted by phone and/or mail and disciplinary action will be taken. To share information and updates regarding student attendance, please note that when a child has missed five days of school, LDMS provides parents/guardians with a letter. When a child has been absent ten days, another letter is sent. Excessive truancy may lead to a court referral. (School Board Policy 5200)

BACKPACKS AND BOOK BAGS

Students are not permitted to carry backpacks or book bags to classes due to insufficient classroom space for these large items.

CANINE-ASSISTED SEARCHES (School Board Policy 5771)

In order to protect the safety and welfare of students/staff and to promote a drug-free school environment, the school board authorizes the use of canines trained for detection of drugs and/or explosive devices, which are accompanied by law enforcement officials. Such activity will be authorized in advance by the superintendent or designee in communication with the relevant principal(s). A law enforcement officer specifically trained to safely and competently work with the dog must handle the canine while on school property.

Canine-assisted searches will typically be used randomly in the belief that preventive search can be beneficial to ongoing drug prevention and student/staff safety efforts. However, canine-assisted searches may also be used more deliberately if administration believes controlled substances or explosive devices may be in a school district building but at unknown locations.

Canine-assisted searches will include, but are not limited to, the exploratory sniffing of the outside of lockers, vehicles parked on school property, and any other areas of school property deemed appropriate by administration. Canines may be used without prior immediate notification to students, parents/guardians, and/or school personnel. A positive reaction by a trained canine will provide reasonable suspicion for a search of the locker, vehicle, or other property of a student, school personnel, or visitor to the school according to established procedures.

A student or school employee is subject to disciplinary action by the school administration and possible law enforcement action if controlled substances, explosive devices, or any other prohibited or illegal items are discovered and possession is attributed to the student or employee. Any items seized during a search by school officials will be safeguarded until a decision on disposition of the items has been made by appropriate authorities.

CONFERENCES

Parent/guardian-teacher conference days are scheduled in October and March. Conference dates, hours and details will be included in the monthly parent newsletter. All students are welcome and encouraged to come with their parents/guardians.

If you would like to schedule a conference at any time during the school year, please do not hesitate to call or email your child's teacher(s).

CONTACTING YOUR CHILD'S TEACHERS

During school hours, classroom telephones are unable to receive incoming calls from outside the school. You may call and leave a message on the teacher's voicemail during the day and the teacher(s)

will return your call at their earliest convenience. Teachers may also be contacted through the district e-mail. You can find the staff directory located on the LDMS website.

If you have an urgent message for your child, please contact Student Services Office to have the message delivered to your child.

CO-CURRICULAR ACTIVITIES

Co-Curricular Code

The Muskego-Norway Co-Curricular Code has been endorsed and adopted by the School Board. Every student who wishes to be involved in the district's Co-Curricular Activity Program must agree to abide by the principles of attendance, academic achievement, and proper conduct outlined in the code. Students are given a copy of the code to sign. This code is in effect at all times, twelve (12) months a year from the first day a student becomes involved in the Muskego-Norway Co-Curricular Activity Program until such time that the student graduates from high school and has completed all school sponsored activities. Co-curricular activities offered include: Student Council, volleyball, basketball, cheerleading, Ski Club, cross-country, intramurals, Destination Imagination, wrestling, Chess Club, school musical, newspaper, Yo-Yo Club, Art Club, and yearbook (other club(s), etc. may be developed throughout the year).

Physical Forms/Athletic Eligibility

In order to be eligible for co-curricular activities, the students must have met the criteria as outlined in the co-curricular code. Academic criteria requires that students have a 2.0 GPA and have no more than one (1) failing grade during the preceding nine (9) weeks. For activities that begin during the first quarter of a year, fourth quarter grades from the previous school year will be used to determine academic eligibility.

All athletes participating in interscholastic sports (those which play other schools) will be required to have a physical prior to tryouts. All physicals will be good until promotion from eighth grade. Have your doctor fill out the physical card (salmon). Each year after the physical, you must file an alternate year card (yellow), which the athletes' parents sign. Sports requiring a physical are sixth, seventh, and eighth grade basketball, cross-country, track, wrestling, cheerleading, and seventh and eighth grade volleyball.

CURRICULUM - WHAT IS MY CHILD LEARNING THIS YEAR?

Teachers are responsible for teaching and assessing the Common Core State Standards as well as other state/district standards; the state assesses the standards in third, fourth, fifth, sixth, seventh, eighth, and tenth grade. A complete list of the standards is available on the Department of Public Instruction website at www.dpi.state.wi.us or from your child's teacher(s).

DAILY ANNOUNCEMENTS

Our daily announcements are either read aloud to students or televised and broadcast throughout the school. They are also published on Infinite Campus so parents/guardians can stay up-to-date with our day-to-day operations and information.

DARE (Grade 5)

The Drug Abuse Resistance Education program is a program taught to 5th graders to help them resist pressures which may influence them to experiment with alcohol, tobacco, marijuana, inhalants, and other drugs. Students are also introduced to the DARE decision making model that will assist them in problem solving and help them make wise decisions. For 10 weeks, the School Resource Officer will visit each classroom weekly for one period to teach the program. DARE shirts are provided for students and they are encouraged to wear their DARE shirt on DARE instruction days. At the end of 10 weeks the students will participate in a DARE Graduation where they make a commitment to stay drug free. Families are invited to attend the graduation which is held at 2:00 p.m. on a school day after DARE classes are completed.

DIRECTORY INFORMATION

Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences.

Student "directory data information" may include the following:

- Student's name, address, telephone listing, date and place of birth, participation in activities and sports, student photographs, dates of attendance, major field of study, degree and awards received, height and weight of athletic team members, and name of the school most recently/previously attended by the student.

Parents have the right:

1. To deny the release of such information.
2. To inspect, review, and obtain copies of student records
3. To request the amendment of students school records (and how to make the request) if they believe the records are inaccurate or misleading
4. To consent to the disclosure of the student's school records, except to the extent of State and Federal law authorizes disclosure without consent

(School Board Policy 8330)

DRESS CODE (Board Policy 5511)

The School Board 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.

Student dress guidelines are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Limitations in the dress code during the school day or at school activities (except in such instances where school sanctions the wearing of any of the following for a special activity) are as follows:

- No sunglasses (unless worn under the recommendation of a doctor)
- No bare feet, stocking feet or slippers
- Provocative, revealing and sexually explicit clothing will not be allowed. Specifically, no part of any undergarment is to be visible while standing or sitting; no strapless tops, off the shoulder, or visible bra straps, spaghetti straps or straps of any kind; no low cut tops; no "muscle" underwear shirts, or short skirts. Shorts and skirts should be mid thigh or longer for students. No visible boxer shorts with loose, low pants.
- No wearing or carrying of head apparel (including but not limited to hats, caps, bandannas, hoods (sweatshirts) and scarves)
- No insignia, jewelry, or clothing that could identify an individual as a member of a gang
- No jackets or coats (including windbreakers and parkas) during the course of the day in the classroom
- No swimming attire, bare chests/midribs/back, or sleeping attire
- No clothing/attire representing or related to drugs or alcohol
- No clothing determined to be offensive either sexually or in a discriminatory fashion
- No pocket chains

***NOTE: School administrators will make the final decision as to what constitutes appropriate dress.**

EDUCATIONAL PROBLEM SOLVING PROCESS

The development of lifetime communication skills and honesty, integrity, respect, dedication, commitment, and loyalty are all important qualities for students to learn. One of the most important lifetime skills that can be developed through participation is problem solving. Students should learn to embrace it as an educational opportunity. Although these skills are best developed in the home, Lake Denoon Middle School feels an obligation to reinforce their development. The following steps are encouraged to be followed in the order presented when trying to resolve a problem.

1. The student should speak with their parent/guardian regarding the problem. Discussion should focus on ways to resolve the problem. If the problem is not resolved at this step, proceed to step #2.
2. The student should talk with the classroom teacher involved to resolve the problem. If the problem is not resolved, proceed to step #3.
3. The parent should contact the classroom teacher to arrange a parent, teacher, student, conference. If the problem is not resolved, proceed to step #4.
4. The parent should contact the associate principal to arrange a teacher, parent, student, administrator conference. If the problem is not resolved, proceed to step #5.
5. The parent should contact the principal to arrange for a conference regarding the matter.

EMERGENCY SCHOOL CLOSING INFORMATION

When it becomes necessary to close school or delay the starting time due to weather conditions or other emergencies, an automated call will be activated by our calling system and it will be announced on the following stations:

Radio:	WTMJ	620 AM	WEMP	1250 AM
	WOKY	920 AM	WISN	1130 AM
	WKTI	94.5 FM	Television:	Channels 4, 6, 12

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents and eligible students who need assistance or wish to file a complaint under the Family Educational Rights and Privacy Act FERPA may do so in writing to the Family Policy Compliance Office, US Department of Education, 400 Maryland Ave SW, Washington, DC 20202-5920.

FOOD

All food and drink must be consumed in the cafeteria. Only bottled water is allowed in hallways and classrooms.

FRIDAYS ARE SCHOOL SPIRIT DAYS

Students and staff are encouraged to wear school colors, navy and white, or school spirit wear every Friday.

GIFTED PROGRAM

Muskego-Norway Schools provides for the continuous identification of gifted and talented students in the areas of specific academic ability (reading, writing, science, social studies, math), general intelligence, creativity, leadership, artistic ability (visual/performing arts), and psychomotor strength. Multiple criteria will be used to identify gifted and talented pupils, and pupils may be identified in more than one category. Parents/guardians of gifted and talented students will be provided opportunities to participate in the planning of the proposed program.

The identification process requires a nominator to complete a referral form and meet with school personnel and the child's parent/guardian at a Child Study Team (CST). Referral forms are available in school offices. If the child is identified gifted and talented, the team will consider whether additional educational supports are required and whether an education plan is needed.

If you need any further information, you can contact Kristi Brooks Director of Secondary Student Learning, at (262) 971-1800, ext. 2309.

HEALTH, ACCIDENTS, AND MEDICATION

Health Room

The health room is located near the main office in room 436. If a student becomes ill or injured during the school day, he/she reports to the health room with a pass. When appropriate, accident reports will be filled out by the health room aide.

Medication Administration

Students who are required to take medication of any sort must have a completed, signed medication form on file in the health room. These forms are available at registration, in the health room, and on our website. Medication of any kind must be taken in the health room. The medicine must be in a bottle or dispenser issued by the pharmacy. Students are not permitted to carry any medication or keep it in their lockers. (School Board Policy 5330)

Guidelines for Keeping Sick Children Home

The following information is not intended to take the place of your pediatrician's advice but to provide guidelines to be followed until your doctor can be contacted for his/her opinion.

Stomachache/Vomiting/Diarrhea

Contact your doctor if your child has a stomachache that is persistent or severe enough to limit his/her activity. If vomiting occurs, keep your child home until he/she can keep fluids and foods down. A child with diarrhea should be kept home. Call your doctor if prompt improvement does not occur.

Cold/Sore Throat/Cough

The common cold presents the most frequent problem to parents. A child with a "heavy" cold and a hacking cough belongs at home in bed, even though he or she has no fever. If your child complains of a sore throat and has no other symptoms, he or she may go to school. If white spots can be seen in the back of the throat or a fever is present, keep him or her at home and call your doctor.

Rash

A rash may be the first sign of one of many of childhood's illnesses, such as chicken pox. A rash or spots may cover the entire body or may appear in only one area. Do not send a child with a rash to school unless your doctor says it is safe to do so.

Pain

If your child has a toothache, call your dentist. For earaches, consult your pediatrician without delay. A child whose only complaint is a headache usually need not be kept home.

Fever

A fever is warning that all is not right with the body. The best way to check for fever is with a thermometer, which everyone should have at home. No child with a fever over 100° by mouth should be sent to school. When a thermometer is not available, check the child's forehead with the back of the hand. If it is hot, keep the child at home until the fever can be checked with a thermometer. Do not allow your child to return to school until he or she has been free of fever for 24 hours.

Children have been kept home from school for reasons other than illness. Unnecessary absence from school may have a bad effect on a student's attitude, work habits and progress. Use your own good common sense and remember: Sick children belong at home and well children belong at school.

HOMEWORK EXPECTATIONS

Homework is assigned as a way for students to practice, reinforce, and apply the skills that have been worked on in class. Students need to apply the skills to real life situations and see the usefulness of their skills when they step away from the classroom.

Homework will range from daily reinforcement of skills to long-term projects. Some homework may require independent research as the answers will not be directly from books or notes. The expectation is for homework to be completed before arrival at school the following day. Effective learning is not productive when assignments are done in a rushed manner.

In the event that your child is absent, homework will be available for your child to be completed at home. School Board policy allows a one day extension for each consecutive day of absence. Work will not be sent home prior to a planned absence due to the sequential and

hands-on-nature of the curriculum. Upon return to school, students will review what has been missed.

All assignments must be written and completed by the student with minimal parental/guardian assistance. It is important for Parents/guardians to coach their child, to ask questions to lead them to correct answers, rather than to give the answer to the child. If your child is spending more than 40-50 minutes per night on homework, PLEASE call your child's teacher(s). If your child spends more than 10 minutes on any one math problem, have her/him go on to the next problem and bring the work to school for help from his / her teacher. In order for staff to accurately assess your child's knowledge and progress working through the Wisconsin State Standards, Parents/guardians are strongly urged to allow their child to "own the work."

Parents/guardians or guardians have a significant role in their child's education. We need your help at home to make homework a useful and productive experience. To do this, please make homework a top priority at home. Some things that will facilitate this are a quiet workplace, necessary supplies, and a specific time each day for homework to be done.

If there is a legitimate reason for a student not completing homework, please be sure to let the respective classroom teacher know with a note stating the reason for the incomplete work. Your child's teacher will work with you and/or your child to complete the work. The note must be signed by a parent.

INFINITE CAMPUS

Parents and students can access grades online using Infinite Campus. This program will allow parents and students with Internet access to stay up-to-date with assignments, quizzes, and test grades. If you have questions regarding your account, please contact our main office.

INSURANCE FOR STUDENTS

If parent(s)/guardian(s) of a student choose to have insurance coverage for general accident, intramural, or interscholastic activity, it must be provided at their own expense. (School Board Policy 8760)

LOCKERS/DESKS

School lockers and desks in the Muskego-Norway School District are the property of the school district. Students will be held responsible for damage to their lockers and desks. At no time does the District relinquish its exclusive control of student lockers and desks, which are provided for the convenience of students. School authorities, for any reasonable suspicion, may conduct periodic general inspections of lockers and desks at any time, without notice, without student consent, and without a search warrant. Students will be assigned a locker and are expected to use that locker the entire year and are responsible for its condition and its contents. The school retains the right to search lockers when there is reason to believe that the locker contains stolen, illegal, or harmful items. Any unauthorized items will be removed. Students are expressly prohibited from tampering with and/or entering into lockers, which are not assigned, to them. **LOCKERS MUST BE LOCKED AT ALL TIMES. In the interest of student safety, students need to purchase (\$5.00) a combination lock from LDMS. These combination locks also have a key hole that will allow school administrators to search the contents of a locker if the need arises. The lock's serial number must be registered with school personnel. Students may NOT purchase/use an outside lock. Lost, stolen, or replacement locks can be purchased (\$5.00) in the Student Services Office.** Although student lockers are considered school property, the District expects students to assume full responsibility for the security of their lockers. Locker decorations should be hung with poster putty or magnets and must be appropriate for the learning environment; balloons are not allowed. Open food or beverages are not permitted in the lockers. A student's locker privilege may be revoked. Students should **NOT** give their locker combinations to other students. The school is not responsible for items stolen from lockers. Students should not bring valuable items to school. (School Board Policy 5771)

LOST AND FOUND

The lost and found area is located in the receiving area. Smaller items (i.e. jewelry) are in Student Services. Items not claimed at the end of each quarter are donated to a charitable organization.

LUNCH

Students eat in the commons. After the first week of school, students select and remain in a seat for set period of time. Students who experience problems in the lunchroom are re-assigned seats. Lunchroom and playground rules are posted in the commons. All food needs to remain in the lunchroom. Students wash their lunch tables and sweep the floor under the tables on a rotating weekly basis.

The hot lunch program provides a choice of three hot entrees and salad each day and various a la carte items. Students may bring their own lunch. **Students are expected to use their honor cards.** Students who buy lunch at school need to deposit money into their account in a drop box near the kitchen. Application forms for free or reduced lunch are available from the main office or Student Services.

All students are expected to go outside during an assigned portion of the lunch period. Indoor recess will occur when the weather is inclement. (Students should come to school prepared for the weather.) When the wind chill is below zero (0) students are kept inside for recess.

PARENT TEACHER ORGANIZATION (PTO)

The goals of PTO are to promote understanding and foster cooperation among parents/guardians, educators, and students. The PTO also provides extended educational and recreational activities to students after school. Activities may include the Book Fair, Spaghetti Dinner, 5th grade activities, spirit wear, and 8th grade end-of-the-year promotion activities. Fundraising by the PTO is primarily limited to Legacy Bricks, General Mills labels, and Target. This group meets regularly throughout the school year. Meeting dates and times are listed on our school webpage and are also provided in each monthly Parent/Guardian Newsletter. Meetings are kept to an hour in length, and agendas include updates from each volunteer committee.

PASSES

Students are required to have a classroom pass when moving throughout the building.

Students need a written pass to use the library to complete reference work (the pass needs to indicate the reason for using the library). Students who are not working and/or display inappropriate behavior will be sent back to their classroom and may lose library privileges.

Board Policy 5136 - PERSONAL COMMUNICATION DEVICES

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

While elementary and middle school students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities), and at school-related functions, they must be kept out of sight and silent during the instructional day (from the bell at the beginning of the day until the dismissal bell at the end of the day).

High school students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., co-curricular activities), and at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited, and they must be silenced and stored out of sight.

PERSONAL COMMUNICATION DEVICES (CELL PHONES) & ELECTRONIC EQUIPMENT (SCHOOL BOARD POLICIES 5136 & 5136.01)

Personal Communication Devices (Cell Phones)

While middle school students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities), and at school-related functions,

they must be kept out of sight and silent during the instructional day (from the bell at the beginning of the day until the dismissal bell at the end of the day).

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones), smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school by the District's network. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or a parent/guardian is required by the administrator to pick it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned-over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during co-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy [5771](#) – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

Electronic Equipment

While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using a camera or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using cameras and other electronic equipment/devices to capture or record test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation

where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices may be confiscated from the student by school personnel and disciplinary action taken.

If a camera or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Any electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's office until it is retrieved by the parent/guardian. Electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy [5771](#) – Search and Seizure.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

PETS AT SCHOOL (BOARD POLICY 8390 – ANIMALS ON DISTRICT PROPERTY)

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

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those utilized by law enforcement officers, those that provide assistance to a student or staff member who has a seizure disorder, or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, household pets are not permitted on school property.

PHYSICAL EDUCATION INFORMATION

All students at Lake Denoon must dress appropriately for physical education class. A full length T-shirt, shorts, athletic shoes, and socks must be worn each day. All students have a locker and lock issued to them for physical education class. Lockers must be closed and locked at all times.

PLAYGROUND RULES

The playground rules for Lake Denoon are: Respect others, no bodily contact, return playground equipment to the playground supervisor when recess ends, stay in designated areas, and follow all school rules.

POSTERS/ADVERTISEMENTS

Posters or advertisements must be signed or initialed by LDMS administration prior to posting on school walls, bulletin boards, etc.

PUPIL SERVICES STAFF

The counselor, psychologist, or social worker can help with academic, social, and personal questions when they arise and can answer many questions regarding school programs and activities. You are always

welcome to speak with one of them, as she/he can either help or find the right assistance for many situations.

School counselors, school social workers, school psychologists, school nurses, teachers, and administrators keep information confidential. Exceptions are made when disclosure is required to prevent clear and imminent danger to the student, counselor, or others and when legal requirements demand that confidential information be revealed. The pupil services staff may consult with other appropriate professionals when deemed necessary. In those cases, the professional consulted is under the obligation to keep information confidential. All of the above is in keeping with professional ethical standards and current laws.

RECOGNITION DAY GUIDELINES

Students who maintain positive behavior, have no disciplinary referrals, no more than three detentions, and no D's or F's will be eligible to participate in the recognition celebration at the end of quarters 1-4. Any student who has NOT earned Recognition Day and who is taken out of school and arrives at a Recognition Day activity will NOT be allowed to participate in the following Recognition Day. Should this happen on the eighth grade 4th Quarter Recognition Day, the student will not be allowed to participate in the eighth grade promotion dance. Finally, as a courtesy to students and teachers participating in the Great America trip, any seventh grade student who arrives late to the bus will not be allowed to attend the Great America trip as an eighth grader; eighth grade students arriving late for the bus will not be allowed to attend the eighth grade promotion dance.

School dances, PTO sponsored activities, and Teen Center also require students to have no disciplinary referrals or detentions since the previous Teen Center in order to attend.

SAFETY AND SECURITY DRILLS

Fire drills are practiced monthly and taken seriously. Fire and tornado plans are posted in the classrooms. Students are expected to remain quiet as they quickly exit the building. A tornado/severe weather drill is held in the spring of each year. Additionally, a hall clearing procedure may be enacted in situations that require students to remain out of the hallways for a period of time (e.g., used in the case of a medical emergency, chemical spill, or police canine search). Lockdown drills and police canine searches are conducted both in fall and spring every year.

SCHEDULE CHANGES

Students have four weeks to drop a class. Any schedule change requires administrative approval. Before any schedule can be changed, a student must do the following:

1. Return book(s) and materials to the classroom teacher for signature approval.
2. Submit a note to the child's school counselor from a parent/guardian explaining why the change is in your child's best educational interests and approving the potential schedule change.

No student schedules will be changed except for the following reasons:

- a. Computer error
- b. Failure of the student to meet proper course prerequisites
- c. Administrator recommendation
- d. A need to balance classes by size
- e. Physician signed medical excuse/recommendation.

STUDENT SALES

Students are not permitted to sell candy or other non-school items at school.

TECHNOLOGY/COMPUTERS (BOARD POLICY 7540.03)

Student Computer/Network Violations

Muskego-Norway Schools utilizes a software program as a means to monitor appropriate use of all district computers.

Offenses/violations will result in administrative action which may include, but is not limited to the following: conference with an administrator; parent contact; detention; and/or the revocation of student computer/technology privileges.

Telecommunications Agreement

Responsible users use the Internet in lawful ways and demonstrate safeguards for personal safety and privacy, system security, resource limits, and copyright law. Instant messaging is not allowed from computers at Lake Denoon. Users may not deliberately post or access materials that are inconsistent with the district's code of conduct and educational goals. Students must check with their teacher before printing research/assignments. All students sign the district telecommunications agreement in 5th grade, or upon entering LDMS/Muskego-Norway Schools.

TEEN CENTER

Teen Centers are held periodically during the school year. In order to attend, students must attend school for more than half of that school day and should not have received any disciplinary referrals during the time period between Teen Centers. Students who do not have the specified amount of honor card points will be unable to attend the dance. Honor cards are needed to attend.

TEXTBOOKS

Students are expected to take good care of books and school equipment. Students who deface, destroy, or lose textbooks are responsible for fines or the replacement cost.

TRANSPORTATION

Buses

All school rules apply on all buses. Student conduct on the buses will be in accordance with acceptable conduct in school or at school-sponsored functions. The authority of the driver shall be recognized and respected by students and their parent/guardians. Failure to abide by the rules of conduct established will result in the offender being denied transportation for up to two weeks and/or suspension from school according to school board policy. A repetition of the offense could result in permanent denial of bus privileges. (School Board Policy 8600)

Student Expectations

- All school rules apply on the bus
- Cooperate with the bus driver
- Report to your seat quickly
- Sit in your reserved seat
- Stay seated while the bus is moving
- Open windows half way only
- Keep head, hands, and feet inside the bus
- Keep all belongings on your lap
- Talk quietly, no shouting
- Smoking or use of tobacco products is prohibited
- Eating or drinking on the bus is prohibited
- Be courteous
- Do not use profane language
- Help keep the bus clean
- Physical contact is not allowed on the bus

Bus Passes

Students who wish to ride a different bus should bring a note from their parent and present it at the Student Services window before 2:30 p.m. for a bus pass. **Students will not be allowed to call home for permission to ride a different bus, as written permission is necessary.**

Parent Pick-Up/Drop-Off

To ensure the safety of our students and compliance with the law, please be considerate of the posted NO PARKING – FIRE LANE in front of the building that is for BUS TRAFFIC ONLY. The correct drop-off and pick-up procedure at Lake Denoon Middle School is near the flag pole in the front parking lot. **Please do not drop off your child at school before 7:55 AM,** as supervision is not available until that time. If you need child care in the morning, there are providers in the community that have bus transportation from their site to our school. There is ample parking in the parking lot if you should need to stop in the school. Thank you for your

cooperation in this matter. Reminder: Please keep the handicapped parking spaces accessible at the end of the day when picking up students.

Transportation to Events Held Off-Campus

Students participating in school activities such as athletic events, field trips, etc., are required to ride the bus to and from the event. The only instance in which a student will not be required to return to school on the transportation provided is when parents have requested in advance of the activity to transport their child after the event and when the advisor/coach personally releases the student to the parent at the conclusion of the activity/event.

Walkers/Bike Riders

Walking to and from school is discouraged. Children who have permission from their parent/guardian to walk should be extremely careful and should not walk on the road due to the volume and speed of traffic. Muskego-Norway Schools does not assume any liability for students who walk to or from school. Likewise, the roadways are not deemed to be safe for students to ride their bikes to and from school. The school does not provide racks, and, accordingly, LDMS/MNS cannot take responsibility for children's safety when riding a bike or bike property.

VIDEO CAMERAS

The Muskego-Norway School District has installed video cameras on school property, primarily for the purpose of identifying disciplinary problems and enforcing school rules. Video cameras may be used in any place on school premises where the public, students, and staff have no reasonable expectation of privacy, such as entrances, hallways, stairwells, classrooms, common areas (such as the cafeteria, the gymnasium, and the library), athletic fields, parking lots and school buses. Video cameras will not be used in areas where the public, students and staff have a reasonable expectation of privacy, such as restrooms, locker rooms, private offices and private conference/meeting rooms. The placement of the video cameras is for the purpose of assisting with issues related to discipline and may not be monitored by district staff.

Video cameras will not be used to monitor or record audio (i.e. conversations), except when specifically authorized by the district administrator and when in accordance with state or federal law. Only individuals authorized by the district administrator or building principal may view video recordings.

Students or others found to have violated Board policies or school rules shall be subject to discipline in accordance with established policies and procedures. Should a video recording become part of a student disciplinary action, the recording will become part of the student's behavioral record consistent with the district's student records policy and procedures. The school district reserves the right to provide copies of video recording to law enforcement agencies, as it deems appropriate.

VISITORS

Students who would like to visit our schools are asked to do so after regular school hours with a pre-scheduled appointment. Student visitors are not allowed to attend school during the school day. All visitors must report to the respective building office for permission to remain on school property. In addition, ALL visitors need to present a photo ID in the office upon entering the building and signing in. Visitors will be issued a visitor ID tag that must be worn the entire time the visitor is in the building.

VOLUNTEERS

Muskego-Norway Schools understands and appreciates the important role that volunteers and chaperones play in our schools. We encourage parents as well as other community members to volunteer their time supporting the students and staff of our district schools. In an effort to provide a safe environment for our students, the district has established a **Registered Volunteer Program**.

If you plan to volunteer at a school or chaperone an event during the upcoming school year that may leave you alone with students (i.e., after school coaching, fieldtrip attendance, student mentor, classroom tutor),

please complete the **Registered Volunteer Program Application** form and return it to the main office at your earliest convenience. Applications are available at

<http://www.mnsd.k12.wi.us/content/view/1082/730/>.

The Human Resources department will complete the process and forward a list of registered volunteers to the school office. Please understand that no volunteer or chaperone work can be done unless this form is completed and processed and your name is on file at the school. Subsequent background checks will be done on a rotation cycle or as deemed necessary.

Some Exceptions Apply

Volunteers who always work in the direct presence of a certified school district employee do **not** need to register as a volunteer (i.e., guest speakers, classroom visitors, class party helpers) as long as they are not left alone with students.

Questions can be directed to the Human Resources Department at the Educational Services Center at 262.971.1800 x2120 or 2117.

BEHAVIOR EXPECTATIONS/DISCIPLINE

There are a number of purposes related to school discipline, which include but are not limited to the following:

- To ensure the safety of students, teachers, and staff
- To create a climate conducive to learning
- To teach students skills needed for successful interaction in school and society
- To reduce rates of future misbehavior

Code of Classroom Conduct (School Board Policy 5500)

The district recognizes and accepts responsibility to create, foster, and maintain an orderly, safe, and caring school environment conducive to teaching and the learning process. By using their experience and expertise, staff will create schools where effective learning is possible. Students are expected to come to school ready and willing to learn.

Students should be able to attend school as free and reasonably as possible from unnecessary and unwarranted distraction and disruption. Behavior that fosters such disruption can interfere with the classroom environment and will not be tolerated. A student who engages in classroom conduct or behavior that is disruptive, as outlined in this code, may be removed from class by a teacher and placed in an alternative setting in accordance with established procedures.

Student removal from class is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. In every circumstance the teacher should exercise his/her best judgement in deciding whether it is in the best interest of the learning environment for students to remove a student from class. Throughout this entire proceeding, due process will be followed to ensure all individuals are heard and evidence is presented and documented.

Reasons for Removal from Class

Except as otherwise provided, a teacher may remove a student from class for the following conduct or behavior:

1. **Conduct covered by the district's policies regarding suspension and expulsion** (e.g., conduct rule violations, safety violations, possessing a firearm, knowingly conveying a threat to destroy any school property by means of explosives).

It should be noted that building administrators make decisions regarding suspension, and the district administrator makes recommendations for expulsion. Thus, a teacher's decision to remove a student from class for behavior covered by district policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

2. **Disruptive, dangerous, or unruly behavior.** The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:
 - Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing

- Inappropriate verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing, or verbal harassment
- Behavior that may constitute sexual or verbal harassment
- Repeated or extreme inappropriate conduct that disrupts the educational environment
- Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.
- Inciting other students to act inappropriately, or to disobey the teacher or school or class rules, including (without limitation) inciting others to walk out.

Progressive Discipline

The administration retains the right to issue consequences for acts of discipline not specifically stated herein and to alter any consequences as considered necessary. When student conduct does not comply with building policy, board policy, civil, state, or federal law, appropriate disciplinary action will be taken. Appropriate action may include written or verbal warning, parent notification, detention, suspension, or expulsion. WHEN ACTIONS WARRANT, POLICE REFERRALS WILL BE MADE. Consequences for inappropriate behavior and violations of school and district policies will be dealt with in a progressive manner.

Teacher disciplinary action may include:

- Teacher warning
- Teacher/student conference
- Teacher assignment of before school, lunch, or after-school detention. If student is to be kept after school, the teacher will give 24 hours notice to the parents
- Teacher/student/parent conference
- Behavior contract
- Referral to counselor
- Disciplinary referral

Administrator disciplinary action may include:

- Warning
- Principal/student conference
- Principal/student/teacher conference
- Principal assignment of lunch or after-school detention
- Principal/parent contact via telephone or in writing
- Principal/parent/student/teacher conference
- Referral to counselor or social worker
- Behavior contract
- Suspension from class/activity
- Suspension in school
- Suspension out of school
- Referral to appropriate social agency
- Referral to law enforcement agency for possible citation or referral to Juvenile Court
- Referral to District Office
- Recommendation for expulsion

Suspension – School Board Policy 5610

Conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others will result in suspension.

1. The school principal, or designee, may suspend a student for a period not to exceed five (5) days for noncompliance with school or school board rules.
2. A student may be suspended up to fifteen (15) consecutive school days when notice of an expulsion hearing has been sent.
3. A student shall be suspended when required by state law (e.g., possessing a firearm while at school or while under the supervision of a school authority) School Board Policy 5610).
4. Notice of suspension along with the reason shall be made to the parent/guardian by mail; a copy of the letter shall be filed with the District Administrator.

The suspended student or student's parent or guardian may, within five

(5) school days following the commencement of the suspension, have a conference with the District Administrator or his/her designee who shall be someone other than a principal, administrator, or teacher in the suspended student's school. (School Board Policy 5610)

5. Behaviors that may result in suspension include, *but are not limited to:*

- Entering a security area without permission; loitering
- Card playing, gambling or extortion
- Insubordination
- Spitting at/on/toward another individual
- Leaving the campus without authorization
- "Horseplay"/"rough-housing"
- Cheating/plagiarism/academic dishonesty
- Bullying, harassment, threats, acts of intimidation
- Being uncooperative with or lying to school officials
- Skateboarding, rollerblading, using "skate shoes," or a scooter on school property
- Obscenity: vulgar acts including verbal, physical, statements written or displayed on clothing, the use of insulting, abusive, vulgar, profane, or irreverent language
- Violation of electronic equipment/cell phone policy
- Inappropriate use of district/school technology, computers, etc.
- Repeated refusal or neglect to follow school rules or regulations as determined by the administration
- Tardiness, skipping class, and/or unexcused absence(s)
- All items included in Student Expulsion Policy 5610.

The principal or designee has the authority to suspend for other types of actions which are judged to be detrimental to the best interests of the school and are authorized by law.

Expulsion – School Board Policy 5610

A student may be expelled by the board when it is satisfied that the interest of the school demands the student's expulsion and the student engages in one of the following types of action:

- Repeated refusal or neglect to obey rules
- Knowingly conveying or causing 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
- Conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others
- Conduct while not at school or while not under the supervision of a school authority which endangers the property, health, or safety of any employee or school board member of the school district

The board shall expel a student when required by state law (e.g., possessing a firearm while at school or while under the supervision of a school authority). (School Board Policy 5610)

The following are the types of offenses that may result in suspension and/or recommendation for expulsion. This list is not intended to be exclusive.

- Vandalism
- Threatening, or actual violence, or physical force directed toward a teacher, other school personnel, school board member, and/or fellow student(s)
- Possession and/or discharge of fireworks/smoke devices
- Theft or unauthorized possession of property
- Harassment
- Possession, sale, distribution, consumption and/or use of marijuana, narcotics, a controlled or counterfeit substance, alcohol; or possession of drug related paraphernalia
- Possession and/or distribution of prescription and /or non-prescription (over-the-counter) medication (s) (i.e. aspirin, other similar pain/cold medications, etc.)
- Possession of a weapon or facsimile

- Conduct which endangers the health, property, or the safety of others including school employees or board members on or off school property
- Possession or use of tobacco products on school grounds or at school activities
- Threatening or being a party to a threat to destroy school property by means of explosives or providing false information concerning such a threat or actual attempt
- The commission of a crime as defined by civil, state, or federal law while on school district property or at a site other than school while under the supervision of school authority

MUSKEGO-NORWAY SCHOOL DISTRICT POLICIES

The following School Board policies and administrative guidelines should be reviewed by each student and family. If you are interested in reading the entire policy or administrative guideline, please access them by clicking on the provided links below. For any reason, if you are not able to access the full policies or administrative guidelines, please contact jamie.gleeson@muskegonorway.org

Board Policy 2240 - CONTROVERSIAL ISSUES IN THE CLASSROOM

The School Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

Board Policy 2270 - RELIGION IN THE CURRICULUM

As a public entity, the District must comply with the U.S. The Constitution's First Amendment requirement that the District neither establish religion in the schools nor prohibit students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800 and AG 8800A, AG 8800B, and AG 8800D. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Principal.

An understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

Administrative Guideline 2240B - ALTERNATIVE LEARNING ACTIVITIES FOR OPT-OUT STUDENTS

Situations may arise in which the parent has requested that their child not participate in a particular instructional activity. Board of Education policy authorizes that such requests are to be honored if the reason relates to a conflict between the subject matter and religious or philosophical beliefs held by the parents. Requests may not be honored, however, if the reason relates not to subject matter but to pedagogy or other concerns. In such cases, the parent should be referred to the Principal.

Board Policy 2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The School Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;

- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;
- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy [8350](#).

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to

be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Board Policy 2451 - PROGRAM OR CURRICULUM MODIFICATIONS

The Board recognizes that the regular school program may not be appropriate for all students. Some students may need program or curriculum modifications to successfully meet the District's academic goals and/or graduation requirements. (See Policy 5461 - Children At-Risk of Not Graduating from High School)

Any student's parent, or the student if the parent is notified, may submit a written request to the Board, to provide the student with program or curriculum modifications, including, but not limited to:

- A. modifications within the student's current academic program;
- B. a school work training or work-study program;
- C. enrollment in an alternative public school or program located in the School District in which the student resides;
- D. enrollment in any nonsectarian private school or program, or tribal school, located in the School District in which the student resides, which complies with the requirements of State and Federal law;
- E. homebound study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the school in which the child is enrolled;
- F. enrollment in any public educational program located outside the School District in which the student resides, pursuant to a contractual agreement between school districts.

The Board or an administrator who is designated to do so, must render its decision, in writing, within (90) ninety days of a request, except that if the request relates to a student who has been evaluated by an Individualized Education Program team and has not been recommended for special education, the decision must be made within (30) thirty days of the request. If the request is denied, the reasons for the denial must be included. A parent may request reconsideration of any decision made by the Board or the designated administrator in response to a request for program or curriculum modifications and such request must be reviewed by the Board. The Board is required to render its determination upon review in writing.

Board Policy 5500 - STUDENT CODE OF CLASSROOM CONDUCT

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.

Administrative Guideline 5500 - STUDENT CODE OF CLASSROOM CONDUCT

The District is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, the administration, and their classroom teachers.

To ensure adherence to these expectations and principles, the School Board has adopted this Student Code of Classroom Conduct, which applies to all students. The Code of Classroom Conduct was developed in consultation with a committee of School District residents

consisting of parents, students, members of the Board, school administrators, teachers, pupil services professionals, and other residents of the District appointed to the committee by the Board.

5512 - USE OF TOBACCO, NICOTINE, AND RELATED PRODUCTS BY STUDENTS

The School Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," non-prescription inhalant devices, or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

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

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

For purposes of this policy, "School District community" means individuals students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams parent), 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).

Other Violations of the Anti-Harassment Policy

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

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

Definitions

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 transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of 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.

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 his/her person or damage to his/her 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.

Sexual Harassment

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 either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment 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. 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;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. 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;
- F. 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, telephones calls, or materials of a sexual nature;
 - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. 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 Superintendent.

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

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.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and 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.

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; of creating an intimidating, hostile, or offensive learning environment; or of 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 relative to 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; of creating an intimidating, hostile, or offensive learning environment; or of 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 Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of 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, 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; of creating an intimidating, hostile, or offensive learning environment; or of 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 disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reporting Procedures

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 - Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

- A. Any student who believes s/he has 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 Superintendent.
- C. Teachers, administrators, and other school officials who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the building principal.
- 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, each school's building principal shall be advised to designate 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 individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Julie Kelly
 Asst. Supt. - Business, Operations & HR
 Muskego-Norway School District
 S87 W18763 Woods Road
 Muskego, WI 53150
 262-971-1800 ext 2106
 julie.kelly@muskegonorway.org

Jeff Petersen
 Asst. Supt.-Continuous Improvement
 Muskego-Norway School District
 S87 W18763 Woods Road
 Muskego, WI 53150
 262-971-1800 ext 2103
 jeff.petersen@muskegonorway.org

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

A CO will be available during regular school/work hours to discuss concerns related to harassment, 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) business days. Thereafter, the COs must contact the student, if over age eighteen (18) or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them 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 visitor to the District, 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 begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community 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) calendar days of learning of the incident.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims

of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of harassment, time lines 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. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

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.

Complaint Procedure

A student who believes she/he has been subjected to harassment hereinafter referred to as the "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, Superintendent, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, time lines 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 employee at the student's school, the CO, Superintendent, 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) business days.

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

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in or to be actively engaging in harassment; a detailed description of the facts upon which the complaint is based; 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 alleged harasser, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the Principal prior to any action being taken. 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 individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of these 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.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably 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 written report to the Superintendent 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 Complainant has been subject to harassment. 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 Attorney before finalizing the report to the Superintendent.

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 Superintendent or Board President, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

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

The Board reserves the right to investigate and resolve a complaint or report of 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.

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 Superintendent 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 Superintendent.

Confidentiality

The District will make all reasonable efforts to protect the rights of the Complainant and the Respondent. The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed, however. All Complainants

proceeding through the investigation process should be advised that as a result of the investigation, the Respondent may become aware of the Complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. 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 Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those 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 remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Reprisal

Submission of a good faith complaint or report of harassment will not affect the Complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the Superintendent determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, state, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

Board Policy 5517.01 - BULLYING

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations

between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Definitions
"Bullying"

Bullying is deliberate or intentional behavior using word 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. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Board Policy 5530 - ALCOHOL AND DRUG PREVENTION

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

Administrative Guideline 5530 - DRUG PREVENTION

In implementing Policy 5530, appropriate district personnel and resources will be assigned to accomplish the following:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
 - 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 - 2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
 - 3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
 - 4. promotes positive emotional health, self-esteem, and respect for one's body;
 - 5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the Wisconsin Department of Public Instruction;
- C. include a statement to students that the use of illicit drugs and

the unlawful possession and use of alcohol is wrong and harmful;

- D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions
The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.
- F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide a biennial review of the School District's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- J. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's Policy 5610 and Policy 5771 and AG 5610 and AG 5771 on Search and Seizure and Suspension and Expulsion are complied with fully.

Professional staff members are not liable for referring a student to law enforcement or for removing a student from school premises or from participation in a school-related activity for suspicion of possession, distribution, or consumption of any alcoholic beverage or a controlled substance.

Board Policy 5771 - SCHOOL AND STUDENT SAFETY - SEARCHES

The School Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

Board Policy 5772 - 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 Superintendent.

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, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Board Policy 7217 - WEAPONS

The Board prohibits professional staff members, students, and

visitors 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 Superintendent.

was or could have been reviewed through the grievance policy, Policy 3340, or Policy 4340.

It is the desire of the Board to address any such matters through direct, informal discussions. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Board Policy 8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Administrative Guideline 8330 - STUDENT RECORDS

Student records shall be maintained in accordance with Board Policy 8330 and State/Federal laws and regulations.

The student record is the legal record for each student who is or has attended schools within the District. All information contained in the student record must be factual, verifiable, and of a constructive nature. The Board shall collect, maintain, and use only information necessary for legally mandated functions.

Education Records, as defined in 34 C.F.R. 99.3 (Family Educational Rights and Privacy Act), means those records, files, documents, and other materials that are: 1) directly related to a student; and 2) maintained by the Board or by a party acting for the Board. "Record" means any information recorded in any way, including, but not limited to: handwriting; print; computer media; tape; film; microfilm and microfiche.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent(s) or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Board Policy 9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs, and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board has a right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422, Policy 3122, and Policy 4122. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that