

BOSCOBEL AREA SCHOOLS

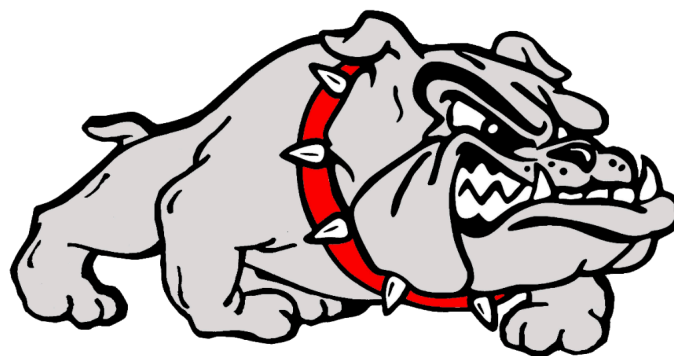
ELEMENTARY SCHOOL

STUDENT / FAMILY HANDBOOK

&

CODE OF CONDUCT

2024-2025



LISA WALLIN-KAPINUS

District Administrator

JACQUE GOETZKE

Principal

EDWIN BONESKE

Assistant Principal & Activities Director

JORDAN WOOD

Director of Special Education & Pupil Services

200 Buchanan Street

Boscobel, WI 53805

(608) 375-4165

Board Approved July 8, 2024

INDEX OF TOPICS

BOSCOBEL AREA SCHOOLS' STRATEGIC PLAN.....	3
DISTRICT BELIEF STATEMENTS.....	3
SCHOOL SONG.....	3
DISTRICT NOTICES.....	4
2024-2025 SCHOOL FEES.....	4
STUDENT REGISTRATION FEES.....	4
HOT LUNCH.....	4
BREAKFAST.....	4
ACTIVITY/EVENT TICKETS.....	4
NON-DISCRIMINATION POLICY (POLICY 2260).....	5
STUDENT ANTI-HARASSMENT & BULLYING (POLICY 2264).....	5
USDA NON-DISCRIMINATION STATEMENT.....	5
RELEASE OF DIRECTORY DATA.....	6
STATEMENT OF PARENT/GUARDIAN/STUDENT OBLIGATIONS.....	6
HOMELESSNESS or UNACCOMPANIED YOUTH MCKINNEY-VENTO (Policy 5111.01).....	7
BUILDING SCHEDULE.....	7
BELLS/DAILY SCHEDULE.....	7
EARLY RELEASE WEDNESDAYS.....	8
EARLY RELEASE BELL SCHEDULE.....	8
ATTENDANCE.....	8
ATTENDANCE (POLICY 5200).....	8
EXCUSED ABSENCES.....	9
UNEXCUSED ABSENCES AND TRUANCY.....	10
LEAVING SCHOOL EARLY.....	12
MAKEUP/MISSING WORK.....	12
WITHDRAWING FROM SCHOOL.....	12
COMMUNICATION.....	13
COMMUNICATION WITH FAMILIES.....	13
PARENT-STUDENT-TEACHER COMPACT.....	13
PARENT-TEACHER CONFERENCES.....	13
RECORDS, PROGRESS REPORTS AND REPORT CARDS TO PARENTS.....	13
SCHOOL PICTURES.....	13
INCLEMENT WEATHER.....	14
SCHOOL EXPECTATIONS.....	14
ACTIVITIES.....	14
SAFETY PATROL.....	14
STUDENT COUNCIL.....	14
CELL PHONES/ELECTRONICS.....	14
BEHAVIOR.....	14
UNACCEPTABLE BEHAVIOR AND CONSEQUENCES.....	15
DISCIPLINARY INFRACTIONS AND GUIDELINES.....	15
DETENTION.....	16

CODE OF CONDUCT.....	16
SUSPENSION AND EXPULSION (POLICY 5610).....	17
CORPORAL PUNISHMENT (POLICY 5630).....	19
DRESS CODE.....	19
WINTER CLOTHING.....	20
LINING UP.....	20
LOST AND FOUND.....	20
PLAYGROUND.....	20
COMPUTER AND TECHNOLOGY USE.....	21
TELEPHONE USE.....	21
TOYS.....	21
HEALTH AND SAFETY.....	21
SCHOOL COUNSELING.....	21
PHYSICAL EDUCATION GUIDELINES.....	21
VISITORS/VOLUNTEERS.....	21
SCHOOL-BASED HEALTH SERVICES.....	22
USE OF PRESCRIBED MEDICATIONS.....	23
USE OF NONPRESCRIBED DRUG PRODUCTS.....	24
CBD PRODUCTS.....	24
HEAD LICE (PEDICULOSIS Policy 8451).....	24
SCHOOL RESOURCE OFFICER (SRO).....	24
EMERGENCY PROCEDURES.....	25
TRAINING AND DRILLS.....	25
FIRE.....	25
TORNADO AND OTHER DISASTERS.....	25
EMERGENCY PROTOCOLS.....	26
BOMB THREATS.....	27
WEAPONS.....	27
GANG ACTIVITY.....	27
SUBSTANCE ABUSE.....	27
STUDENT CONTROLLED SUBSTANCE ABUSE POLICY.....	28
PENALTY FOR ALCOHOL AND OTHER DRUG ABUSE.....	28
CONSEQUENCES.....	29
FOOD SERVICE.....	30
BREAKFAST AND LUNCH PROGRAM.....	30
FOOD SERVICES PROGRAMS (POLICY 8500).....	30
WELLNESS/SMART SNACKS (POLICY 8510).....	30
TRANSPORTATION.....	32
DROPPING OFF, PICKING UP AND/OR WAITING FOR STUDENTS.....	32
BICYCLES AND SCOOTERS.....	32
BUS TRANSPORTATION.....	32
DISTRICT POLICIES.....	33
5517 - STUDENT ANTI-HARASSMENT.....	33
2264 - NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES.....	42

BOSCOBEL AREA SCHOOLS' STRATEGIC PLAN

Lead. Engage. Discover.

Developing today's child for tomorrow's world.

Effective Personal:

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

Excellence in Academics

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

Efficient Operations:

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

Engagement of Community:

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

AT BOSCOBEL AREA SCHOOLS WE BELIEVE:

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

SCHOOL SONG

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



DISTRICT NOTICES

BOSCOBEL AREA SCHOOLS

2024-2025 SCHOOL FEES

STUDENT REGISTRATION FEES

Elementary School	\$ 20.00
Middle/High School (6-12)	\$ 25.00
Registration Late Fee	\$ 25.00
Reduced/Free Meals	\$ 0.00

(Eligibility Forms Must Be Completed To Verify If Student Qualifies-forms at boscobel.k12.wi.us)

Grade 6 Wyalusing Fee	\$ 25.00
-----------------------	----------

Additional fees will accompany projects associated with 6-12 Vocational Education classes (i.e. Shop and FACE) as well as the Physical Education classes that include bowling and roller skating. Any additional fee must have Board approval.

HOT LUNCH

Elementary	\$ 2.75
Middle/High School	\$ 3.00
Adults/All Visitors	\$ 4.65
Reduced	\$.40
Elementary Milk Break	\$.35
Ala Carte/Extra Milk	\$.35 (cost for all customers regardless of free/reduced status)

BREAKFAST

Elementary	\$ 1.35
Middle/High School	\$ 1.60
Adults/All Visitors	\$ 2.60
Reduced	\$.30

ACTIVITY/EVENT TICKETS

Student	FREE- Boscobel Students Only
Adult & Visitors (5 and Under Free)	\$5.00
Adult Season Pass	\$75.00
Senior Citizen Season Pass	is available at no charge.

**** During WIAA tournament play all spectators will pay ticket price per WIAA fee schedule. ****

NON-DISCRIMINATION POLICY (POLICY 2260)

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

STUDENT ANTI-HARASSMENT & BULLYING (POLICY 2264)

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES (Policy 2264)

See Appendix A and Appendix B

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of bullying and harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of bullying and/or harassment.

The Board of the School District of Boscobel Area Schools (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

The Board is committed to maintaining an education and work environment that is free from sex discrimination (including sex-based harassment), responding promptly and effectively when it has knowledge of conduct that reasonably may constitute sex discrimination, and addressing sex discrimination in its education program or activity. Persons who commit sex-based harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced sex-based harassment ongoing remedies as reasonably necessary to restore or preserve access to the District’s education program or activity.

Consequences for Violations:

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

USDA NON-DISCRIMINATION STATEMENT

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

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

RELEASE OF DIRECTORY DATA

Student Records Policy 8330

FERPA permits school districts to disclose directory information pertaining to students as provided under FERPA and the Wisconsin pupil records law. Directory information can be disclosed without prior written consent either in school publications or to outside organizations.

NOTICE IS HEREBY GIVEN that the Board of Boscobel Area Schools has designated the following types of information pertaining to students to be "directory information" which will be made publicly available. The Board designates as student "directory information" a student's name; photograph; participation in officially recognized activities and sports; height and/or weight, if a member of an athletic team; date of graduation; and degrees and awards received.

Annually, within the first two (2) weeks of school, the District Administrator shall publish in the July/August Back to School Newsletter and the student handbook a notice to release directory data. These publications can be found on the district website at boscobel.k12.wi.us. **Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice.**

In accordance with Federal and State law, the Board shall release the names, addresses, District assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. **A secondary school student or parent of the student may request in writing that the student's name, address, district-assigned e-mail addresses (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student.** The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

STATEMENT OF PARENT/GUARDIAN/STUDENT OBLIGATIONS

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

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

HOMELESSNESS or UNACCOMPANIED YOUTH MCKINNEY-VENTO (Policy 5111.01)

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

For more information, please contact the Homeless Liaison, Jordan Wood 608-375-4164 or your school counselor.

BUILDING SCHEDULE

BELLS/DAILY SCHEDULE

7:30am	Building open for breakfast, students report to cafeteria	7:45am	Students dismissed to classrooms
7:55am	classes begin	3:20pm	end of school day
10:40-11:00	KDG recess	11:00-11:30	KDG lunch
		10:30 - 11:00	4K lunch
10:55-11:15	1st grade recess	11:15-11:45	1st grade lunch
11:05-11:25	2nd grade recess	11:25-11:55	2nd grade lunch
11:20-11:45	3rd grade recess	11:45-12:15	3rd grade lunch
11:35-11:55	4th grade recess	11:55-12:25	4th grade lunch
12:30-12:50	5th grade recess	12:00-12:30	5th grade lunch
3:20pm		Dismissal	

*4K will eat lunch at 10:45 am

EARLY RELEASE WEDNESDAYS

Not every Wednesday will be an early release. When a scheduled early release happens on any day other than Wednesday or we have a day off scheduled during the week, there will not be an early release on Wednesday of that week. The Elementary School will be released at 1:15 pm, and the Middle/High School at 1:25 pm, unless otherwise noted on the approved 2024-2025 School Calendar. The approved calendar can be found on the School Website at www.boscobel.k12.wi.us under the District drop down menu.

- *Please refer to the school calendar for Early Release Dates*
- *NO 4K or Early Childhood on Wednesdays*

EARLY RELEASE BELL SCHEDULE

7:30am	Building open for breakfast, students report to cafeteria	7:45am	Students dismissed to classrooms
7:55am	classes begin	1:15pm	end of school day
10:40-11:00	KDG recess	11:00-11:30	KDG lunch
10:55-11:15	1st grade recess	11:15-11:45	1st grade lunch
11:05-11:25	2nd grade recess	11:25-11:55	2nd grade lunch
11:20-11:45	3rd grade recess	11:45-12:15	3rd grade lunch
11:35-11:55	4th grade recess	11:55-12:25	4th grade lunch
12:30-12:50	5th grade recess	12:00-12:30	5th grade lunch
1:15pm		Dismissal	

ATTENDANCE

ATTENDANCE (POLICY 5200)

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

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student

success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program requires that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

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

Parent Notification of Absence Required

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

School Attendance Officer

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

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent. To the extent feasible, absentee data shall be separated by absences for in-person instruction periods and absences based on virtual instruction attendance requirements.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

EXCUSED ABSENCES

Excused Absences

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

- A. **Physical or Mental Condition**
The student is temporarily not in proper physical or mental condition to attend a school program. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) calendar days.
- B. **Obtaining Religious Instruction**
To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).
- C. **Parent-Excused Pre-Planned Absence**
The student has been excused in writing by their parent before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any coursework missed during the absence.

D. Religious Holiday

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

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

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

G. High School Equivalency – Secured Facilities

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

H. Child at Risk

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

I. Election Day Official

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

J. Virtual Access

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

A student may be excused from school, as determined by the School Attendance Officer, or their designee, for quarantine of the student's home by a public health officer or a student in grades 6-12 may be excused for the purpose of sounding "Taps" during military honors funeral for a deceased veteran.

UNEXCUSED ABSENCES AND TRUANCY

Unexcused Absences

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

Definitions

A. Truancy

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

B. Habitual Truant

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

C. Part of a School Day

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

Tardiness/Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or late arrival, occurs when a student arrives at the student's registered class location after the bell that signals the start of the class period has sounded. Unless excused, early dismissal occurs when a student leaves the student's registered class location before the bell has rung signaling the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including email) or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Notice of Truancy

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

Notice of Habitual Truancy

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

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly;
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk;
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy;

The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

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

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

Referral to the District Attorney

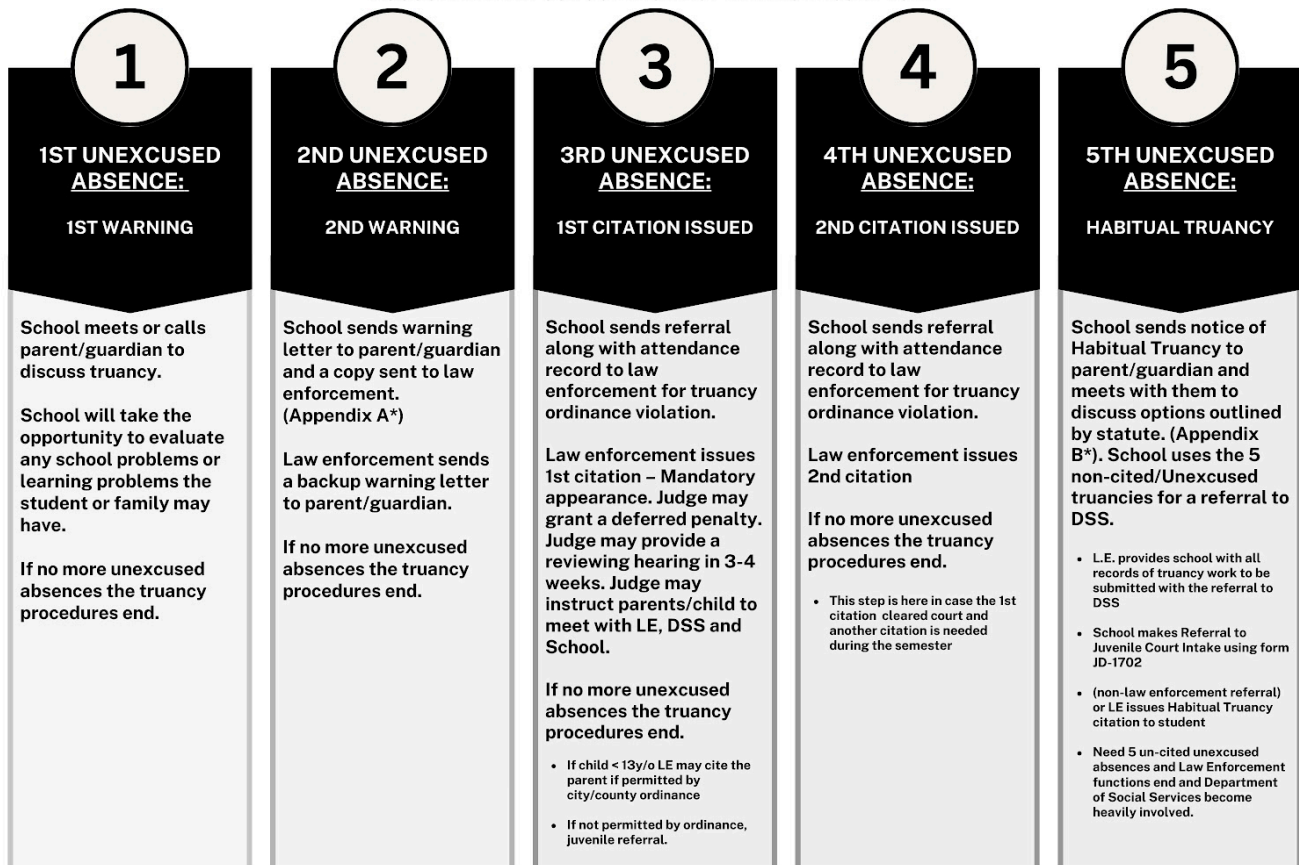
Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

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

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

TRUANCY PROCEDURAL CHART

BOSCOBEL AREA SCHOOL DISTRICT - REVISED JULY 2024



* Please see the Grant County website at <https://www.co.grant.wi.gov>

LEAVING SCHOOL EARLY

Students will not be allowed to leave school early unless a parent/guardian excuses them from the office.

MAKEUP/MISSING WORK

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up work missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what must be made-up. Teachers shall have the discretion to assign alternative work. Teachers shall also have the discretion to specify where and when those tasks 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. Students with unexcused absences shall be permitted to make-up work.

WITHDRAWING FROM SCHOOL

Parents/guardians are asked to contact the school when transferring to another school or school district. Student records will be forwarded upon receipt of a written request from the school district in which the student has enrolled.

COMMUNICATION

COMMUNICATION WITH FAMILIES

Your child will be asked to bring notes and messages home. "Take Home Folders" will be used for students to take home communications. Please read all materials in the folder and return the folder to school the following day. Parents are encouraged to contact the school whenever questions or concerns arise.

PARENT-STUDENT-TEACHER COMPACT

Through Title I, the United States Department of Education provides funding for districts and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. The Student-Parent-Teacher Compact will be reviewed in class and signed by the classroom teacher. This compact is an agreement that outlines how parents, the entire school staff, and students will share the responsibility for improved student achievement and partnerships between home and school. Schools receiving Title I, Part A of the Elementary and Secondary Education Act federal grant funds are required to have compacts signed for each student who participates in Title I funded activities. Please take time to read the compact with your child, sign it, and return it to school.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences for all children are held at the end of the first quarter and again in the second semester. Notices are provided so parents can indicate time preferences. Every effort will be made by the school staff to try and schedule these conferences at a convenient time for the parents/guardians. Since it is one of the best ways a teacher has to provide parents/guardians information about their child's progress, all parents/guardians are urged to attend the conference. Additional conferences can be scheduled at any time.

RECORDS, PROGRESS REPORTS AND REPORT CARDS TO PARENTS

The evaluation of student growth and achievement is one of the most important functions of our school. Report cards are issued at the end of each quarter, showing grades earned during the nine-week period. Report cards are given to parents at parent-teacher conferences at the end of the first quarter. All other report cards are sent home with students. Progress reports will be sent home mid-quarter to inform parents of student growth and progress. Progress reports are an attempt on the school's part to keep parents/guardians informed of their child's progress in school. If you have any questions, please contact your child's school.

Permanent records are kept for all students who attend the Boscobel Area Schools in accordance with the Wisconsin Public School District and Related Records General Records Schedule. These records are kept at the elementary school

until after 5th grade and/or the student information system (Skyward). Records are then transferred to the middle/high school when students reach 6th grade. A copy of the records will be mailed when a student transfers to another District. A refund of one-half of the student fee will be made when a student transfers during the first semester. No refunds will be made for a student transferring during the second semester.

SCHOOL PICTURES

Boscobel Schools each year has a portrait studio come in to take school pictures of all students. Students may not wear hats for their student picture.

INCLEMENT WEATHER

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

Radio Stations

WDMP-Dodgeville	WVRQ-Viroqua	WGLR-Lancaster
WIZM-LaCrosse	WPRE-Prairie du Chien	WJTL-Lancaster
WPVL-Platteville	WRCO/WRCE-Richland Center	KDTH-Dubuque

TV Stations

WKOW TV27	WISC TV3	NBC 15	WKBT TV8
-----------	----------	--------	----------

SCHOOL EXPECTATIONS

ACTIVITIES

Students in grades 4 & 5 can participate in the following activities:

1. Safety Patrol
2. Student Council

Other contests/activities may be added or substituted during the school year as determined by the administration. Participating elementary students and their parents are required to sign a code of conduct put forth by each organization. Behavioral infractions could result in suspension or removal from an activity.

SAFETY PATROL

The purpose of the safety patrol is to help protect students in bus lines and other areas around our school. Fifth-grade safety patrol students have an assigned area or duty. To keep their patrol status, they must maintain acceptable behavior, grades, and service. They must also abide by the Safety Patrol Code of Conduct; safety patrol advisors will distribute and review the Code of Conduct with students at the beginning of the school year and provide a copy of the Safety Patrol Code of Conduct to parents/guardians.

STUDENT COUNCIL

The Boscobel Elementary Student Council is a service organization that consists of students in grades 4 – 5. Council members serve the student body by attending meetings that are held approximately twice a month. The Student Council members select their own projects to promote school spirit and to serve the community.

CELL PHONES/ELECTRONICS

The possession of cellular phones or other personal portable electronic equipment (such devices as iPods, mp3, etc.) on school property is not permitted during the school day.

BEHAVIOR

Boscobel Elementary is an educational institution. Every student, from the time they get on a school bus or comes on school property, is expected to meet the behavior standards set by the school district. Actions that injure others, damage private or public property, or impede or obstruct the learning process and/or operation of the school are not characteristic of a responsible citizen. These actions will not be tolerated. Students are expected to do their best on all assignments, tests, and projects and expected to meet all requirements set forth by the district.

UNACCEPTABLE BEHAVIOR AND CONSEQUENCES

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

DISCIPLINE

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

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

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

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

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

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

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

Teachers and other employees of this Board having responsibility for the supervision of students shall have the authority to apply consequences to control the misconduct of students. Serious student misconduct shall be reported to the District Administrator for further action in all situations and in all places where such students are within the jurisdiction of this Board when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

DISCIPLINARY INFRACTIONS AND GUIDELINES

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

1. Destruction of property/theft

2. Deliberate harm or endangerment to self or others and/or evading supervision via eloping from school grounds
3. Harassment or taunting regarding, race, gender, and sex including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.
4. Possession of any type of weapon, such as pocket knife or other knives, toy or real guns, numb-chucks, etc.
5. Excessive physical contact, i.e. tackle football, play fighting/wrestling, etc.
6. Chronic insolence or disrespect to supervising adults.
7. Use/possession of alcohol and/or drugs.
8. Serious classroom disruptions.
9. Foul language. Identified behaviors will be addressed by prompt action which may include:
 - Removal from the setting
 - Referral to the Principal, Assistant Principal, or their designee
 - Detention
 - Referral to law enforcement

DETENTION

Students who choose to consistently misbehave in class and/or disobey school rules may serve lunch or after school detentions. Parents/guardians will be notified in writing or by phone as to the reason, date, and time of the detention. Students who choose to continue to misbehave may be assigned longer detentions and parents/guardians will be requested to meet with the principal and teacher.

Referral to Principal, Assistant Principal, or their Designee

- When a child is referred to the principal for discipline, the child and the principal collaborate on a plan for subsequent success and restitution (fixing the problem). This can include but is not limited to:
 - Written and/or verbal contact with the parent if deemed necessary.
 - Plan for restitution.
 - Temporary suspension from activities and/or the classroom, and/or school.
 - Other action as deemed appropriate as identified by the principal, assistant principal, or designee
- Extreme or repeated misconduct or misbehavior may result in:
 - In-school detention or suspension
 - Referral to law enforcement
 - Out-of-school suspension (1-10 days per school board policy 5610)
 - Expulsion (per school board policy 5610)

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

CODE OF CONDUCT

In being committed to maintaining an orderly and safe class environment, conducive to the teaching and learning process, a positive behavioral support system will support proper order within the learning environment.

Student behavior that is dangerous, disruptive, unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class. In addition, the student may be subject to other appropriate disciplinary action, including but not limited to detentions, suspension, expulsion, or the involvement of appropriate outside agencies, for the conduct which the student displayed.

Student Removal From Class:

A student may be removed from class for the following reasons:

1. Dangerous, disruptive, or unruly behavior
2. Behavior that interferes with the ability of the teacher to teach effectively
3. Behaviors that violate District policies, rules, and expectations outlined in the Student Handbook, or individual classroom rules.

Examples of such behavior may include, but are not limited to:

- Possession or use of a weapon or other items that might cause bodily harm to persons
- Being under the influence or in possession of, alcohol, tobacco, illegal or controlled substances, or otherwise in violation of district policies regarding alcohol, tobacco, or controlled substances
- Behavior that interferes with another person's work or school performance
- Behavior that creates an intimidating, hostile or offensive classroom environment
- Fighting, pushing, striking, or other actions involving inappropriate physical contact or the threat of physical harm
- Inappropriate verbal conduct and profanity
- Insubordination through defiance or refusal to follow reasonable requests by staff
- Repeated disruptions or violations of classroom rules
- Throwing objects in the classroom or common spaces
- Destroying or stealing the property of the school, other students, or staff members
- Disrespect toward students or staff as demonstrated by words, gestures, graphic material, or other overt behaviors

Procedures for Removing a Student From Class:

After measures have been taken to redirect or cease disruptive, unruly, or disrespectful behavior, when the teacher determines that removal is necessary the following course of action will be taken:

- Instruct student to go to another area where they can receive assistance (this can be a buddy room, the self-care center, or the office)
- Seek assistance from the office
- Obtain coverage for the class and escort the student to the office

Every attempt will be made to determine the root cause of the incident and student actions so that the student may return to class. Documentation of the incident will occur and parents will be notified of unsafe and/or disruptive behavior. If the student removed from class is also subject to disciplinary action for the particular conduct (i.e. suspension or expulsion), the student's parent or guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Legal Reference: Wisconsin Statute 118.164
Wisconsin Statute 120.13

District Reference: Board Policy 5500

SUSPENSION AND EXPULSION (POLICY 5610)

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

SUSPENSION

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

The District Administrator, any principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or Board member of the District in which the student is enrolled.

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

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board

concerning the content of student records. The suspended student or the student's parent may, within five (5) school days following the commencement of the suspension, have a conference with an administrator, who shall be someone other than a principal, administrator, or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records. Reference to the suspension on the student's school record shall be removed if the designated administrator finds that the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension. The administrator shall make a finding within fifteen (15) days of the conference.

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

In the event a student is classified as homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness.

The Homeless Coordinator will assist administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

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

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

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

This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

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

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

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

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

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

CORPORAL PUNISHMENT (POLICY 5630)

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

No official, employee, or agent of the Board may subject a student enrolled in the School District to corporal punishment, including resorting to physical force or violence to compel obedience. If all other means fail, officials, employees, or agents of the Board may always resort to the removal of the student from the classroom or school through suspension, expulsion, or other disciplinary intervention.

Officials, employees, or agents of the Board may use:

- A. reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person;
- B. reasonable and necessary force to obtain possession of a weapon or other dangerous object within a student's control;
- C. reasonable and necessary force for the purpose of self-defense or the defense of others under 939.48, Wis. Stats.;
- D. reasonable and necessary force for the protection of property under 939.49, Wis. Stats.;
- E. reasonable and necessary force to remove a disruptive student from a school premises or motor vehicle, as defined in 125.09(2)(a)1. and 4., Wis. Stats, or from school-related activities;
- F. reasonable and necessary force to prevent a student from inflicting harm on himself/herself;
- G. reasonable and necessary force to protect the safety of others;
- H. incidental, minor, or reasonable physical contact designed to maintain order and control.

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

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

The corporal punishment policy and statute shall be interpreted in a manner that is consistent with the State law and policy governing the use of seclusion and restraint.

DRESS CODE (POLICY 5511)

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

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

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

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

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

Expressive dress may not be protected speech if it involves:

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

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

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

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

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

WINTER CLOTHING

During the winter months, children should be dressed according to the weather conditions. Students are outside during recess as much as possible during the winter months. It is recommended students keep a light pair of shoes (marked with the child's name) in the classroom to change into upon entering school. Gym shoes can be used for this purpose.

LINING UP

When directed by a supervisor, students will line up by classes in designated areas on the playground at the beginning of the school day and at the end of lunch recess. Students are expected to enter the building in an orderly manner. Students are expected to treat others with respect while in line; pushing, hitting or other inappropriate behaviors are not allowed.

LOST AND FOUND

Please mark all clothing with your child's name. Many items of clothing are left at school and are unclaimed. These items are stored in a box in the hallway outside the gym doors. All unclaimed items will be donated or discarded monthly and one-week after the last day of school.

PLAYGROUND

Students are asked to use good judgment when on the playground and in use of the equipment. Respect for fellow students is expected at all times. Supervision is provided during recess periods. The school district will not be responsible for accidents or behavioral incidents that happen at any other time beyond the regular school day (7:30am to 3:20 pm).

COMPUTER AND TECHNOLOGY USE

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

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

Consequences for Violations:

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

TELEPHONE USE

A phone is available in the office for students to make calls if absolutely necessary. Parents/guardians are urged to discuss plans with their child/children before they leave home so that telephoning will not be necessary. Students will not be called from classes to answer calls unless it is an emergency. Messages to students and/or faculty will be put to the teachers' voicemail.

TOYS

Unless part of a classroom assignment, students are required to leave all toys, balls, yo-yos, and other playground equipment at home. Items brought from home are not allowed on the playground before school, during recess, during lunch, or immediately after school. Therefore, if an item must be brought to school for an after-school activity, it needs to stay in a backpack or tote for the length of the entire school day. If brought to school, the school assumes no responsibility for theft, loss or traded items.

HEALTH AND SAFETY

SCHOOL COUNSELING

School counselors work collaboratively with all students, families, staff and community members. Counselors are involved in the development of students, providing a comprehensive school counseling program that meets the needs of all learners and ensures equitable access, support, programming, and services to foster educational success. School counselors seek to assure a safe accepting school environment in which each child may grow and learn.

PHYSICAL EDUCATION GUIDELINES

All students are required to wear athletic shoes (rubber-soled shoes such as jogging or tennis shoes) during physical education classes. If a child has been ill, he/she may be excused by presenting a written excuse from the parent/guardian to the office. Weather permitting, physical education may be held outdoors.

VISITORS/VOLUNTEERS

For safety and security, visitors will be limited and need to be approved by administration. Student visitors that do not attend Boscobel Schools are not permitted to visit during the day. Boscobel Elementary realizes the importance and assistance with community volunteers that are willing to help support our school community. Volunteers may help in the classroom under the following conditions:

1. A completed Volunteer Form and Confidentiality Agreement
2. A successful background check.
3. The health of the school is not compromised or the school is not under protocol for illness or a pandemic.
4. Volunteers must understand they are there to support the school and not discipline, take charge, or cause disruption in the day.

SCHOOL-BASED HEALTH SERVICES

WHEN SHOULD I KEEP MY CHILD(REN) HOME FROM SCHOOL BECAUSE OF ILLNESS?

Children can become sick quickly. You should be aware of signs and symptoms of an illness and when NOT to send your child to school. If any of the following symptoms or illnesses listed below are noted, you should keep your child home from school. The school is not a place where a child can easily rest, and illnesses can spread or be passed on to others easily in the school environment. School is not a place where children can easily rest if they are not feeling well. Illnesses can spread or be passed on to others easily in the school environment.

Please keep your child home and/or see care by a medical provider:

- **FEVER** Having a temperature of 100°F-100.4°F or higher, orally or under the arm (101°F if taken rectally)
 - If your child has a fever, they should remain home until fever-free for 24 hours without the use of a fever-reducing medication.
- **VOMITING**
- **DIARRHEA** - runny, watery, or bloody stools
- **BODY RASH** - if suspicious or accompanied by a fever
- **SORE THROAT** with a fever
- **EYE DISCHARGE** - thick mucus or pus draining from the eye or pink eyes
- **YELLOWISH SKIN OR EYES**
- **CHICKEN POX** - until all of the sores are scabbed over (about 7 days after onset of rash) and the child is no longer feeling ill
- **ANY COLD SYMPTOMS** that cause sinus pain, chest pain, frequent cough, or a cough productive of gray/green sputum (with or without a fever)
- **HEAD-LICE** - as per school procedure and policy (see page 25)

Students with these symptoms are to be excluded from school until symptoms resolve, or until excused or treated by a doctor/health care provider. Together we can make our schools a healthy place to learn!

Wisconsin's Student Immunization Law requires students to be vaccinated according to the vaccination schedule. Please check the newsletter or contact the school nurse for current immunization requirements. The school nurse is required by law to send legal notices for non-compliant students and to enforce immunization compliance. If a parent/guardian chooses not to vaccinate their child, they must submit a medical (including health care provider signature), a religious, or a personal conviction waiver in place of immunization(s). Depending on the previous year's vaccination compliance, our district may be required or may choose to exclude non-compliance students from school in the fall. This means that non-compliant students who don't have waivers on file will be sent home from school at the exclusion deadline.

The school nurse provides care for illnesses and injuries and provides health consultation. School staff may call 9-1-1 to seek emergency care for a student. Health screenings (vision and hearing) are completed each fall for students in early childhood through 5th grade. Height and/or weight will be checked as needed or by referral. Follow-up screenings are completed for students who fail, and referrals are sent as indicated. Scoliosis information is sent home with 6th grade female students. If available, parents may take advantage of a dental hygienist's services by signing a consent. The school nurse meets with 1st grade students for a dental health visit annually. Human Growth & Development presentations are provided to 4th grade girls and to 5th grade boys and girls each year. The school nurse meets with 5th graders to provide classroom instruction related to blood pressure and to screen blood pressures.

USE OF PRESCRIBED MEDICATIONS

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

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

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

USE OF NONPRESCRIBED DRUG PRODUCTS

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

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

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

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

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

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

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

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

Please note that almost all substances are considered medications and will be treated as such. This includes many lip balms, cough or throat lozenges, bug repellants, sunscreens, medicated lotions, etc. These items may not be used at school unless the proper procedure is followed. A new medication form is needed when a medication or dose changes, and a new form is needed for each school year.

CBD PRODUCTS

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

HEAD LICE (PEDICULOSIS Policy 8451)

- Head lice are present in the community at all times and can be particularly prevalent among pre-school and elementary school-age children. Lice are a nuisance, but do not spread disease. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Contracting head lice is not an indicator of cleanliness or socioeconomic status.
- Direct or indirect communication with parents and students can help increase awareness about head lice. It is the responsibility of the parent(s) or guardian(s) to regularly check their child's head for signs of head lice and treat adequately and appropriately as necessary. Control depends on prompt case finding and effective treatment.
- If a student in the District is found to have head lice school staff will notify the parent or guardian (or emergency contact, when parent(s)/guardian(s) are unreachable) and ask them to pick the student up and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide) or acceptable alternative treatment, treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. The student will remain in the classroom or nurse's office until able to be picked up by the parent/guardian or emergency contact.
- Students may return to school after the appropriate use of an acceptable lice treatment, or the Centers for Disease Control treatment options by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. The District practices a policy of "no live lice" as a criterion for return to school.
- The nurse will follow the Department of Health Services, Bureau of Communicable Diseases and/or public health guidelines for management of contagious illnesses or communicable diseases (both suspected or confirmed).

SCHOOL RESOURCE OFFICER (SRO)

The Mission of the SRO Program is to promote school safety by building a positive school climate in which everyone feels safe and students are encouraged to succeed. The SRO Program proactively interacts with the school community to

ensure the enforcement of city and state laws; preservation of public order; protection of life; and prevention, detection, or investigation of crime. The primary goal of this liaison program is to work effectively with students, families, school personnel, and community agencies to support safe teaching and learning in schools in accordance with the School District of Boscobel Area Schools and the Boscobel Police Department policies.

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

EMERGENCY PROCEDURES

TRAINING AND DRILLS

Training and drills are essential components of a comprehensive emergency preparedness plan for schools. They contribute to the creation of a safer environment, reduce risks, and empower individuals to respond effectively in times of crisis. Regular practice is key to maintaining a state of readiness and resilience within the school community.

- Fire drills will be conducted in each school building each month schools are in session.
- Tornado or other hazard drills will be conducted two times per year.
- Standard Response Protocol (SRP) trainings and drills will be conducted at least two times per year for various emergency scenarios. (*Hold, Secure, Lockdown, Evacuate, Shelter*)
- Bus evacuation drills will be conducted at the beginning of the school year.
- *IN AN EMERGENCY TAKE ACTION* posters will be posted in each classroom and in the building hallways for easy reference and reminders of Standard Response Protocols (SRPs).

FIRE

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

1. Cease work immediately!
2. Pass quietly in an orderly manner out of your classroom. All windows should be closed. The last person out should close the door.
3. Proceed along the right-hand side of the hallways quickly and quietly. Directions for the fire drills are posted in every classroom near the exit door of the various rooms.
4. All students and teachers must leave the building and follow evacuation procedures.
5. Remain outside the building until directed to return to your room. Return to your class in an orderly manner.

TORNADO AND OTHER DISASTERS

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

1. If a warning is provided, instructions will be given over the public-address system.
2. If there is no advance warning, all personnel will move away from windows and glassed-in areas, and assume the safety position: kneeling, head to knees and hands on back of head.
3. Students should move quickly, quietly and orderly to the assigned areas.
4. Upon reaching assigned areas assume the safety position and remain quiet so instructions can be heard.

5. Teachers should place themselves in strategic positions and take charge.
6. Doors should be left open.
7. Avoid second floors if at all possible.
8. Tornadoes usually approach from the west or southwest.

EMERGENCY PROTOCOLS

The district has adopted the I LUV YOU GUYS Standard Response Protocol (“SRP”) for campus response based on five actions. When communicating these actions, the action is labeled with a “**Term of Art**” and is then followed by a **Directive**. Execution of the action is performed by active participants, including students, staff, faculty, and first responders.

Purpose of Using Terms of Art:

By standardizing vocabulary, all stakeholders can understand the response and status of the event. For students, this provides continuity of expectations and actions throughout their educational career. For faculty and staff, this becomes a simpler process to train and drill. For first responders, the common vocabulary and protocols establish a greater predictability that persists through the duration of an incident. Parents can easily understand the practices and can reinforce the protocol. Additionally, this protocol enables rapid response determination when an unforeseen event occurs.

Standard Response Protocol (SRP) for emergency situations.



Hold is followed by the Directive: "In Your Room or Area" and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard people within the building.



Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep occupants quiet and in place. *Move yourself and all students to your safe corner out of sight of the door window.* DO NOT open your door for anyone. Police and/or administrators will enter your room using a key when cleared to do so, and will announce their entrance.



Evacuate may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter State the Hazard and Safety Strategy for group and self protection.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the district and on school buses.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the school district's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceedings, or criminal proceedings, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Pursuant to Board Policy 7440.01, all video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board counsel.

BOMB THREATS

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

WEAPONS

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

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

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

Policy exceptions include:

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

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

GANG ACTIVITY

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

SUBSTANCE ABUSE

STUDENT CONTROLLED SUBSTANCE ABUSE POLICY

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

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

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

RESTRICTIONS

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

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

PENALTY FOR ALCOHOL AND OTHER DRUG ABUSE

- Any student suspected of violating the controlled substance policy will be referred to their respective Principal who shall investigate the incident and determine if a violation exists. If the investigation by the Principal determines a violation has occurred, the student(s) will be suspended from school immediately. As soon as the suspension is imposed, the student's parent/guardian and the local police will be notified of the situation.
- A conference between the student's parent/guardian, the student and the respective Principal will be required before the student will be allowed to return to school.
- During the above conference, a rehabilitation program may be established by school administration officials allowing the student to be reinstated in school. If the student refuses to participate in the recommended rehabilitation program once it has started without approval of the parents, counselor and school Principal, the student shall be suspended immediately from school pending a hearing before the Boscobel School Board for possible expulsion from school. An outside resource may be included in all or part of the conference.
- If a student is found guilty of violating the Boscobel Area School's controlled substance policy a second time, the student will be suspended from school immediately. The student's parent/guardian, Superintendent and the proper law enforcement authorities will be notified and the student will be brought before the Boscobel Area School Board for possible expulsion proceedings.
 - If a student is found in possession of or having under his/her control any of the chemical substances described below in this policy with the intent of selling, giving away or otherwise distributing the same on school grounds or at any school function or activity, the student's parent/guardian, local law enforcement

officials, Superintendent, and any counselor involved with the student will be notified. Furthermore, the student will be suspended from school in accordance with the interventions listed below.

CONSEQUENCES

Drugs

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

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

Tobacco/Nicotine Products

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

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

In addition, students may not possess lighters on school grounds.

FOOD SERVICE

BREAKFAST AND LUNCH PROGRAM

A nutritious breakfast and lunch are served daily. A separate daily milk break is also provided for those who choose to participate. Boscobel Elementary School observes a closed campus for lunch; likewise, outside visitors are prohibited from eating lunch with students unless designated for a specific purpose by a school official.

Students may bring their lunch or participate in the hot lunch program. They may buy milk in the lunch line - **pop/soda/energy drinks/lit teas/etc. are prohibited.** Free or reduced-price lunches are available for children who are eligible. This program is based on family income. For further information, please contact the Food Service Director, Sarah Ashmore at (608) 375-4161, #2308. Students may have water throughout the day, other drinks (pop, soda, energy

drinks, teas) are not allowed. This includes entering the school building at the start of the day, when returning from an appointment, or at any other time during the day.

FOOD SERVICES PROGRAMS (POLICY 8500)

Boscobel Area Schools offer healthy meals every school day.

1. Breakfast costs Elementary- \$1.35 and Middle/High School- \$1.60; lunch costs Elementary- \$2.75 and Middle/High School- \$3.00.
2. Meal Charges -Breakfast and lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program. All lunches must be prepaid.
3. Negative Account Balances-The food service policy (8500) is in place to protect the taxpayers of the District. Parents/Guardians are responsible for maintaining a positive food service account balance.
4. Your children may qualify for free meals or for reduced price meals. Reduced price is .30 cents for breakfast and .40 cents for lunch.
5. An application must be filled out completely to certify your children for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in Boscobel Area Schools. You can find a free or reduced application at boscobel.k12.wi.us, under the FAMILIES tab or call the district office at 608-375-4164, aspeshan@boscobel.k12.wi.us.
6. Who can get Free Or Reduced Price meals?
 - a. All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W-2 cash benefits are eligible for free meals, when listed on the application.
 - b. Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
 - c. Children participating in their school's Head Start program are eligible for free meals.
 - d. Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
 - e. Children may qualify to receive free or reduced price meals if your household's income is at or below the limits on the Federal Income Eligibility Guidelines.
7. If at any time you are not sure what to do next, please contact: Boscobel Area School/ Shannan Aspenson; 608-375-4164 or aspeshan@boscobel.k12.wi.us.

WELLNESS POLICY/SMART SNACK (8510)

As part of our commitment to the health and well-being of our students, we want to take a moment to discuss our Wellness Policy 8510 and how it guides our efforts in promoting good nutrition and physical activity within our schools.

Understanding Wellness Policy 8510

Our Wellness Policy 8510 is designed to ensure that every student has access to the resources and support needed to make healthy choices. Research consistently shows a strong link between a student's health and their academic performance. Therefore, it is crucial that we work together—schools, parents, and the community—to foster an environment that supports and encourages healthy behaviors.

Key Goals of Our Wellness Policy

Our policy sets forth several important goals:

1. **Nutrition Education:** We aim to enhance students' understanding of healthy eating practices and improve their overall health.
2. **Healthy Eating Environment:** By increasing the consumption of nutritious foods and creating supportive eating environments, we strive to reinforce good eating habits.
3. **Nutrition Guidelines and Food Safety:** We adhere to rigorous standards for nutrition and food safety on our campuses to support student health.

4. **Physical Activity:** We provide opportunities for students to engage in various physical activities, helping them maintain physical fitness and appreciate the benefits of an active lifestyle.
5. **Overall Wellness:** We promote health and wellness through various school-based activities.

Nutrition and Snack Guidelines

In alignment with the Healthy Hunger-Free Kids Act of 2010, all meals served in our schools meet or exceed the established nutrition requirements. Additionally, any foods offered on school grounds, including those brought for celebrations and parties, must meet the USDA Smart Snacks in School nutrition standards.

Classroom Celebrations, Snacks, Birthday Treats, Etc

We believe that creating a healthier environment is a collaborative effort. We ask you to support our wellness initiatives by incorporating these smart snack ideas into your child's school celebrations and snacks. Your involvement not only reinforces the importance of healthy choices but also helps to model these behaviors for our students. **If you send treats/snacks for your child's birthday or classroom celebrations the USDA Smart Snack guidelines must be followed.** <https://www.fns.usda.gov/tn/guide-smart-snacks-school>. Ideas for Smart Snacks can be found on our school website at [boscobel.k12.wi.us](https://www.boscobel.k12.wi.us), under the Families Tab or at this link [Smart Snack Idea List](#).

Homemade foods, cakes, cupcakes, desserts, candy, or high sugar/fat content items and the sort will not be accepted based on food safety, sanitation, student food allergies and USDA Smart Snack regulations. If these items are sent with students, it will not be served and will be sent back home.

Please be mindful that snacktime is short and all snacks should be prepped and ready to be served before sending them to school. If the snack requires plates, spoons, etc. please include with your snack item.

Quick Smart Snack Ideas for Classrooms

To help make healthier choices easier, here are some Smart Snack options that align with our wellness policy.

Healthy Dairy Snack Ideas

- String Cheese
- Cottage Cheese
- Fat-Free or 1% White, Chocolate, or Flavored Milk
- Low Fat Yogurt Single Serve Cups or Tubes
- Low-Fat Dips, flavored cream cheese

Healthy Fruit and Vegetable Snack Ideas

- Raw Vegetables with Low-Fat Yogurt Dip, Cottage Cheese, or Hummus
- Baby Carrots
- Celery Sticks
- Cucumber Slices
- Fresh Fruit
- Frozen Fruit Bars
- Sugar Free Fruit Cups
- Fruit Snacks/Fruit Rolls Ups Reduced Sugar
- 100% Fruit Juice Box

Healthy Grain Snack Ideas

- Whole-Grain Crackers
- Whole-Grain Cereal Bars
- 100 Calorie Nabisco Snack Bags
- Flavored Rice Cakes
- Baked Potato Chips or Tortilla Chips with Salsa
- Popcorn (Air-Popped)
- Pretzels
- Vanilla Wafers, Gingersnaps, Graham Crackers, Animal Crackers, Fig Bars, or Raisins
- Baked Whole-Grain Chips

- Chex Mix
- Low-Fat Pop Tarts, Mini bagels

Thank you for your continued support and dedication to the health and well-being of our students. Together, we can ensure that our children develop lifelong healthy habits and reach their full potential.

TRANSPORTATION

DROPPING OFF, PICKING UP AND/OR WAITING FOR STUDENTS

Safety patrols are located at all crosswalks in the vicinity of the elementary school. Students are expected to follow the direction of the patrols. Parents/guardians, who drive their children to school, or pick them up after school, should use Park or Bluff Street to reduce traffic at Grove and Buchanan Streets. When school is in session Buchanan Street is closed off to traffic for student safety. **Parents/guardians are requested to wait outside for students however waiting for students under the canopy or along the sidewalk where buses park is prohibited.**

BICYCLES AND SCOOTERS

Students may not ride bicycles or scooters on the school grounds during the school day. Bicycles must be walked onto and off school property. All bikes and scooters should be parked in the bike racks upon arrival at school. It is advised that each child lock his/her bike while at school.

BUS TRANSPORTATION

Any concerns or problems with transportation should be referred to the Transportation Director, John Paetz at (608) 375-5834.

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

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

DISTRICT POLICIES

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

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

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

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

Other Violations of the Anti-Harassment Policy

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

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

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

Notice

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

Definitions

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

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

Day(s) means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays) unless expressly stated otherwise herein.

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

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

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

Bullying

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

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

Harassment

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

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

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

Examples are:

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

Sexual Harassment

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

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

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

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

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;

- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

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

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

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

- 1. hugging, kissing, or other physical contacts with a student;
- 2. telling sexual jokes to students;
- 3. engaging in talk containing sexual innuendo or banter with students;
- 4. talking about sexual topics that are not related to the curriculum;
- 5. showing pornography to a student;
- 6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- 7. initiating or extending contact with students beyond the school day for personal purposes;
- 8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
- 9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- 10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker room, asking about bra sizes or previous sexual experiences);
- 11. going to a student's home for non-educational purposes;
- 12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
- 13. giving gifts or money to a student for no legitimate educational purpose;
- 14. accepting gifts or money from a student for no legitimate educational purpose;
- 15. being overly "touchy" with students;
- 16. favoring certain students by inviting them to come to the classroom at non-class times;
- 17. getting a student out of class to visit with the staff member;
- 18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- 19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- 20. being alone with a student behind closed doors without a legitimate educational purpose;
- 21. telling a student "secrets" and having "secrets" with a student;
- 22. other similar activities or behavior.

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

- K. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;

- L. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping that does not involve conduct of a sexual nature.

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

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

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

Jacquelyn Goetzke

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

Holly Jones

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

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

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

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

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

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

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

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

Filing a Complaint and Initial Processing of a Complaint

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

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR") and/or other applicable government agency. The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

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

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

Complaint and Investigation Procedure

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

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

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

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

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

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

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

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

The investigation generally will include:

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

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

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

Generally, within five (5) days of receiving the report of the CO or designee, the District Administrator, or in the case of a complaint against the District Administrator or a Board member, the person designated to serve as the decision-maker for the complaint either must issue a written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent. The District Administrator may redact information from the decision consistent with applicable law. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

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

The decision of the District Administrator shall be final. If the Complainant feels that the decision does not adequately address the complaint they may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction ("DPI"), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

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

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

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

Additional School District Action

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

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

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations.

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

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

Directives During Investigation

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

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

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

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

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

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above. The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

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

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information (“ESI”), and electronic media (as defined in Policy 8315) created and received as part of an investigation which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board’s expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

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

T.C. 10/8/18
Revised 4/15/19
Revised 6/8/20
Revised 11/8/21
Revised 10/19/22
Revised 8/23/23

© Neola 2023- Legal

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

Appendix B - Board Policy 2264

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

This policy pertains to sex discrimination, including sex-based harassment, which occurs on or after August 1, 2024. Allegations of sex-based harassment that occur on or before July 31, 2024, shall be addressed pursuant to Policy 2266. Throughout this policy, unless expressly stated otherwise, reference to “Title IX” includes and incorporates the 2024 Title IX regulations (also known as the “2024 Final Rule”). The Title IX regulations are found at 34 C.F.R. Part 106. References solely to Title IX (20 U.S.C. §§ 1681 – 1688) are denoted as “Title IX (Statute).” In this policy, unless the context otherwise requires, words importing the singular include the plural and vice versa.

For purposes of this policy, both Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities and Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities are frequently referenced herein and shall only be referred to by the policy number. As identified in Policy 2266, that policy shall be used for allegations of sex discrimination, including Sexual Harassment, that is based on conduct alleged to have occurred prior to August 1, 2024.

NONDISCRIMINATION

Overview:

The Board of the School District of Boscobel Area Schools (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment.

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

The Board is committed to maintaining an education and work environment that is free from sex discrimination (including sex-based harassment), responding promptly and effectively when it has knowledge of conduct that reasonably may constitute sex discrimination, and addressing sex discrimination in its education program or activity. Persons who commit sex-based harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced sex-based harassment ongoing remedies as reasonably necessary to restore or preserve access to the District’s education program or activity.

KEY DEFINITIONS

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

Complainant means:

- A. a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
- B. a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in the District’s education program or activity at the time of the alleged sex discrimination.

Complaint means: an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX.

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

Disciplinary sanctions means: consequences imposed on a respondent following a determination under Title IX that the respondent violated the Board’s prohibition on sex discrimination.

Education program or activity refers to: all the District’s operations including, but not limited to, in-person and online/remote educational instruction, employment, extra-curricular activities, athletics, performances, and community engagement and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes events and circumstances that take place off school property/grounds but over which the District asserts disciplinary authority.

Eligible Student means: a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education. **This definition is derived from, and consistent with, the corresponding definition from the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g (see 20 U.S.C. 1232g(a)(4) and (d)) and its implementing regulations (see 34 C.F.R. § 99.3).**]

Exculpatory evidence means: evidence that is favorable to a respondent because it helps excuse, justify, or absolve a respondent of alleged wrongdoing and tends to establish a respondent did not engage in sex discrimination.

Inculpatory evidence means: evidence that links a respondent to alleged wrongdoing and tends to establish a respondent engaged in sex discrimination (i.e., has culpability).

Parental status means: the status of a person who, with respect to another person who is under the age of eighteen (18) or who is eighteen (18) or older but is incapable of self-care because of a physical or mental disability, is:

- A. a biological parent;
- B. an adoptive parent;
- C. a foster parent;
- D. a stepparent;
- E. a legal custodian or guardian;
- F. in loco parentis with respect to such a person; or
- G. actively seeking legal custody, guardianship, visitation, or adoption of such a person.

Party means: a complainant or respondent.

Peer retaliation means: retaliation by a student against another student.

Pregnancy or related conditions means:

- A. pregnancy, childbirth, termination of pregnancy, or lactation;
- B. medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
- C. recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

Relevant means: related to the allegations of sex discrimination under investigation as part of the Board's grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision-maker in determining whether the alleged sex discrimination occurred.

Remedies means: measures provided, as appropriate, to a complainant or any other person the District identifies as having had their equal access to the District's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the District's education program or activity after the District determines that sex discrimination occurred.

Respondent means: a person who is alleged to have violated the Board's prohibition on sex discrimination.

Retaliation means: intimidation, threats, coercion, or discrimination against any person by the District, a student, a Board employee, or any other person authorized by the Board to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 2024 Title IX regulations.

Sex-based harassment prohibited under this policy and the 2024 Title IX regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex – including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity – that is:

- A. Quid pro quo harassment. An employee, agent, or other person authorized by the Board to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.

OR

- B. Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

1. the degree to which the conduct affected the complainant's ability to access the District's education program or activity;
2. the type, frequency, and duration of the conduct;
3. the parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
4. the location of the conduct and the context in which the conduct occurred; and
5. other sex-based harassment in the District's education program or activity.

OR

C. Specific offenses.

1. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
2. Dating violence meaning violence committed by a person:
 - a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 1. the length of the relationship;
 2. the type of relationship; and
 3. the frequency of interaction between the persons involved in the relationship.
3. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
 - a. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction in which the District is located, or a person similarly situated to a spouse of the victim;
 - b. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - c. shares a child in common with the victim; or
 - d. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the applicable jurisdiction.
4. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - a. fear for the person's safety or the safety of others; or
 - b. suffer substantial emotional distress.

Student means: a person eligible to enroll in, attend, or participate in an elementary (including preschool) or secondary school in the District and who is enrolled in, attending, or participating in, or is seeking/attempting to enroll in, attend, or participate, in the District's education program or activity.

Student with a disability means: a student who is an individual with a disability as defined under Section 504 of the Rehabilitation Act of 1973, as amended ("Section 504"), or a child with a disability as defined under the Individuals with Disabilities Education Improvement Act ("IDEA").

Supportive measures means: individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- A. restore or preserve that party's access to the District's education program or activity, including measures that are designed to protect the safety of the parties or the District's educational environment; or
- B. provide support during the Board's grievance procedures or an informal resolution process.

Parental, Family, or Marital Status

The Board will not adopt or apply any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats such student differently on the basis of sex.

Pregnancy or Related Conditions

Students:

The Board prohibits discrimination in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. A student who is pregnant or experiencing related conditions shall receive comparable treatment to those with temporary medical conditions.

The District will not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the District's class, program, or extra-curricular activity unless:

- A. the certified level of physical ability or health is necessary for participation in the class, program, or extra-curricular activity;
- B. the District requires such certification of all students participating in the class, program, or extra-curricular activity; and
- C. the information obtained is not used as a basis for discrimination prohibited by Title IX or this Policy.

District's Responsibilities with Respect to a Student's Pregnancy or Related Conditions

When a Board employee is informed of a student's pregnancy or related conditions by the student or a person who has a legal right to act on behalf of the student, the employee shall promptly provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity, unless the employee reasonably believes the Title IX Coordinator has already been notified.

Once a student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions, the Title IX Coordinator shall promptly take the following specific actions to effectively prevent sex discrimination and ensure equal access to the District's education program or activity:

- A. Inform the student and, if applicable, the person who notified the Title IX Coordinator of the District's obligations to:
 - 1. prohibit sex discrimination under this policy, including sex-based harassment;
 - 2. provide the student with the option of reasonable modifications to the Board's policies, practices, or procedures because of pregnancy or related conditions;
 - 3. allow access, on a voluntary basis, to any separate and comparable portion of the District's education program or activity;
 - 4. allow a voluntary leave of absence;
 - 5. provide lactation space; and
 - 6. maintain grievance procedures that provide for the prompt and equitable resolution of complaints of sex discrimination, including sex-based harassment.
- B. Provide the student with voluntary reasonable modifications to the Board's policies, practices, or procedures because of pregnancy or related conditions.
- C. Allow the student to take a voluntary leave of absence from the District's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a Board maintains a leave policy for students that allows a greater period of time than the medically necessary period, the Board shall permit the student to take leave under that policy instead if the student so chooses. When the student returns to the District's education program or activity, the student will be reinstated to the academic status and, as practicable, to the extra-curricular status that the student held when the leave began.
- D. Provide lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

See Policy 5751 – School-Age Parents and Married Status of Students.

Employees:

The Board will not adopt or implement any policy, practice, or procedure, or take any employment action, on the basis of sex:

- A. concerning the current, potential, or past parental, family, or marital status of an employee or applicant for employment, which treats persons differently; or
- B. that is based upon whether an employee or applicant for employment is the head of household or principal wage earner in such employee's or applicant's family unit.

The Board also will not make a pre-employment inquiry as to the marital status of an applicant for employment, including whether such applicant is a "Miss or Mrs."

Similarly, the Board will treat pregnancy or related conditions as any other temporary medical conditions for all job-related purposes, including commencement, duration, and extensions of leave; payment of disability income; accrual of seniority and any other benefit or service; and reinstatement; and under any fringe benefit offered to employees by virtue of employment.

If an employee has insufficient leave or accrued employment time to qualify for leave under the Board's leave policy, the Board will treat pregnancy or related conditions as a justification for a voluntary leave of absence without pay for a reasonable period of time, at the conclusion of which the employee shall be reinstated to the status held when the leave began or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

The Board will provide reasonable break time for an employee to express breast milk or breastfeed as needed and will provide the

employee with access to a lactation space, which must be a space other than a bathroom that is clean, shielded from view, free from intrusion from others, and may be used by an employee for expressing breast milk or breastfeeding as needed. See Board Policy 6700 – Fair Labor Standards Act.

TITLE IX COORDINATOR(S)

The Board designates and authorizes the following individual(s) to coordinate its efforts to comply with the Board’s responsibilities under Title IX:

Jacquelyn Goetzke
Elementary Principal
200 Buchanan Street
Boscobel, WI 53805
608-375-4165
goetjacq@boscobel.k12.wi.us

DESIGNATION OF A SECOND TITLE IX COORDINATOR

Holly Jones
Middle/High School Principal
300 Brindley Street
Boscobel, WI 53805
608-375-4161
joneholl@boscobel.k12.wi.us

The Board designates Jacquelyn Goetzke/Elementary Principal as the coordinator who is ultimately responsible for oversight over the Board’s compliance with its responsibilities under Title IX.

The Title X Coordinator may delegate specific duties to one (1) or more designees.

The Title IX Coordinator shall report directly to the District Administrator except when the District Administrator is a party to a complaint (i.e., either the complainant or the respondent). Under such circumstances, the Title IX Coordinator shall report directly to the Board President until the matter in which the District Administrator is a party is concluded.

Questions about this policy and Policy 2266 should be directed to the Title IX Coordinator.

The Title IX Coordinator shall monitor the District’s education programs and activities for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX, and take steps reasonably calculated to address such barriers.

Notice of Nondiscrimination

The District Administrator shall provide a notice of nondiscrimination to students, parents, guardians, or other authorized legal representatives of elementary and secondary students; employees; and applicants for admission and employment; and all unions and professional organizations holding collective bargaining or professional agreements with the Board. Specifically, the District Administrator shall post the notice of discrimination on the District’s website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to the persons listed above, or which are otherwise used in connection with the recruitment of students or employees.

GRIEVANCE PROCEDURES

Overview:

The Board adopts the following grievance procedures to provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the District’s education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX.

These grievance procedures shall be used for all complaints of sex discrimination, including sex-based harassment, involving conduct alleged to have occurred on or after August 1, 2024. These grievance procedures also may be used, at the discretion of the Title IX Coordinator, to investigate, address, and remedy (as necessary) conduct alleged to have occurred before August 1, 2024, that does not involve sex-based harassment, but some other form of sex discrimination prohibited by Title IX (Statute) – e.g., claims of unequal athletic opportunities, admissions discrimination, discrimination in courses or academic programs (i.e., excluding students from certain classes or programs based on their sex), pregnancy discrimination, unequal treatment based on parental, family, or marital status, discrimination in employment (including in hiring, promotion, and compensation), and retaliation. If the Title IX Coordinator elects not to use these grievances procedures to investigate and resolve such claims, the Title IX Coordinator will still need to implement some procedures to assess – in a prompt, effective, and equitable manner – whether Title IX (Statute) was violated, and, if

it was, how best to end the sex discrimination in the District’s education program or activity, prevent its recurrence, and remedy its effects.

Reports and Formal Complaints of “Sexual Harassment” (as defined in Policy 2266) involving conduct alleged to have occurred prior to August 1, 2024, are subject to the grievance procedures outlined in Policy 2266.

Under all circumstances, the Title IX Coordinator shall offer and coordinate supportive measures, as appropriate, in accordance with this policy if the Report or Formal Complaint involves “Sexual Harassment” alleged to have occurred prior to August 1, 2024.

If the conduct giving rise to a report or complaint of sex discrimination is alleged to have occurred both before **and** after August 1, 2024 (i.e., is part of a pattern of sex discrimination), the Title IX Coordinator shall determine, after consulting with the Board’s Legal Counsel, whether to use the grievance procedures contained in this policy or the grievance procedures contained in Policy 2266. The Title IX Coordinator will notify, in writing, the parties of the determination and the rationale for it. Under no circumstances, however, will a party be denied the due process to which the party is entitled based on the U.S. Department of Education-issued regulations in effect at the time the conduct alleged to violate Title IX (Statute) took place. Nothing herein shall prevent the Title IX Coordinator from using a hybrid grievance procedure that contains aspects of the grievance procedures contained in both this policy and Policy 2266, so that the parties receive all of the due process to which they are entitled.

Complaints:

The following people may make a complaint of sex discrimination – i.e., request that the District investigate and make a determination about whether sex discrimination as prohibited under Title IX occurred:

- A. a “complainant,” which includes:
 - 1. a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
 - 2. a person other than a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the District’s education program or activity;
- B. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant;
- C. the District’s Title IX Coordinator.

A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person who was subjected to the sex-based harassment, or if the Title IX Coordinator initiates a complaint consistent with the requirements of the 2024 Title IX regulations.

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- A. any student or employee of the District; or
- B. any person other than a student or employee who was participating or attempting to participate in the District’s education program or activity at the time of the alleged sex discrimination.

The District may consolidate complaints of sex discrimination against more than one (1) respondent, or by more than one (1) complainant against one (1) or more respondents, or by one (1) party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one (1) complainant or more than one (1) respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Basic Requirements:

The District will treat complainants and respondents equitably.

All persons involved with implementing the grievance procedures and any other aspects of Policy 2264, including the Title IX Coordinator, the investigator, the decision-maker, and the appeal decision-maker, and the facilitator of the informal resolution process, shall be free from any conflicts of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

The Title IX Coordinator may serve simultaneously as an investigator and/or a decision-maker.

If the Title IX Coordinator does not intend to serve as the investigator and decision-maker in a specific case, the Title IX Coordinator shall designate one (1) or more administrators who are appropriately trained to serve in the role. Likewise, the Title IX Coordinator shall appoint an appeal decision-maker when an appeal is filed.

In circumstances when the Title IX Coordinator and trained administrators do not have time/capacity to serve, or are prevented due to a conflict of interest, bias, or partiality, or other reasons that impair the Title IX Coordinator and other trained administrators from

serving as an investigator and/or decision-maker in a specific case, the Title IX Coordinator shall in consultation with and approval of the District Administrator or Board President (as appropriate), secure one (1) or more independent third parties to serve as the investigator and/or decision-maker. Similarly, the Title IX Coordinator has authority, in consultation with and approval of the District Administrator or Board President (as appropriate), to secure an independent third party to serve as the appeal decision-maker.

The District presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

Under ordinary circumstances, the Board expects to complete the major stages of the grievance procedures within the timeframe specified below:

- A. **Evaluation** – The Title IX Coordinator will determine whether to dismiss a complaint or investigate it within ten (10) days of receiving the complaint.
- B. **Investigation** – The Title IX Coordinator, or designated investigator, shall ordinarily complete the investigation (i.e., collect relevant evidence that is not otherwise impermissible) within thirty (30) days of the Title IX Coordinator determining the charges require investigation. If, however, the Title IX Coordinator, or designated investigator, determines that the investigation is going to take longer, the Title IX Coordinator will so notify the parties and the District Administrator and will thereafter keep the parties and the District Administrator informed of the status of the matter on a regular basis. Once the Title IX Coordinator, or designated investigator, provides the parties with “access” to either the relevant and not otherwise impermissible evidence and/or an accurate description of the evidence, the parties will have five (5) days to respond to the evidence or the description of the evidence unless the Title IX Coordinator approves a party’s written request for more time. If the Title IX Coordinator approves such a request, both parties will be afforded an equal amount of time to submit their response.
- C. **Determination** – After the parties either submit responses to the evidence/description of the evidence, or the deadline for submitting such responses expires, the Title IX Coordinator, or designated decision-maker, will consider the relevant and otherwise not impermissible evidence and issue a determination as to whether sex discrimination occurred. The determination shall be issued within ten (10) days of the deadline for the parties to submit responses to the evidence/description of the evidence.
- D. **Appeal** – A party filing an appeal of the Title IX Coordinator’s decision to dismiss a complaint, or the Determination, five (5) days of receiving the Dismissal (x) or Determination.

The Title IX Coordinator, or the District Administrator if the Title IX Coordinator is the individual requesting an extension, may approve reasonable extensions of the preceding timeframes on a case-by-case basis for good cause with notice to the parties.

The District will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties shall not engage in retaliation, including against witnesses.

The Title IX Coordinator, or designated decision-maker, shall objectively evaluate all evidence that is relevant and not otherwise impermissible — including both inculpatory and exculpatory evidence. Credibility determinations shall not be based on a person’s status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the District to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- A. a party’s or witness’s records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the District obtains that party’s or witness’s voluntary, written consent for use in its grievance procedures; and
- B. evidence that relates to the complainant’s sexual interests or prior sexual conduct, unless evidence about the complainant’s prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant’s prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent shall not by itself demonstrate or imply the complainant’s consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Notice of Allegations:

Upon initiation of the Board’s grievance procedures, the Title IX Coordinator shall notify the parties of the following:

- A. the Board’s Title IX grievance procedures and informal resolution process

- B. sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- C. retaliation is prohibited; and
- D. the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If the Title IX Coordinator, or designated investigator, provides the parties with a description of the evidence, any party may request access to the relevant and not otherwise impermissible evidence. The Title IX Coordinator will provide the requesting party with the relevant and not otherwise impermissible evidence in a timely manner.

Should the Title IX Coordinator decide, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the Title IX Coordinator will provide a supplemental written notice describing the additional allegations to be investigated.

Dismissal of a Complaint:

The Title IX Coordinator may dismiss a complaint of sex discrimination if:

- A. the District is unable to identify the respondent after taking reasonable steps to do so;
- B. the respondent is not participating in the District’s education program or activity and is not employed by the Board;
- C. the complainant voluntarily withdraws any or all the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the District determines that, without the complainant’s withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- D. the District determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the Title IX Coordinator will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the Title IX Coordinator will promptly notify, in writing, the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator will also simultaneously notify, in writing, the respondent of the dismissal and the basis for the dismissal.

The Title IX Coordinator will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- A. procedural irregularity that would change the outcome;
- B. new evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- C. the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, the Title IX Coordinator will:

- A. notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- B. implement appeal procedures equally for the parties;
- C. ensure that the appeal decision-maker did not take part in an investigation of the allegations or dismissal of the complaint;
- D. ensure that the appeal decision-maker has been trained consistent with the 2024 Title IX regulations
- E. provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- F. notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, the Title IX Coordinator will, at a minimum:

- A. offer supportive measures to the complainant as appropriate;
- B. if the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- C. take other prompt and effective steps, as appropriate, to ensure that sex discrimination does not continue or recur within the District’s education program or activity.

Informal Resolution Process:

In lieu of resolving a complaint through the Board’s Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The District will not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Adding Allegations and/or Consolidating Complaints:

If, in the course of an investigation, the District decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the original Notice of Allegations provided or that are included in a complaint that is consolidated, the Title IX Coordinator will notify the parties of the additional allegations.

Investigation:

The District will provide for an adequate, reliable, and impartial investigation of complaints.

The burden is on the District — not on the parties — to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The Title IX Coordinator, or the designated investigator and/or decision-maker, will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

The Title IX Coordinator, or the designated investigator and/or decision-maker, will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- A. the District will provide the parties with an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence;
If the Title IX Coordinator, or designated investigator, provides a description of the evidence, the Title IX Coordinator, or designated investigator, will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.
- B. the District will provide a reasonable opportunity to the parties to respond to the evidence or the accurate description of the evidence; and
- C. the District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses:

As part of the Investigation, the investigator may include in the investigator's notes/file the investigator's opinion about each party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one (1) or more allegations of sex discrimination.

If the investigator and decision-maker are two (2) separate individuals, the decision-maker will have an opportunity to question the parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one (1) or more allegations of sex discrimination.

If the investigator and the decision-maker are the same person, the decision-maker will have an opportunity to question the parties and witnesses in individual meetings as part of the investigation.

Determination of Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the Title IX Coordinator or designated decision-maker will:

- A. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. This standard of proof requires the decision-maker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decision-maker, applying the applicable standard, is not persuaded by the relevant and not otherwise impermissible evidence that sex discrimination occurred, regardless of the quantity of the evidence, the decision-maker will not determine that sex discrimination occurred.
- B. Notify the parties, in writing, of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal.
- C. Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- D. If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
 1. coordinate the provision and implementation of remedies to a complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by sex discrimination;
 2. coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and

3. take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the District's education program or activity.
- E. Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- F. Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination of whether sex discrimination occurred.

Appeal of Determinations:

If a party disagrees with the decision-maker's determination as to whether sex discrimination occurred, the party may file an appeal. Appeals must be submitted, in writing, within five (5) days of the appealing party's receipt of the Determination.

A party may appeal a Determination on the following bases:

- A. procedural irregularity that would change the outcome;
 - B. new evidence that would change the outcome and that was not reasonably available when the Determination was made; and
 - C. the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.
- The complainant may not challenge the ultimate disciplinary sanction/consequence that is imposed.

If a party appeals the decision-maker's determination, the Title IX Coordinator will:

- A. notify the parties of any appeal;
- B. implement appeal procedures equally for the parties;
- C. designate an appeal decision-maker, who will be a person who did not conduct the Investigation or render the Determination, and is appropriately trained.
 1. the Title IX Coordinator will designate the District Administrator to be the appeal decision-maker, provided the District Administrator has not been otherwise involved in the grievance procedures (i.e., did not serve as the investigator, decision-maker, or informal resolution process facilitator) and is appropriately trained;
 2. provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the decision-maker's determination;
 3. provide the appeal decision-maker with the relevant and not otherwise impermissible evidence along with the accurate description of the relevant evidence (if one was prepared and shared with the parties), any responses the parties submitted to the investigator related to the evidence and/or the description of the evidence (if one was prepared), and the decision-maker's determination; and
 4. notify the parties, in writing, of the result of the appeal and the appeal decision-maker's rationale for the outcome.

Parties Provided a Reasonable and Equal Opportunity to Make a Statement in Support of, or Challenging, the Determination

When a party files an appeal, the appeal decision-maker shall establish a timeline for each party to submit a statement in support of their position that they want the appeal decision-maker to consider in rendering a decision. Once the decision-maker receives the parties' statements, or the timeline established by the appeal decision-maker for submitting such statements expires, the appeal decision-maker will have ten (10) days to issue a decision on the appeal.

No new or additional evidence may be submitted during the appeal process.

The appeal decision-maker shall determine the outcome of the appeal based on the appeal decision-maker's independent review of the record (i.e., the relevant and not otherwise impermissible evidence, the feedback the parties provided to the investigator and/or decision-maker based on their review of the relevant evidence and any description of the relevant evidence that was prepared and shared with the parties, and the decision-maker's written determination) and the appeal decision-maker's application of the law and Board policy to the facts in the record. The appeal decision-maker must give due deference and due weight to the decision-maker's factual findings and credibility determinations and should not overturn them unless non-testimonial extrinsic evidence in the record justifies a contrary conclusion or unless the record read in its entirety compels a contrary conclusion. Generally, the appeal decision-maker is expected to uphold the decision-maker's determination unless the appeal decision-maker determines the decision-maker's determination is unlawful, unreasonable, or against the manifest weight of the evidence. Every reasonable presumption must be made in favor of the decision-maker's determination.

The appeal decision-maker shall notify the Title IX Coordinator, in writing, of the result of the appeal and the rationale for the outcome. The Title IX Coordinator will then simultaneously notify the parties, in writing, of the result of the appeal and the appeal decision-maker's rationale for the outcome.

Supportive Measures:

The District will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the District's education program or activity or provide support during the Board's grievance procedures or during the informal resolution process. For allegations of sex discrimination other than sex-based harassment or retaliation, the District's provision of support measures does not require the District, Board employees, or any other person authorized to provide aid, benefit, or service on the District's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

The Title IX Coordinator shall determine appropriate supportive measures on a case-by-case basis. Supportive measures may vary depending on what the Title IX Coordinator deems to be reasonably available. Supportive measures may include, but are not limited to: counseling; extensions of deadlines or other course-related adjustments; school/campus escort services; increased security and monitoring of certain areas of the campus (including school buildings and facilities); restrictions on contact between the parties; leaves of absence; changes in class, work, or extra-curricular or any other activity, regardless of whether there is or is not a comparable alternative; training and education programs related to sex-based harassment; and other similar measures.

Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties and/or the District's educational environment, or to provide support during the Board's grievance procedures or the informal resolution process.

The District will not impose such measures for punitive or disciplinary reasons.

The Title IX Coordinator may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures, or at the conclusion of the informal resolution process, or the District may continue them beyond that point.

The District will provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the Title IX Coordinator's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures as set forth in the Key Definitions section of this policy.

A party may seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.

The District will not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the District's education program or activity, or as otherwise permitted pursuant to the 2024 Title IX regulations.

If the complainant or respondent is an elementary or secondary student with a disability, the Title IX Coordinator shall consult with one (1) or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one (1) or more members, as appropriate, of the student's Section 504 team, if any, to determine how to comply with the requirements of the IDEA and/or Section 504, in the implementation of supportive measures.

The District Administrator may place an employee respondent on administrative leave from employment responsibilities during the pendency of the Board's grievance procedures.

Disciplinary Sanctions and Remedies:

Following a determination that sex-based harassment occurred, the District may impose disciplinary sanctions, which may include:

For Students: Full range of discipline, including suspension or expulsion, as set forth in Student Code of Conduct, Board Policy, and state and federal laws, as applicable.

For Employees: Full range of discipline, including suspension or termination/contract non-renewal, as set forth in Employee Handbook, Board Policy, and state and federal laws, applicable,

The District may also provide remedies, which may include disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation and implement appropriate remedies in compliance with applicable due process procedures, whether statutory or contractual.

With respect to student respondents, the Title IX Coordinator will notify the District Administrator of the recommended remedies (including disciplinary sanctions/consequences), so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 - Suspension and Expulsion, Policy 5610.02 In-School Discipline, and Policy 5611 – Due Process Rights. Discipline of a student respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972 ("Section 504"), and their respective implementing regulations.

Discipline of an employee will be implemented in accordance with Federal and State law, Board policy, and applicable provisions of any relevant employee handbooks.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

Intimidation, threats, coercion, or discrimination, including initiating a disciplinary process against a person for a code of conduct violation that does not involve sex discrimination but arises out of the same facts and circumstances as a complaint or information reported about possible sex discrimination, for the purpose of interfering with the exercise of any right or privilege secured by Title IX constitutes retaliation. Peer retaliation is also prohibited. Retaliation against a person for making a complaint or participating in an investigation is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance procedures set forth above. The District shall initiate its grievance procedures upon receiving any complaint alleging retaliation.

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

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

Confidentiality

The District will keep confidential the identity of any individual who has made a complaint of sex discrimination, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the complainant's and respondent's receipt of the information to which they are entitled related to the investigation and determination of whether sex discrimination occurred).

Application of the First Amendment

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

Training

All employees, investigators, decision-makers, facilitators of informal resolution process, the Title IX Coordinator(s) and designees, and other persons who are responsible for implementing the Board's grievance procedures or have the authority to modify or terminate supportive measures shall receive training related to their duties under Title IX and this Policy. The training shall be provided promptly upon hiring or change of position that alters their duties under Title IX or this policy, and annually thereafter. The training shall not rely on sex stereotypes.

Training materials must be made available for inspection upon request by members of the public.

Recordkeeping

The District shall maintain for a period of seven (7) calendar years the following records:

- A. for each complaint of sex discrimination, records documenting the informal resolution process and/or the grievance procedures followed and the resulting outcome;
- B. for each notification that the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX, including notifications under 34 C.F.R. § 106.44(c)(1) or (2), records documenting the actions the District took to meet its obligations under 34 C.F.R. §106.44; and
- C. all materials used to provide the required training.

Outside Appointments, Dual Appointments, and Delegations

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

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

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

Discretion in Application

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

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

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

© Neola 2024

Legal

19.21(6), Wis. Stats.

120.13, Wis. Stats.

948.01, Wis. Stats., et. seq.

20 U.S.C. 1092(F)(6)(A)(v)

20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)

34 C.F.R. Part 106

34 U.S.C. 12291(a)(8)

34 U.S.C. 12291(a)(10)

34 U.S.C. 12291(a)(30)

42 U.S.C. 1983

42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

OCR's Revised Sexual Harassment Guidance (2001)