

Arcadia Elementary School Handbook

2020 – 2021

4K – 4th Grade



Engaging, Excelling, Empowering, Everyone

#arcadiastrongtogether

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Welcome!

This Arcadia Elementary School Family Handbook has been designed as a yearlong reference guide for the students and their families. If you have any questions or concerns, please feel free to contact the school office at 323-3315. We welcome and encourage your feedback and suggestions.

Arcadia Elementary School offers exciting educational opportunities that provide our children with a solid foundation in the basic academic skills. Programs for students with unique learning needs are provided in addition to a variety of special programs. The community is always welcome in our school.

Arcadia Elementary School

358 East River Street

Arcadia, WI 54612

608-323-3315

<http://www.arcadia.k12.wi.us>



NOTE:

Policies included in this handbook are subject to change at any time with proper notification of the students and parents.

Recordings and live-streams of classroom lessons may be utilized by staff to provide students who are engaged in remote learning to access and attend face-to-face instruction. Students will not be intentionally filmed but may be captured in the recording. Students identified as not wanting to be filmed will be placed in an area of the room where the camera exposure is kept to an absolute minimum. Questions should be directed to the school office

Arcadia School District Philosophy

It is the belief of the School District of Arcadia that:

- our students are entitled to the highest quality educational experience possible, within a responsible fiscal policy, in order that they be well-prepared for a successful life as a contributing member of society;
- the academic, social, physical, and emotional needs of students be provided for so as to adequately ready them to continue their education, enter the workforce, establish meaningful relationships, and meet the ever-changing needs and challenges of the nation and world;
- the educational process is a shared process, with a necessary partnership between the student, family, school, and community, and that the learner shares responsibility with the family and

- instructional staff for his/her education; and
- access to equal educational opportunities is the right of all learners without regard to sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Equal educational opportunities do not necessarily mean identical educational experiences.

SCHOOL PROCEDURES

OFFICE HOURS

Office hours during the school year are 7:30 a.m. to 4:15 p.m. Monday through Thursday and 7:30 a.m. to 3:30 p.m. on Friday.

ABSENCES/TARDIES

If your child will be absent, please remember to call the school office or leave a message before 9:00 a.m. Please tell us your child's name, teacher name, and reason for the absence. When an absence is of a known duration, just one call is necessary. If the illness is of undetermined length, please call before the start of each school day.

Parents must request homework by 9:00 a.m. and may pick up books and assignments in the elementary office Monday through Thursday from 3:00 to 4:00 p.m. and 3:00 to 3:30 on Friday.

An absence is unexcused if no phone call or written excuse is received within two (2) days of the absence.

All tardy students must report to the elementary office, sign in, and receive a pass to be admitted to class.

The school PHONE number is 608-323-3315.

The school FAX number is 608- 323-7015.

BEFORE AND AFTER SCHOOL PROCEDURES

Student entrance doors are opened at 7:30 a.m. because supervision of children either in the building or on the playground cannot be guaranteed until that time. Students should not arrive at school prior to 7:30 a.m.

Also, Kindergarten – 4th grade students should enter the main entrance doors if they are not riding the bus. PLEASE DO NOT PARK IN FRONT OF THE SCHOOL AND LEAVE YOUR VEHICLE. THIS IS A DROP OFF AREA ONLY. After students arrive, they will report to their classroom. NOTE: Preschool students should be dropped off by the preschool doors, which are newly located off of Van Buren Street. There is an "EARLY LEARNING CENTER" sign to designate this area.

We prefer not to interrupt classrooms. Please make sure your child is well aware of his/her after school arrangements. Supervision is not available for students after school dismissal times. Students need to go directly home or to their daycare provider at the end of the day. If there is a change in plans for your child for the end the day procedure, please call the office before 1:30 p.m.

IF YOU DO NOT CALL BEFORE 1:30 PM; WE CANNOT GUARANTEE THE MESSAGES WILL REACH THE STUDENT BEFORE THEY LEAVE SCHOOL.

STUDENTS LEAVING SCHOOL DURING THE DAY

Students must have a written permission slip or phone call from a parent/guardian to leave school during the day. For the safety of your child, students will be called to the school office where parents will pick them up in

our vestibule after the student has completed the “Student Sign In/Out” form located on the front counter. If your child returns to school the same day, please report to the vestibule to sign in before returning to class. Thanks for your cooperation!

Students are never to leave school without first obtaining permission from the elementary office and signing out, no matter what the reason. Students who fail to follow this policy will be considered unexcused.

VISITORS

No one from the public-visitors, parents, vendors, etc. – will be allowed into the building during times when students are present. Legal Reference- WI Statute 120.13(35)

If it is an absolute necessity for someone from the public to enter the building, they must prearrange the meeting with the building principal and they are required to wear a face covering at all times when present.

Items to be delivered to students during the day should be brought to the school office. School staff will then deliver the items to the student’s classroom.

Parents picking up their children at the end of the day, are to wait for the child outside of the school building to ensure the safety of all students.

REQUESTS FOR NON-PARTICIPATION IN OUTDOOR RECESS OR PHYSICAL EDUCATION FOR ILLNESS AND INJURY-RELATED REASONS

We frequently receive notes and phone calls from parents, requesting that their child be allowed to remain indoors during regular outdoor recess times due to illness. The school nurse will advise parents and staff about medical and health matters. In response to inquiries about when to recommend that children do not participate in outdoor recess, we provide the following guidelines:

If a child is well enough to be in school, they are expected to participate in all regular school activities, including recess and PE.

Children with chronic or acute illness or injury whose health and well-being would be compromised by going outdoors for recess/PE will be required to have a physician’s statement, including diagnosis and duration of exclusion from recess/PE.

When children come to school with symptoms of illness or injury that would be cause for exclusion from school, parents will be contacted by school staff and asked to take the child home. At this time, children will not be expected to go outdoors for recess while they await parent’s response.

Questions and comments about your child’s health may be directed to the school nurse, (323-3315 ext. 2188).

MEDICATIONS AT SCHOOL

In compliance with Wisconsin State law, the Arcadia School District has adopted a policy on the administration of medications. In order for school personnel to administer medication safely and efficiently, parents/guardians and/or adult students will need to comply with the requirements below. Medications should be administered at home whenever possible. Parents/guardians are urged to consult with their family physician to determine if medications can be scheduled outside of school hours. In the event that this is not possible, the school nurse or other designated school personnel will administer medication within the following guidelines:

Prescription Medication

Physician’s authorization is required for school personnel to administer medication.

1. A current School Medication/Procedure form must be on file in the school health office. These forms may be obtained in the school office, health office or the school web page under the student services link.
2. The prescription medication must be supplied in the original pharmacy-labeled bottle indicating the correct dosage and administration instructions. This information must be the same as provided on the medication form. Only the amount of medication needed at school shall be contained in the bottle.
3. All medication, except asthma inhalers, must be stored in the school health office.

Over-The-Counter-Medication (Non-Prescription)

1. The parent/guardian must complete a School Medication/Procedure form.
2. Medication must be supplied in the original container with the student’s name written on the container.
3. All medication must be stored in the school health office.

Self Medication

The only medication that is allowed to be self-administered is students using asthma inhalers. Students carrying asthma inhalers must have a current School Medication/Procedure form completed and signed by their physician and the parent.

EARLY DISMISSAL AND SCHOOL CANCELLATIONS

Occasionally we are forced into an emergency closing or early dismissal because of inclement weather or other unforeseen occurrences. PLEASE INSTRUCT YOUR CHILDREN OR SEND A NOTE WITH THEM AS TO WHAT TO DO IF WE UNEXPECTEDLY DISMISS EARLY AND YOU ARE NOT AT HOME WHEN THEY ARRIVE. PLEASE DO NOT CALL THE SCHOOL WITH INSTRUCTIONS.

The following radio stations will be notified if an early dismissal is necessary, or if school will not be in session because of weather conditions:

WIZM	AM 1410	La Crosse
WIZM-Z-93	FM 93.3	La Crosse
WKTY	AM 580	La Crosse
WRQT-The Rock	FM 95.7	La Crosse
KWNO	AM 1230	Winona
WHWK-FM -The Hawk	FM 99.3	Winona
WHWK-Real Country	AM 1380/FM 101.5	Winona
KGSL-KG 95.3	FM 95.3	Winona
KWNO	AM 1230/FM 98.7	Winona
KRIV-The River	FM 101.1	Winona
WHTL	FM 102.3	Whitehall
WBIZ-FM -Z-100	FM 100.7	Eau Claire
WIAL – I-94	FM 94.1	Eau Claire
WAXX	FM 104.5	Eau Claire
WDRK	FM 99.9	Eau Claire

WWIS-The Star	FM 99.7	Black River Falls
WEAU TV	Channel 13	Eau Claire
WKBT TV	Channel 8	La Crosse

USE OF BUILDING

Any group that wishes to use any Arcadia School District building for a meeting place must go to the Arcadia School Website (www.arcadia.k12.wi.us) Click on the Community tab and go to the Facility Use Request tab and follow instructions.

PARKING REGULATIONS FOR PARENTS & VISITORS

The area east of the elementary school is reserved for teacher and parent parking. Keep in mind that the street in front of the elementary building is a one-way street running in an east to west direction. Cars should only be stopped or parked in designated parking spots. Stopping and/or parking in the middle of the street is illegal and dangerous. Please keep this in mind when dropping off or picking up your child. Visitor parking is prohibited in the rear of the elementary school building.

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

The Arcadia School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

The District encourages informal resolution of complaints under this policy. If any person believes that Arcadia School District or any part of the school organization has failed to follow the law and rules of S.118.13 Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address:

School District of Arcadia
756 Raider Drive
Arcadia, WI 54612

BREAKFAST AND LUNCH PROGRAM

The lunch program requires a prepaid balance of \$10.00 per student. Accounts will be set up by family unit with each student receiving an individual lunch number. The number will be entered when a meal or milk is purchased. This will automatically debit the family account. Detailed statements may be requested from the elementary office.

Some students may qualify for free or reduced lunch based on guidelines for family income. Families whose income is below an established guideline are also entitled to apply for free milk. Contact the school or district office for these applications. All applications are treated confidentially.

Students may wish to bring bag lunches from home. If a student brings a lunch from home and wishes to purchase milk, the cost is \$.30 per carton.

Parents are welcome to join their children for lunch. (Hot lunch cost for adults is \$3.40 and can be deducted from the family account balance).

Breakfast 7:30 am-7:50 am

Price for breakfast is: \$1.45 for grades 4K-4

Lunch 11:00 am-12:30 pm

Price for lunch is: \$2.60 for grades 4K-4

One carton of milk is furnished with each meal.

Additional milk is available for \$.30 per carton for white or chocolate.

Milk

Morning and afternoon milk is available to all students at a cost of \$.30 per carton. Students have a choice of chocolate or white. Students in grades 4K-4 who qualify for free lunches are entitled to (1) one free milk in addition to milk supplied with the noon lunch.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences for tri-semester at all grades will be scheduled individually by teachers with parents and students. A couple of days each semester will be reserved for days on which interpreters will be available to schedule conferences with parents who would be in need of an interpreter.

STUDENT INSURANCE

The school district does not provide student accident insurance. However, for parents wishing to purchase additional coverage, supplemental insurance application forms will be given to all students. Completed applications should be returned to the school office on or before September 11th.

FIRE, TORNADO AND SAFETY DRILLS

We strive to make Arcadia Elementary School a safe place for all students and staff. Safety drills, including fire, tornado, and emergency response drills are regularly conducted and practiced as required by law and school policy. Teachers discuss safety-drill procedures with the students in each classroom.

EXPECTATIONS

At Arcadia Elementary School, we believe that every student has certain rights and responsibilities. To provide a positive educational experience for all, we believe in the following expectations:

Be Respectful

Be Responsible

Be Safe

We all make choices about our behavior. Students who misbehave at school can expect consequences. Consequences will be carried out in a respectful manner, will fit the behavior or situation and will relate to the age and developmental level of the student. Incidents of irresponsible behavior will have consequences based upon the frequency and severity of the behavior. Please refer to individual classroom rules, Code of Classroom Conduct, Arcadia School District Board Policies and Wisconsin State Statutes.

COMING TO AND FROM SCHOOL

Parents should help their child(ren) choose the safest route to and from school. Where there is no sidewalk and it is necessary to walk in the roadway, instruct your child(ren) to always walk on the side facing traffic.

Your child(ren) should cross streets **ONLY** at marked crosswalks. **DO NOT** cross at mid-block.

All students crossing Main Street should cross with the crossing guard at the corner of Main Street and St. Joseph Avenue.

The crossing guard is on duty from 7:30 to 8:00 a.m. and from 3:05 to 3:30 p.m.

Your child(ren) should not cross between parked cars.

Your child(ren) should watch for turning vehicles.

Your child(ren) should **WALK**, not run, when crossing the street.

Students walking to school must have a face covering as soon as they enter the school property.

Students being dropped off at school must be wearing a face covering as soon as they exit the vehicle.

Students must maintain social distancing to the extent possible at all times while on school property, unless they are with a family member who lives in the same household.

Students walking from school must wear their face covering until they are at least off of the school grounds.

Students being picked up after school must wear a face covering until they enter their vehicle

Parents will be required to remain in their vehicle when dropping off or picking up their child(ren).

Students should not congregate outside or inside the school building upon arrival at school or when waiting to depart school at the end of the day.

USING BICYCLES

Bicycles should be walked at all times when they are on school grounds.

Children should ride on the right side of the road, close to the edge of the pavement and in the same direction as the flow of traffic.

Pedestrians have the right of way. Allow pedestrians to go first at crossings and on sidewalks.

Children should obey all stop signs and signals.

Children should signal all turns and stops using proper hand signals.

Children should ride single file and pass parked or moving cars with care.

Instruct your children to walk his/her bicycle at busy intersections and corners, especially if they are turning left. They should use the pedestrian crosswalk.

A bicycle lock is recommended, and bicycles should be parked in the racks provided near the school entrance.

We encourage students to wear bicycle helmets for their safety.

WHILE AT SCHOOL

1. Only students enrolled in the Arcadia School District will be allowed to attend Arcadia Elementary School.

2. Hats, other headgear, coats, and outerwear may be worn into and out of the building but should be removed during the school day. Clothing or gear with suggestive messages or depicting alcohol or other drugs may not be worn or used. Revealing clothing is not appropriate school dress and should not be worn. Shirts and tops must be tucked in or extend beyond the beltline
3. Cell phones and other electronic devices are not permitted for elementary students (PreK-4).
4. Backpacks are not allowed in classrooms; they are to be placed in lockers or hung on hallway racks.
5. It is the responsibility of all students to maintain clean and attractive classrooms, hallways, and school grounds. Paper or aluminum cans for recycling and other litter should be placed in proper containers.
6. To see the nurse or school counselor, a pass must be obtained from the classroom teacher or playground supervisor.

IN THE LUNCHROOM

1. When entering the lunchroom, students will remain in orderly lines to pick up their lunches.
2. Students will sit at their assigned tables.
3. Students are encouraged to try each item on the menu.
4. Students will use good manners and voice control.
5. All food should be eaten in the lunchroom.
6. Students will clean up the area after eating.
7. When students have completed their lunches, they should follow the teacher's instructions. The only time students should be in the hallways is to go to a teacher's room by request.

Due to Covid19 students may be eating breakfast and lunch in their classroom for the start of the 2020-2021 school year.

ON THE PLAYGROUND

1. Students are to practice social distancing on the playground.
2. Fence borders most of the playground. Students should stay within the confines of the fence.
3. Any rough contact that involves students falling or being pushed is not permitted. (i.e. tackle football, king of the mountain, fighting, wrestling)
4. Avoid the ice areas-it is slippery and dangerous.
5. Helicopter jump roping should be near the ground.
6. All students should stay away from the yellow zones near classrooms.
7. Red swings are for PreK-2nd grade only.
8. Playground equipment is provided and should not be brought from home.
9. Gum, candy, food, beverages, etc. are not permitted on the playground.
10. The use of roller-blades, skates, bikes, and scooters are not permitted on the school grounds.
11. All students are encouraged to wear boots and snow pants to play in the snow.
12. Students may not use cell phones and other electronic devices in school or on the playground.

13. Cold Weather: During cold weather, please make certain that your child leaves home with boots, gloves/ mittens, a hat, and an appropriate coat, snowsuit, etc. The following guidelines will be adhered to whenever students are on school grounds:
14. Students will go outside when the temperature is 0 degrees or above.
15. Students will stay indoors when the temperature is below 0 degrees.
16. Please consult the student handbook about early dismissal or school cancellations due to inclement weather.

HOMEWORK

Homework is an extension of the learning that takes place in school. It provides practice that reinforces classroom learning and provides opportunities for independent study, research and creative thinking. Homework assignments will vary at the different grade levels. Parents, students, and teachers all have a role to insure a successful homework experience.

Teachers will:

1. Provide the necessary instructions and directions, with expectations for quality and due dates.
2. Provide individualized homework assignments when necessary.
3. Provide a variety of homework assignments: review, practice and enrichment.
4. Review and provide feedback for all homework.
5. Contact parents when there are concerns regarding their child's homework
6. Provide parents with guidelines for homework expectations for each grade level.

Students will:

1. Ask questions when confused about homework assignments.
2. Complete work that reflects their best efforts.
3. Complete and return homework on time.

Parents will:

1. Provide a quiet, comfortable place for work.
2. Help their child establish a homework routine.
3. Provide support when asked by their child.
4. Communicate concerns regarding student needs/frustrations to the teacher.

TRANSPORTATION

School Bus Policy

Bus transportation is provided for qualified students to and from school. Bus transportation is also provided for road games, field trips, team participation, and other school activities.

Be on time.

If a parent walks their child to the bus during morning pick up or meets them at their drop off location, the parent must remain at least six feet from the bus entry door or must have a face covering. At no time should the parent attempt to enter the bus.

Students will be assigned a seat and must remain in that seat throughout the durations of the route.

Parents will be required to remain in their vehicle when dropping off or picking up their child(ren).

Students will be required to wear a face covering at all times on the bus or in other school-provided transportation.

Hand sanitizer will be available for students to use upon entering the bus. Students are expected to use this every time they board the bus.

Stay well off the road while waiting for the bus.

Since safety is our prime concern, no misbehavior will be tolerated.

All buses to games or field trips are scheduled by the school and each bus is under the direction of a faculty and/or adult supervisor. All students are required to return to school on their assigned bus, unless signed authorization has been given.

Minor Violations:

Physical Contact

Assault/Fighting

Inappropriate Language

Distracting Driver

Unsafe Behavior

- Throwing objects
- Hanging out the window
- Inappropriate use of cellphone. Not following bus driver directions.
- Inappropriate use of cellphone. Not following bus driver directions.

Major Violations:

Assault/Fighting

Vandalism

Possession of a Weapon

Alcohol or Illegal Substances

- Major violations may result in referral to law enforcement

1st Offense -- Write up a Educlimber Notice. Principal notifies parent/student.

2nd Offense -- Write up a Educlimber Notice. Principal notifies parent/student.

3rd Offense -- Write up a Educlimber Notice. May be suspended from bus riding privileges. Parent/student/busdriver/principal conference.

Any offenses beyond three may result in loss of bus riding privileges up to but not exceeding the remainder of the school year. Behavior determined to be severe enough or cause safety problems for other students may put a student on any consequence regardless of whether it was the first offense or not.

CELL PHONE TRANSPORTATION POLICY

The bus driver has the authority to confiscate any electronic device (s) that they believe is being used inappropriately while riding on the bus. The driver shall give the electronic device (s) to the school building principal or the transportation director. An opportunity for the device to be returned to the student/parent must be made prior to the end of the day.

BUS TRANSPORTATION POLICY

The Arcadia School District shall implement the following transportation policy:

1. All students will be required to have in their possession a bus tag in order to ride the school district route buses to and from home or daycare. Exemption-field trips, sports, activity bus-Coaches or teachers will have rosters of those students with them on their trips. Students that do not have a bus tag can't ride the bus.
2. All students with an issued bus tag will show the driver their tag while boarding their bus.
3. All students who have lost their bus tag must report to the office in the school they attend and let the administrative assistant know they lost their tag immediately upon losing it. The administrative assistant will email the transportation department designee will make a new tag and drop off at the school office which the student attends.
4. The transportation department designee will issue the first tag free of charge to all students riding the bus. The second and proceeding tags will cost \$4.00 each.
5. Students will not destroy, deface, alter or put any stickers on the tag or tag holder.
6. Students who normally do not ride a bus or those that need to ride a different bus must get a transportation note from the transportation department designee. The student must present this note to the bus driver while boarding the bus.
7. Students shall turn in all tag holders, lanyards, and/or issued transportation plastic card at the end of the school year or summer school session.

PENALTIES:

1. First Violation-The student not having a tag or failure to show the bus driver their tag will receive a verbal warning from the bus driver to go get a tag from the transportation department designee.
2. Second Violation- The student is verbally warned to get a bus tag by the bus driver and student is written up in EDU-Climber.
3. Third Violation- The student is again verbally warned by the bus driver to get a tag and the student is written up in EDU-Climber and the student is off the bus for the rest of the semester.

Bus drivers are required to check student bus tags and/or transportation note on their morning and afternoon routes each day. Drivers will write the names down of those students that do not have bus tags and give it to the director of transportation or transportation department designee.

VIDEO CAMERA TRANSPORTATION POLICY

All people around the outside or inside of the Arcadia School District's School Buses maybe being video and or audio recorded.

BUS BASICS

Be Safe

1. Sit on seat
2. Keep head, hands and feet inside the bus
3. Remain in the seat until the bus arrives at destination
4. Eating and drinking is not allowed (unless medical reasons)
5. Be Responsible
6. Arrive at the bus stop 5 minutes before the bus arrives
7. Take seat quickly and orderly
8. Keep aisles and emergency exit clear

Be Respectful --Voice level 1 (proper language)

1. Leave other students and property alone
2. Younger students sit in the front of the bus
3. Older students sit toward the back of the bus
4. Greet and thank the bus driver
5. Bus driver has the authority to assign seats
6. Keep back 2 seats on each side of the bus empty unless the bus is full
7. Leave other students and their property alone
8. Younger students sit in the front of the bus
9. Older students sit in the back of the bus
10. No yelling or screaming on the bus

Bus basics provides safety for everyone

Bus transportation is a privilege, not a right. Students violating basic may be prevented from riding the bus for a period of time.

Technology Use Agreement for Students

The Arcadia School District provides technology resources for students for educational purposes in line with the district's educational goals. Adherence to the following guidelines is required per board policy 7540.03 for continued access to the district's technological resources. Use or access to district technology resources is a privilege, not a right, and inappropriate use may result in the cancellation of that privilege. Students must take personal responsibility for their behavior while using district technology resources.

Technology Resources

The School District of Arcadia's technology resources (herein referred to as district technology) is defined to include all aspects of the district's technology equipment and services. This includes but is not limited to devices, printers, wireless access, video conferencing and servers as well as email, Internet, software and web-based applications, student files and folders, and all other technology related equipment and services. Personal technology devices may be permitted in accordance with the school's handbook and district policies.

Personal technology includes, but is not limited to, hardware (laptops, ipads, Chromebooks, cell phones, iPods, mp3 players, etc.) or software (music, games, etc.). The School District of Arcadia is not responsible for the performance, loss or damage of personal devices.

Student Responsibilities

1. The following are the student expectations while utilizing district technology, whether on or off campus:
2. Use district technology for school-related, educational purposes only.
3. Never damage or modify district technology. Any unauthorized, deliberate action which attempts to damage
4. or disrupt district technology (including the willful introduction of "viruses", spam or similar) is prohibited.
5. Do not employ the district technology for commercial purposes (i.e. to make money) or to make purchases.
6. Never download or install any hardware or software unless authorized.
7. Do not intentionally waste resources. (i.e. printing unnecessary information or web-streaming).
8. Use of district technology within the classroom must be supervised by adult staff.
9. Copyright laws and restrictions must be followed at all times. Users should assume that material is copyrighted unless explicitly noted. Do not use district technology to copy or duplicate copyrighted software, videos, music, etc. Do not plagiarize Internet resources and present them as your own work.
10. The use of district technology for cyber bullying in any form is prohibited as per board policy 5517.01.
11. This includes, but not limited to, hate mail, harassing messages, chain letters, jokes or comments that may be discriminatory or offensive to others.
12. The use of web-based proxy servers is prohibited.
13. The use of district technology for illegal purposes is prohibited.

Safety

1. Do not trespass in others' folders, works or files; do not use another person's password, user name, or identity.

2. Students should take privacy precautions to protect their personal information from being accessed. Students should never reveal personally identifiable information including, but not limited to, your name, school, telephone number, address, email address, or photos.

Personal Devices

1. Use of personal mobile technology devices is a privilege, not a right, and inappropriate use may result in the cancellation of that privilege.
2. Each building administrator will determine if the use of personal technology devices is permitted.
3. Personal technology devices MAY be used during non-instruction times and locations as approved and designated by the building administrator.
4. The use of personal technology devices must not interfere with educational or employment responsibilities violate state or federal law, or board policies.

The use of personal technology devices while on District property or while a student is engaged in school sponsored activities must follow the student expectations in this agreement.

Discipline

Each violation will be considered with respect to the circumstances within which it occurred. The following sanctions will apply:

1. Violations may result in a limited or immediate total loss of rights to the District's technology resources.
2. Additional disciplinary action may be determined at the building level in line with the Student Handbook and the District's Code of Conduct. This may include suspension and recommendation for expulsion.
3. Violations involving threats, theft or damage to equipment or other resources may be reported to law enforcement.

Penalties will be administered based on the severity and frequency of the offense. Students have the right to due process following District policy.

Disclaimer

All content created, sent, accessed or downloaded using any part of the district's technology is subject to the rules stated in this agreement. School administration may monitor and investigate electronic incidents even if they happen after hours and outside of school. As the administrators and owner's of the district technology, including email, the school administration reserves the right, if needed, and at its discretion, to remotely access, open, examine and/or delete electronic media that may violate this agreement.

The School District of Arcadia does not have control of the information on the Internet or incoming email. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the School District of Arcadia. While the district's intent is to make district technology available for educational goals and objectives, account holders will have the ability to access other materials as well. At the School District of Arcadia, we expect students to obey the Technology Use Agreement when using district technology. Students found in violation of the agreement and policies will be disciplined.

In addition, the district account holders (students) are to take full responsibility for their access to district technology and internet. Use of any information obtained via district technology is at the student's own risk. The School District of Arcadia makes no warranties of any kind, whether expressed or implied, for the district technology it is providing; nor does it take responsibility for

1. The content of any device or information received by an account holder.
2. The costs, liability or damages incurred as a result of access to school district technology and Internet: these damages may include, but are not limited to; loss of data as a result of delays, non-delivered, mis-deliveries, or service interruptions caused by the system or by student error or omission.

This agreement exists in concert with all other existing building and district rules, guidelines, policies and procedures. Specific items not covered here may be addressed by other building or district rules, guidelines, policies or procedures at the discretion of the building principal/designees.

SCHOOL WELLNESS

The Arcadia School District promotes a healthy school environment by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment.

The Arcadia School District recognizes that wellness is related to students' physical well-being, growth, development and readiness to learn. A healthy school environment gives students consistent, reliable health information and ample opportunity to use it. Research has shown the link between good nutrition and regular exercise is clearly demonstrated by better attendance, higher academic achievement, and fewer behavior problems in school and may help reduce childhood obesity.

Efforts to promote a healthy school environment are the shared responsibilities of the district administrator, all administration, and all professional and non-professional staff members. Efforts will also be made to involve family members and the community in supporting and reinforcing wellness, good nutrition, and regular physical activity. The School Nutrition and Activity Committee (SNAC) will develop an action plan to include goals, strategies, person(s) responsible for implementation, and evaluation of the action plan.

In accordance with the state emphasis on student health and the guidelines of the Arcadia School District's School Wellness Policy, we are asking parents to consider some of the ideas below when sending treats to school.

- Fruit smoothies
- Unsweetened fruit juices
- Vegetable juices
- Fresh fruits
- Fresh vegetables (cut-up)
- Canned fruits/fruit cups (in juice)
- Yogurt (low fat or fat free)
- Go-Gurt
- YoJ
- String cheese
- Sliced cheese and crackers

- Air-popped popcorn
- Graham crackers
- Animal crackers
- Unsweetened cereal
- Bagels
- Nuts or trail mix

POLICIES

ASBESTOS MANAGEMENT - 8431.01

The Board of Education recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. Accordingly, the Board directs the Superintendent to ensure that the District satisfies its obligations to deal with asbestos building materials in any building that is leased, owned, or otherwise used by the District as a school building as required under State and Federal law including, but not limited to, the Asbestos Hazard Emergency Response Act of 1986 ("AHERA"). To this end, the Board authorizes the Superintendent to designate an individual responsible for ensuring that the District satisfies its responsibilities under AHERA. This individual will, at a minimum develop and administer an Asbestos Management Plan as required by law. The Plan will address all requirements under AHERA including, but not limited to, inspection, reinspection, periodic surveillance, training and recordkeeping requirements.

The Superintendent of Schools will also ensure that at least once each school year, the District provides written notice to parents, employees and employee organizations regarding the availability of the District's Asbestos Management Plan and any response actions taken or planned.

School District of Arcadia

Revised 7/20/2015

ATTENDANCE - 5200

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

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

Written Excuse Required

The principal shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

School Attendance Officer

The Superintendent of Schools shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform 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 and whether the absence is excused.
- B. Submitting to the Superintendent of Schools, 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 Superintendent of Schools shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

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

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

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. Permission of Parent or Guardian

The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence.

D. Religious Holiday

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

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

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

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree 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.

A student may be excused from school, as determined by the principal or his/her designee, for the following reasons:

A. Quarantine

Quarantine of the student's home by a public health officer.

B. Illness of an Immediate Family Member

The illness of an immediate family member

C. Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal shall develop guidelines to address unexcused absences.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

- A. The Truancy Plan will include, at a minimum, the following: procedures to be followed for notifying the parents or guardians of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents or guardians
- B. Plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. Methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. The types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. Plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- D. Methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem

A student will be considered truant if s/he 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 or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he 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.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian 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. Notice shall be made by personal contact or telephone call, if possible, and a written record of this notice shall be kept. If such notice is not effective, notice shall be made by mail. 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 or guardian, by registered or certified mail, which contains the following:

- A. A statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. A statement that the parent, guardian, 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 or guardian 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 or guardian 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 or guardian 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 or guardian if s/he fails to cause the child to attend school regularly as required by State law.

The School Attendance Officer will also continue to notify the parent or guardian 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 or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian 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 his/her 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 or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

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

Principal Guidelines

The principal shall develop guidelines concerning the attendance of students.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR - 5517.01

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while traveling to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent of Schools. The student may also

report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent of Schools. Complaints against the Superintendent of Schools should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

A. Physical

hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal

taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological

spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

D. Cyber bullying

the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others. “[Bill Belsey (<http://www.cyberbullying.ca>)]

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. Cyber bullies more easily hide behind the anonymity that the Internet provides;
2. Cyber bullies spread their hurtful messages to a very wide audience with remarkable speed;
3. Cyber bullies do not have to own their own actions, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions; and
4. The reflection time that once existed between the planning of a prank – or a serious stunt – and its commission is all but been erased when it comes to cyberbullying activity.

Cyber bullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. Sending email or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;
3. Using a camera phone to take and send embarrassing photographs of students;
4. Posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristics, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school–provided transportation or at any official school bus stop, and that has the effect of:

- A. Physically harming a student or damaging a student's property;
- B. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. Creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent of Schools or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on aggressive behavior and bullying, will be age and content appropriate.

The principal is directed to develop guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent of Schools shall be followed.

CODE OF CLASSROOM CONDUCT 5500

Code Philosophy

The School District of Arcadia is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in the classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration, their classroom teaches.

Student behavior that is dangerous, disruptive, or 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 and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

This code of classroom conduct applies to all students in grades 4K-12. the School District of Arcadia shall not discriminate in standards and rules of behavior, including student harassment and disciplinary measures, which may include suspensions and expulsions, on basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Code Definitions

A teacher of that class may temporarily remove any student from a class under this code. For the purpose of this code, “student” means any student enrolled in the District, exchange student, or student visitor to the District’s schools.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented at the discretion of the building administrator.

For the purpose of this code, a “class” is any class meeting or activity, which students attend, or in which they participate while in school under the control of the direction of the District. This definition of “class” includes, without limitation, regular classes, special classes, study hall sessions, labs, LMC, and counseling groups.

A “teacher” is any certified instructor, counselor, nurse or administrator in the employ of the District. Teachers will also take into consideration and possibly use the recommendation of classroom aides, proctors, monitors, or group leaders.

A “teacher of that class” means the regularly assigned teacher of the class, or any teacher, including substitute teachers, assigned to teach, monitor, assist in or oversee the class.

A “building administrator” means a principal of a school, or other individual duly designated by the building administrator or District Administrator.

The principal and the teacher shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent /guardian of a minor student shall be notified of the student’s removal from class as outlined below.

Placement Procedure

The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

1. An alternative education program approved by the Board
2. Another class in the school or other appropriate place in the school
3. Another instructional setting
4. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class/content area is the best or only alternative

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

All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.

The parent/guardian of a minor student shall be notified of a student’s placement in an alternative educational setting as outlined below.

Parent/Guardian Notification Procedures

The teacher shall try to inform the student's parents that the student was removed from class. Such notice may be made by telephone. The parents of the student must be sent written notice of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher.

If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.

If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e, suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

CONTROVERSIAL ISSUES – 2240

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

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

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not substantially disruptive to the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. Issues pertaining to human growth and development, as defined by statute, are subject to 118.019, Wis. Stats. If there is a recent traumatic event or delicate situation in the family (ie. death, illness, divorce, adoption, etc.) then it is the responsibility of the parent/ guardian to contact their child's teacher and/or the principal or school counselor, as soon as possible, to address how the family would like the situation to be managed when their child returns to school.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the principal.

In the discussion of any issue, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specific reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

DRUG PREVENTION - 5530

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

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

For purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. All chemicals which release toxic vapors;
- C. All alcoholic beverages;
- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "Look-alikes";
- F. Anabolic steroids;
- G. Any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

The principal shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. Emphasize the prevention of drug use;
- B. Provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
 - 1. Addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 - 2. Provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
 - 3. Assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
 - 4. Promotes positive emotional health, self-esteem, and respect for one's body;
 - 5. Meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education;
- C. Include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. Provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. Include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions; The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.

- F. Provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. Require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. Require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. Provide a biennial review of the school district's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- J. Provide for a student assistance program which includes guidelines for preventive, intervention, referral, treatment, and after-care. Such a program must be comprehensive in nature addressing all issues affecting students' academic, social, and emotional well being in the educational setting which may negatively affect behavior and interfere with their ability to learn;
- K. Establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's Policy 5610 and Policy 5771 are complied with fully.

The Superintendent of Schools shall ensure that the warning notice concerning anabolic steroids is installed and properly maintained in each of the District's locker rooms or athletic dressing areas.

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

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY – 2260

The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in any of its student program and activities.

In order to achieve the aforesaid goal, the Board directs the Superintendent of Schools to:

- A. **Curriculum Content**
review current and proposed courses of study and textbooks to detect any bias based upon race; age; pregnancy; marital or parental status; gender or gender orientation; religion; national origin; ancestry; culture; creed; or physical, mental, emotional, or learning disability, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society; provide that necessary programs are available for students with limited use of the English language;
- B. **Staff Training**
develop an ongoing program of in-service training for school personnel designed to identify and solve problems of racial; religion; age; pregnancy; marital or parental status; gender or gender orientation; physical, mental, emotional, or learning disability; national origin; ancestry; creed; cultural; or other bias in all aspects of the program;
- C. **Student Access**

review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race; religion; age; creed; pregnancy; marital or parental status; gender or gender orientation; physical, mental, emotional, or learning disability; national origin; or ancestry, in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

D. District Support

ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race; religion; age; creed; pregnancy; marital or parental status; gender or gender orientation; physical, mental, emotional, or learning disability; or national origin.

The Superintendent of Schools shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public.

The Superintendent of Schools shall attempt annually to identify children with disabilities, ages 3-21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs.

PROFESSIONAL STAFF CONDUCT WITH STUDENTS 3213.01

The Board of Education expects all staff members, including teachers, coaches, counselors, administrators and others, to maintain the highest professional, moral and ethical standards in their conduct with students. For the purposes of this policy, staff members also include school volunteers.

The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the schools.

Prohibited Conduct

Examples of unacceptable conduct by staff members that are expressly prohibited include but are not limited to the following:

- A. Any type of sexual or inappropriate physical contact with a student, or any conduct that might be considered harassment under the Board's policy on harassment and sexual harassment of students;
- B. Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- C. For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In

either case, staff involvement should be limited to a direct connection to the student's school performance;

- D. Sexual banter, allusions, jokes or innuendos with students;
- E. Asking a student to keep a secret;
- F. Disclosing a personal, sexual, family, employment concerns, or other private matters to one (1) or more students;
- G. Addressing students with terms of endearment, pet names or otherwise in overly familiar manner, and
- H. Permitting students to address you by your first name, nickname or otherwise in an overly familiar manner.

Conduct Requiring Administrative Approval

Before engaging in activities like the following, staff members shall review the activity with the building principal or supervisor as appropriate:

- A. Being alone with individual students out of public view;
- B. Inviting or allowing students to visit the staff member's home;
- C. Visiting a student's home, unless on official school business;
- D. Maintaining personal contact with a student by telephone, email, Instant Message, internet chat rooms or letters (beyond homework or other legitimate school business);
- E. Exchanging personal gifts (beyond customary student/teacher gifts) and/or;
- F. Socializing or spending time with students (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of school-sponsored events except as participants in organized community activities.

Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their Building Administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Reporting Suspected Violations

Students and/or parents or guardians are strongly encouraged to notify the principal, or other appropriate administrator, if they believe a teacher or staff member may be engaging in conduct, which violates this policy.

Staff members are required to notify promptly the appropriate Building Administrator or Superintendent if they become aware of a situation that may constitute a violation of this policy.

Disciplinary Action

Staff violations of this policy shall result in disciplinary action up to and including dismissal. Violations involving possible sexual or other abuse will also result in referral to the Department of Human Services and/or law enforcement.

STUDENT ANTI-HARASSMENT - 5517

Harassment

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

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

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), 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 Characteristics, through its policies on bullying (see Policy 5517.01).

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

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

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

Other Violations of the Anti-Harassment Policy

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

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

Bullying

Bullying is prohibited by Board Policy 5517.01. 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 wellbeing. Bullying need not be based on any Protected Characteristic. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights.

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. public humiliation; or
- J. destruction of property.

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 Characteristics that:

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

Sexual Harassment

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

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

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

- 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 - 2. rating a person's sexuality or attractiveness;
 - 3. staring or leering at various parts of another person's body;
 - 4. spreading rumors about a person's sexuality;
 - 5. letters, notes, telephone calls, texts, or materials of a sexual nature;
 - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.
 - H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
 - I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin Harassment

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

Racial/Color Harassment

Prohibited age based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; or of creating an intimidating, hostile, or offensive learning environment.

Disability Harassment

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

Reporting Procedures

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

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's

participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

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

Reporting procedures are as follows:

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

District Compliance Officers

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

Lance Bagstad – Superintendent
Phone: 608-323-3315 Ext. 3360
756 Raider Drive
Arcadia, WI 54612
bagstadl@arcadia.k12.wi.us

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

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

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

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) calendar days of learning of the incident.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

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

Complaint Procedure

A student who believes she/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, Superintendent, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty days after the conduct occurs while the facts are known and potential witnesses are available. If a complainant informs a teacher, principal, or other District employee at the student's school, the CO, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days.

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

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

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

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of class schedule for the complainant or the alleged harasser, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the Principal prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be provided an opportunity to respond to the complaint.

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

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

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- 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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to harassment. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the Superintendent.

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

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10)

business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

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

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

Additional School District Action

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

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

Confidentiality

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

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

All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

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

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Education and Training

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

STUDENT CODE OF CLASSROOM CONDUCT - 5500

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.

The Superintendent of Schools shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. This Code of Classroom Conduct shall be reviewed and approved periodically.

Student conduct in the classroom shall be governed by the rules and provisions of the Code of Classroom Conduct developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's Code of Classroom Conduct shall be adopted by the School Board.

STUDENT DISCIPLINE - 5600

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

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

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

- A. Conform to reasonable standards of socially-acceptable behavior;

- B. Respect the person and property of others;
- C. Preserve the degree of order necessary to the educational program in which they are engaged;
- D. Respect the rights of others;
- E. Obey constituted authority and respond to those who hold that authority.

The principal shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. Are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. Do not discriminate among students;
- C. Do not demean students;
- D. Do not violate any individual rights constitutionally guaranteed to students.

The principal shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- A. Relate in kind and degree to the infraction;
- B. Help the student learn to take responsibility for his/her actions;
- C. Be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the Superintendent of Schools shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

The principal shall publish to all students the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.

STUDENT RECORDS - 8330

The educational interests of students require the collection, retention, and use of information about individual students and groups of students. At the same time, a student's right of privacy under Federal and State law mandates careful custodianship and limitations on access to student records.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government or specifically permitted by this Board may be compiled by District employees.

The principal shall develop guidelines governing student records. These guidelines shall be consistent with the educational goals of the District and any applicable Federal and State laws.

A complete list of all Policies of the School District of Arcadia can be viewed on our school web site www.arcadia.k12.wi.us.