Lake Mills Elementary Student Handbook

District Mission Statement:
Preparing ALL of today's students for tomorrow's opportunities.

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Non-Discrimination Statement: The Lake Mills Area 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. If there are any concerns in this area, all correspondence should be directed to the District Administrator.

I. About Our School

Elementary School Hours: 8:05-3:10
Supervision is provided on the playground each morning beginning at 7:40.

4K Hours: Morning 8:05-10:50 | Afternoon 12:25-3:10

If there are any changes in a child's usual transportation routine during the year, the office needs to be notified by 1:30 pm, except for in cases of emergency.

Elementary Contact Information:

Main Office: 920-648-2338
Principal: Wendy Sallam - Ext. 402
Assistant Principal: Brad Smith-Ext. 431
School Counselor: Erika Ellerie - Ext. 441
School Psychologist: Natalie Stelzer - Ext. 419

Elementary Dress Code:
Clothing and personal appearance should be age appropriate, and should not present a hazard to students' health and safety. Children should be able to handle all clothing fasteners themselves.

Parents should make sure their child is dressed appropriately for the weather each day. Students must wear jackets at recess when the temperature is below 50 degrees. For outdoor play during the winter, students are expected to have footwear that will keep them warm and dry. Students are prohibited from the snow without proper footwear. When the temperature and/or wind chill is below 0 degrees students stay indoors.

Lost and found articles are located in the corridor between 1st and 2nd grade neighborhoods. Items not claimed after a specified period of time will be gathered and donated to charity. Please check for your child's items regularly.

Teaching and Learning:
We believe all students can learn at a high level. We use a variety of formal and informal assessments to help determine the best instructional strategies to match each individual child. We monitor progress regularly to gauge if further researched based interventions or enrichments need to be implemented.

LMES believes strongly in collaboration. Our staff members collaborate on our curriculum and work together to best meet the needs of all children. Your child may work with various teachers on our LMES team throughout the school year. Communication regarding your child's progress may come from any of the professionals working with your child. Please know that we all care deeply about your child's success and will do what it takes to help them on their path to excellence!

II. School Attendance

Regular school attendance is a critical factor in student achievement. When children have frequent absences it reduces their opportunities to learn required material.

- Families are discouraged from taking vacations while school is in session. We understand that there may be extraordinary circumstances that arise allowing your family to take a once in a lifetime vacation causing your child to miss school. In such circumstances state law allows parents to excuse their children for up to 10 days in any given school year. The law requires that parents provide a written excuse to the school office before the absence occurs, which indicates the dates and reasons for the absence. While the state law allows these absences, we believe that 10 days of absences are not in the best educational interest of student learning.
- Please schedule medical appointments, whenever possible, when school is not in session. If missing school for medical reasons, provide a doctor or dentist note upon return to school.
- Attendance letters will be sent home for any child who misses 8 or more days of school for parent/guardian excused reasons. A school administrator will contact parents/guardians of students who have missed 10 or more days of school.

Absence Policy
The State of Wisconsin requires that records of attendance be kept for each student. The elementary school office and classroom teachers keep records of attendance. The Parent/Guardian of a student is responsible for reporting an absence and the reason for the absence to the school office by 8:30 AM. If we are not notified of a student absence we will contact the parents of each absentee. If we are unable to reach a parent/guardian, a phone call to our local/county police department will be made to verify the child's whereabouts.

Absence from school for any reason other than medical, bereavement, religious holidays, mandatory legal proceedings, or emergency is strongly discouraged by the board, administration and faculty. Wisconsin state law defines the conditions of the policy relative to absence.

- **Parent/Guardian Excused Absence:** The law allows parents to excuse students from school attendance for causes defined under "Excused Absence" for up to ten days per school year. **For necessary absences known in advance, parents should make arrangements in writing first with the principal, then with the classroom teachers. Parents should contact the school a minimum of one week prior to the planned absence. For planned absences, where a student will be out of school for a long period of time, a written letter to the Superintendent is strongly suggested.**
- **Excused Absence:** The law considers absence due to medically verified illness/medical, bereavement, religious holidays, mandatory legal proceedings, or emergency to be excused. The school may require a doctor's statement for an absence of three days or more, or proof of situation at its discretion.
- **Unexcused Absence:** An unexcused is any absence beyond the "Parental/Guardian Excused Absence" or for cause other than defined under "Excused Absence".
- **Truancies:** Students are truant from school, class, or other assigned and scheduled situation when they are absent without legal reason. They are also considered truant when they have 5 unexcused absences.

- **Tardy:** Students are tardy when they come to school late or are late reporting to class. The teacher shall refer cases of chronic tardiness by an elementary school pupil to the principal for investigation. Students are considered tardy when they arrive between 8:05-8:15. Students who arrive after 8:15 a.m. will be marked absent for a quarter of a day.

In case of illness occurring at school, the principal or the principal's authorized representative will excuse the pupil after a parent or guardian has been notified.

Compulsory Attendance Law
Any person having control of a child who is enrolled in five-year-old kindergarten up to age 18 shall cause the child to attend school regularly during the full period and hours that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Modifications of this policy as cited in Wisconsin 118.15 require the prior approval of the Board of Education.

III. Character & Community

Lake Mills Elementary School promotes a safe and supportive environment for all of our students. We do this on a daily basis by having every classroom start the day with a morning meeting to build a sense of community through a greeting, a sharing, an activity, and a positive message. We also do this through our weekly guidance lessons using the Second Step Curriculum. We emphasize our five core values: cooperation, assertion, responsibility, empathy, and self-control to promote excellence in learning and in living and to promote a sense of personal and civic responsibility. Additionally, we survey our students twice each year to gauge the school climate to ensure all of our students are feeling safe and happy to come to school**.**

Effective discipline requires a team effort involving school personnel, students, and parents. The Lake Mills Elementary School staff depends on support and cooperation from parents as parental support is essential to effective student discipline. We strive for strong communication in order to promote success for all of our students. At times, students need some additional support to promote positive behavior. This support can include targeted social/emotional groups through our pupil services team or Check-In, Check-Out (CICO), which is a system to support and encourage students to meet school-wide expectations. If your child is recommended for any additional behavior supports, a pupil service team member will contact you.

Distractions to the Learning Environment

Toys: To support a focused and productive classroom, students should not bring toys, playground equipment, trading cards, or other personal items to school unless specifically requested by the teacher for a special activity.

Beverages: Students may have water or milk in the classroom. All other beverages are not permitted during the school day. (Ex: Bubblr, Starbucks, soda, etc.)

Bullying - Policy 5517.01

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

"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 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. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

<u>Complaint Procedures</u>

Any student that believes they have been the victim of bullying should immediately report the situation to the building Principal, Assistant Principal, or the District Administrator. 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 District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building Principal, Dean of Students, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (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 Policy 5517 – Student Anti- Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

IV. Student Safety

Allergies
Any treats brought to share with the class must be store-bought and include a visible list of ingredients. We have many students with allergies, and this policy helps ensure everyone's safety.

We appreciate your understanding—homemade treats cannot be shared at school.

Bicycle Safety
Students younger than first grade are not allowed to ride a bike to school unless accompanied by an adult. Bikes, scooters, and skateboards may not be ridden on the playground or the sidewalks surrounding Lake Mills Elementary School.

Emergency Drills
Lake Mills Elementary School is committed to the safety of our students. We believe that preparedness is a vital component of our District Safety Plan. Tornado, fire, and safety drills are practiced periodically during the school year.

School Visitors
All visitors to Lake Mills Elementary School (parents, high school TA's, community members, sales people, etc.) MUST REPORT TO THE OFFICE, sign in and receive a "visitor" badge to wear while they are in the building. Before leaving the building visitors must sign out and return the badge to the office. All volunteers must obtain a background check **before** working with students and/or chaperoning field trips. Background check forms are on the Lake Mills Area School District website. Background checks may take several weeks to process.

Cameras on Campus
For safety purposes, we have numerous cameras on school grounds and property. Some of these cameras may include audio. In addition, audio may be used in investigations.

Search
Cubbies and desks may be inspected by school authorities at any time. Students may be asked to disclose the contents of their backpacks, bags, and/or pockets, as well.

Weapons - Policy 5772
The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law, without the permission of the District Administrator.

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

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

Policy exceptions include:

A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;

B. items pre-approved by a principal as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);

C. theatrical props used in appropriate settings; and

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

V. School Communication

Emergency Contacts
The emergency form which you complete during registration will aid office personnel to deal with a medical emergency or illness of your child. Remember to keep the school advised of any changes in the following information that might affect our contacting you in cases of emergency: names of people to contact and phone numbers, employment phone numbers for parents; and doctors to be contacted.

Release of Information
Permission for the Release of Information forms are available in the office. These are in accordance with FERPA and COPPA and are valid for one year.

Reporting Pupil Progress
Reporting pupil progress can be broadly defined to encompass all of the methods and techniques utilized to communicate pupil performance to parents. The following list would represent the most widely used avenues:

1. Report Cards
2. Parent-Teacher Conferences
3. Notes, phone calls, and/or emails

Severe Weather
A decision on the opening and/or closing of school will be made by the District Administrator and the Transportation Supervisor, and/or other appropriate personnel. Weather reports, county highway officials, and others will be surveyed in an attempt to gather as much pertinent information as possible. There may be occasions when we will operate for those who can get to school even though buses cannot get to all parts of the district

If school is to be closed, parents will be notified via Skylert. Please make sure to keep your contact information current in Family Access to ensure that you receive these important messages.

Seesaw
Seesaw is an app that students, families and staff use to communicate and complete student work. It creates a powerful learning loop that makes students' thinking and learning visible, engages families with students' learning in real time, and helps to form strong partnerships between families and teachers. For more information, visit https://www.lakemills.k12.wi.us/pes/seesaw.cfm.

Email Communication

Families will receive a weekly newsletter every Tuesday with updates on school events, PTO news, and community activities. In addition, a monthly family newsletter will be sent on the first day of each month, highlighting important information and celebrations from across the school.

Website

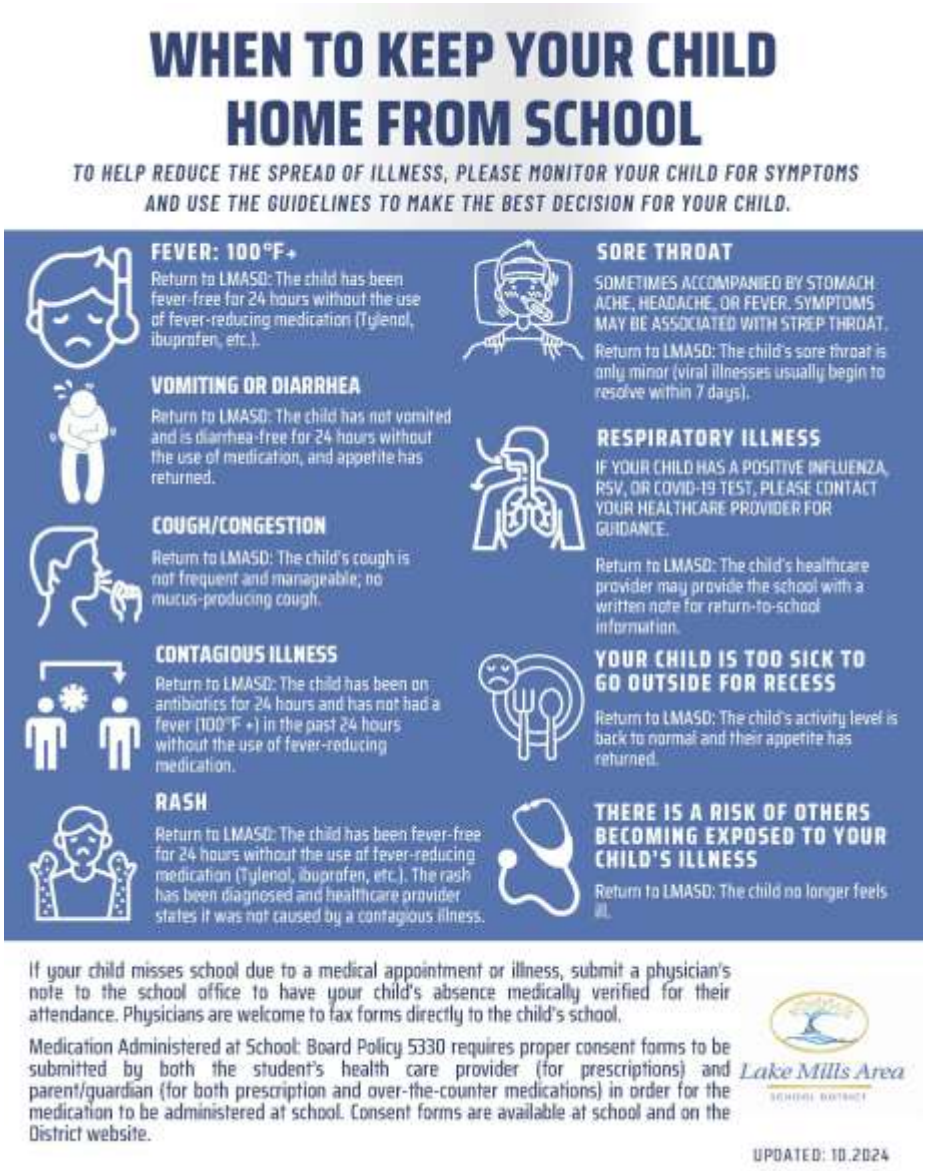
The elementary school will provide additional information on the LMASD website.

VI. Student Health

Immunizations
All children must have an immunization card on file in the elementary school office. All immunizations must be up-to-date according to the rules and regulations of the State of Wisconsin. If a parent chooses, they can sign a waiver on the back of the form stating their child will not receive immunizations as required by law.

Insurance
The school carries no insurance for accidents or injury to students while at school. If you do not have insurance or wish to have additional coverage, you may wish to purchase student insurance. Information on student insurance is available upon request.

Medication
School personnel are not allowed to dispense prescription or non-prescription medication at school unless an "Authorization for Administration of Prescription and Non-Prescription Medication" form is completed and signed by the parent/guardian. For prescription medications a physician's signature ***is required before administering meds at school***. The physician must list possible adverse reactions to the medication. If non-prescription medication is to be given at school, fill out the top portion of the form and deliver it to school with the medication, in its original package. The medication forms are available both online and in the office.



VII. Student Legal Documents

Child Custody/Court Orders
In cases where parents are separated or divorced and one parent has sole legal custody, the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order. Requests for additional copies of report cards, newsletters, etc., should be made in writing to the building principal including name and current mailing address. Current and updated court documents must be provided to the school.

Directory Information/Student Records
This is a public notice that the Lake Mills Area School District will disclose "directory data" to any person who requests such data. State Statute 118.125(b) "Directory data means those pupil records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended."

> **If you are a parent, legal guardian, or guardian ad litem of any pupil attending a public school in the Lake Mills Area School District and do not wish all or any part of the "directory data" released without the prior consent of the parent, legal guardian, or guardian ad litem, please inform the building principal of your child's school IN WRITING.**

This notice is required by Statute 118.125. The notice will enable the school district to publicize student academic and athletic activities as well as such simple things as allowing parents of elementary students to be able to contact other parents for social events (i.e. birthday and holiday parties). Please keep directory information updated in Family Access.

School Records
Under the Family Education Rights and Privacy Act, parents and students have rights in regard to school records including: the right to inspect, right to prevent disclosures, right to request amendment, right to obtain policy regarding school records, right to have directory data defined and determine its use, right to complain to the Family Rights and Privacy Act Office in Washington, DC. Please see the principal regarding questions about school records. All requests to obtain student records must be made in writing.

Student Image Release
Students have many opportunities to be recognized in both print and on cable television. Their names and images may appear on the local cable channel, in local newspapers, on the school website, in the Hands on News, on Facebook, and in the yearbook. During student enrollment, parents are asked to give permission for their child's image and/or name to appear in the media venues listed above.

VIII. Student Technology Use

Technology Acceptable Use Policy (AUP) - Policy 7540
The Lake Mills School District has a Technology Acceptable Use Policy (AUP). Each student is expected to have one signed and on file.

Electronic Devices - Policy 5136
Students may use personal communication devices (PCDs) before and after school. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be stored out of sight.

IX. Nondiscrimination and Access to Equal Educational Opportunity

Lake Mills Area
SCHOOL DISTRICT

Book Policy Manual

Section	2000 Program
Title	NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260
Status	Active
Adopted	October 9, 2017
Last Revised	December 12, 2022

2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

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

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

A. use of objective bases for admission to any school, class, program, or activity;

B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);

C. use of disciplinary authority, including suspension and expulsion authority;

D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;

E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;

F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;

G. design and configuration of facilities;

H. opportunity for participation in extra-curricular and co-curricular activities provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and

I. The school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board’s policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

The District will identify, evaluate, and provide a free appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

The District's educational programs include the academic and nonacademic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the nonacademic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

Notice of the Board's policy on nondiscrimination and the identity of the District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Principal's Responsibilities

Each Principal shall verify that the procedures used with students and parents for selection of and participation in any part of the District's academic, co-curricular, or extra-curricular programs do not discriminate on the basis of the Protected Classes.

District Administrator's Responsibilities

In furtherance of the afore said goal, the District Administrator shall:

A. Curriculum Content

1. review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict those Protected Classes toward the development of human society;

2. provide that necessary programs are available for students with limited use of the English language;

B. Staff Training

Develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

C. Student Access

1. 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 the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

2. Verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

3. Verify that the educational programs of this District are accessible to all students;

   All programs need to be designed and scheduled so the location or nature of the

facility or area will not deny an otherwise qualified student with a disability the opportunity to participate in the academic or other school programs on the same basis as students without disabilities.

4. Require that service animals for students who require this type of assistance shall be permitted access to all facilities, programs, and events of the District.

D. District Support

Require 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

Verify that tests, procedures, and 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 the Protected Classes.

Definitions

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

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

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

Military status: refers to a person’s status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, and full-time National Guard duty. It also includes the period of time for which a person is absent from school for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

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

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

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

The District Administrator shall publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The Board is committed to educating (or providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the Board operates a separate class or facility under Section 504 that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 22, who reside in the District but do not receive a public education.

In addition, the District Administrator shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

Reporting Procedures

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District’s Compliance Officer within two (2) days.

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the District Administrator or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age of eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

District Compliance Officers (hereinafter referred to as the COs)

The Board designates the following individuals to serve as the District's CO's:

Jamie Everson-Lake Mills School District Director of Student Services
120 E. Lake Park Place
Lake Mills, WI 53551
920-648-2215
jamie.everson@lakemills.k12.wi.us

Chuck Olson-Lake Mills School District Middle School Principal
318 College Street
Lake Mills, WI 53551
920-648-2358
chuck.olson@lakemills.k12.wi.us

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

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

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

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO 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 during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of work assignment or class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the District Administrator.

As soon as appropriate in the investigation process, the CO will inform the Respondent, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

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

The investigation will include:

A. interviews with the Complainant;

B. interviews with the Respondent;

C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;

D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

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

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the District Administrator either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and Respondent. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the

extent to which information in an investigation report must be provided to either the Complainant or Respondent.

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

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 by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a grievance utilizing the District's grievance procedure as outlined in Policy 3340 or Policy 4340.

The Board reserves the right to investigate and resolve a complaint or report regardless of whether the member of the School District community or third party chooses to pursue 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.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

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

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.) (Policy 8462), or threats of violence (Policy 8462.01), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Privacy/Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed, however. Additionally, the Respondent must be provided the Complainant's identity.

During the course of an investigation, the CO or designee 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 an investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

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

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

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

Education and Training

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

Retention of Investigatory Records and Materials

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

A. all written reports/allegations/complaints/statements;

B. narratives of all verbal reports, allegations, complaints, and statements collected;

C. a narrative of all actions taken by District personnel;

D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;

E. narratives of, notes from, or audio, video, or digital recordings of witness statements;

F. all documentary evidence;

G. e-mails, texts, or social media posts related to the investigation;

H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;

I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;

J. dated written determinations to the parties;

K. dated written descriptions of verbal notifications to the parties;

L. written documentation of any supportive measures offered and/or provided to Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;

M. documentation of all actions, both individual and systemic, taken to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);

O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and

P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

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

Revised 4/29/19
Revised 9/9/19
Revised 6/8/20
Revised 1/10/22

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Legal

118.13 Wis. Stats.

P.I. 9, Wis. Adm. Code

P.I. 41, Wis. Adm. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974 20

U.S.C. 7905, Boy Scouts of America Equal Access Act

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended 42

U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended 29

C.F.R. Part 1635, The GINA Regulations

34 C.F.R. Part 110, The Age Discrimination Act Regulations Guidelines for Vocational Education Programs, Department of Education, Office for Civil Rights, March 21, 1979