Working Together…..Creating the Future

STUDENT HANDBOOK

2026-2027 School Year

Administrators:

Mrs. Angela Rodgers,

Principal

Mrs. Angela Diener,

Associate Principal-Pupil Services

Mrs. Hope Cameron,

Associate Principal-Scheduling and Programming

(715) 261-0100

1400 Stewart Avenue

Wausau, Wisconsin 54401

johnmuir.wausauschools.org

IMPORTANT STUDENT RESOURCES

24/7 Crisis & Suicide Prevention Hotline:

800-273-TALK (8255)

800-799-0122

715-845-4326

Text HOME to 741741

Wisconsin Addiction Recovery Helpline:

Dial 2-1-1 or 833-944-4673

Text ZIP Code to 898211

In Event of an Emergency:

Hold, Secure, Lockdown, Shelter, Evacuate

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WELCOME MESSAGE

Welcome to John Muir Middle School! Middle School is a time of great change. It is a time when students deal with changing bodies, accept additional responsibilities, and explore exciting opportunities. The staff at John Muir recognizes these unique needs and is well trained in assisting middle school students to realize their potential.

Our staff at John Muir is dedicated to offering our students the best educational environment possible. We strive to work together as a team to build relationships with our students and their parents/guardians. We also pride ourselves on constantly evaluating our programming and adjusting as necessary to make learning exciting and fun. This Student Code of Conduct will answer many of your questions. The policies and expectations described are reasonable and necessary for maintaining an atmosphere that allows each student to develop to the best of his/her ability. It is expected that students will use this handbook to become better students.

We wish you a fantastic school year!

John Muir Middle School Staff

JOHN MUIR; THE MAN BEHIND THE NAME

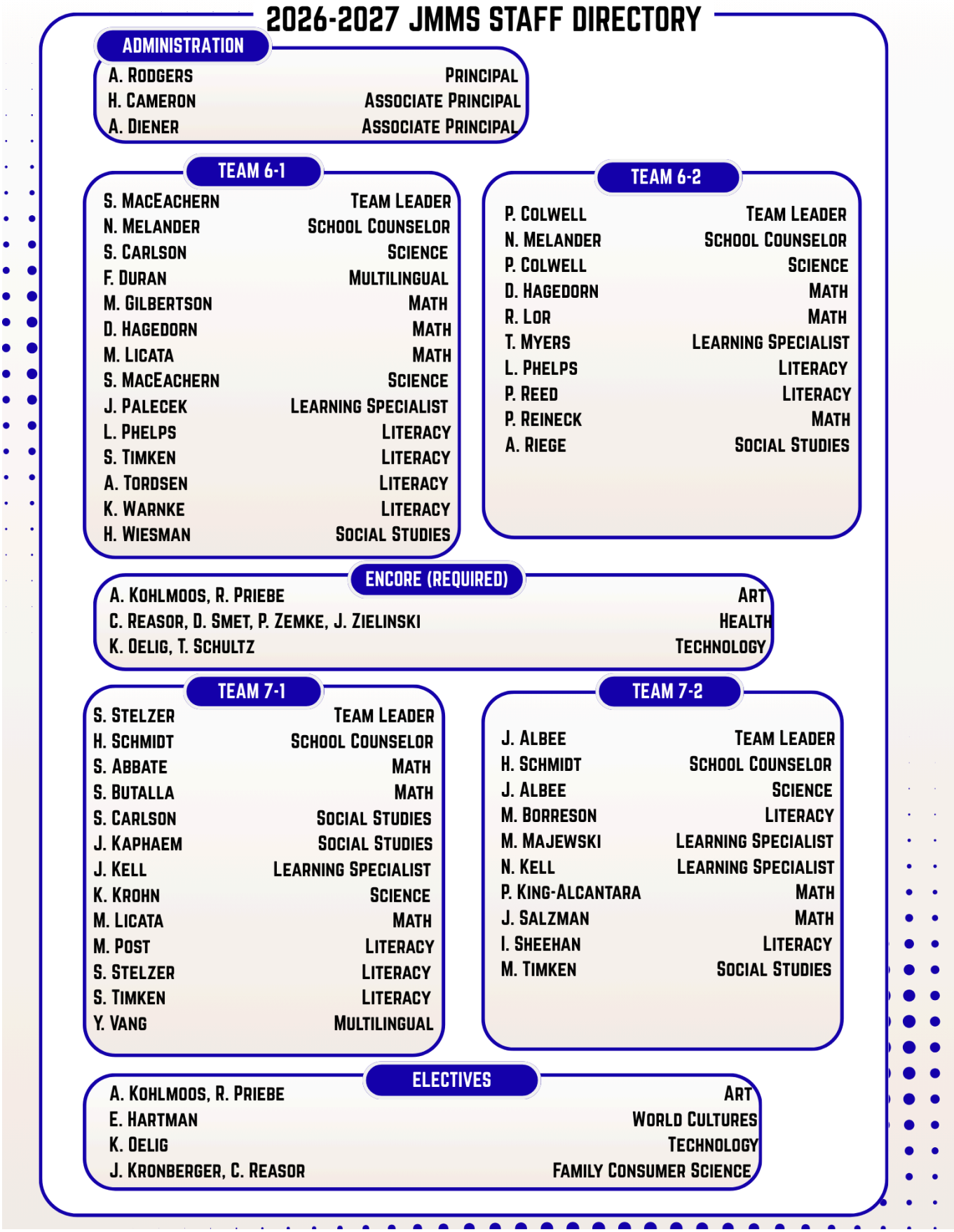


John Muir was born April 21, 1838, in Dunbar, Scotland. At the age of 11, he left on a ship bound for America with his father and 13 year old sister. The rest of the family joined them later. The Muirs settled in the wilderness of central Wisconsin. When he was 22 years old he began studying at the University of Wisconsin. He remained a man of the wilderness until his death in 1914.

"John Muir played many roles in his life, all of which helped him succeed in his role as an advocate for Nature. As America's most famous naturalist and conservationist, Muir fought to protect the wild places he loved, places we can still visit today. Muir's writings convinced the U.S. government to protect Yosemite, Sequoia, Grand Canyon and Mt. Rainier as National Parks." National Park Service (http://www.nps.gov/jomu/index.htm)

JMMS STAFF DIRECTORY

[Link to Staff Directory PDF]



2026-2027 JMMS STAFF DIRECTORY

TEAM 8-1

B. Zierten	Team Leader
N. Boulanger	School Counselor
R. Boda	Literacy
R. Cveykus	Social Studies
M. Drinville	Literacy
E. Hoppe	Learning Specialist
M. Majewski	Learning Specialist
D. Parlier Pease	Math
J. Smogoleski	Math
B. Zierten	Science

TEAM 8-2

C. Kutchenriter	Team Leader
N. Boulanger	School Counselor
D. Boruch	Learning Specialist
N. Framke	Literacy
M. Hanz	Multilingual
L. Kurth	Science
C. Kutchenriter	Social Studies
T. Larson	Math
A. Woodward	Math
S. Yang	Literacy

ELECTIVES

R. Priebe	Art
K. Oelig	Business Education
A. Gessler	Technology
J. Kronberger	Family Consumer Science
H. Kuechenmeister, E. Hartman	Spanish
K. Torkelson	French
R. Tordsen	German

MUSIC

C. Engel	Orchestra
L. Egle	Music Exploration, Guitar
J. Jorstad	Band
C. Meyer	Music Exploration, Keyboard, Guitar
S. Pisca	Band
K. Verdette	Music Exploration, Choir

PHYSICAL EDUCATION

L. LaRue
S. Lor
J. Pease
D. Smet
P. Zierten

M. Beversdorf	Athletic Director
N. Puetz	Audiologist
K. Nelson	Behavior Support Specialist
T. Lang	ELA Interventionist
H. Gallenberg	Future Ready Coach
B. Melander	Future Ready Coach
J. Palecek	Future Ready Coach
A. Tordsen	Future Ready Coach
J. Bauman	GT Teacher
A. Boller	GT Teacher
T. Braunel	Library Media Director
T. Litman	ML Coordinator
R. Niziolek	Mobility Specialist
S. Hinke	Muir Academy Teacher
K. Kostner-Rass	Occupational Therapist

C. Meyer	G2M Coordinator
M. Lodahl	Physical Therapist
H. Gallenberg	School Counselor
J. Brandsma	School Nurse
S. Susa	School Psychologist
C. Ostrowski	School Resource Officer
S. Huss	School Social Worker
C. Savage	Speech Language Pathologist
E. Holdhusen	Intellectual Disabilities Teacher
H. Ruckwardt	Intellectual Disabilities Teacher
B. Yang	Intellectual Disabilities Teacher
D. Walbeck	Teacher of Deaf/Hard of Hearing
A. Derfus.	Severe EBD Teacher
A. White	Severe EBD Teacher
S. Mason	Teacher of Visually Impaired

2026-2027 JMMS STAFF DIRECTORY

ADMIN ASSISTANTS

H. Kessler	Admin Assistant/Bookkeeper
D. Theiler	Admin Assistant-Associate Principals
D. Calo	Admin Technical Assistant
K. Matyasz	Attendance Specialist
A. Borta	Admin Assistant - Student Services

PARAPROFESSIONALS

L. Utecht	Building Technical Assistant
K. Raduechel	AM Building Paraprofessional
A. Kohlmoos	PM Building Paraprofessional
R. Breneman	Health Services
E. Manders	LMC Paraprofessional
M. Vang	Multilingual
A. White	Pool Supervisor
J. Wehrs	Receptionist
N. Phelps	Resource Support
B. Bader	Special Education
C. Kazemi-Veselak	Special Education
C. Krzanowski	Special Education
M. Olson	Special Education
S. Seiser	Special Education
L. Stevenson JR	Special Education
K. Stieber	Special Education
S. Witz	Special Education
TBD	Special Education
TBD	Special Education

CUSTODIAL STAFF

A. Seidler (Head Custodian)
L. Heiting
B. Kluetz
T. Michalski
P. Lor
S. Lor
D. Ralls
K. Westlund

NUTRITION SERVICES

R. Ison (Manager)
R. Brickey
H. Giles
K. Hackbarth
L. Inman
D. Monte
M. Nordstrom
S. Sullivan
TBD

IMPORTANT PHONE NUMBERS

Main Office	-	715-261-0100
Health Services	-	715-261-0125
Attendance Office	-	715-261-0110
Student Services	-	715-261-0115

JMMS ACTIVITY CALENDAR

[Link to JMMS Planner to view a PDF]

2026-2027 JMMS PLANNER

AUGUST

24-27 -Staff Professional Learning
25 -Activities Fair -4:00-4:30 pm
Open House -4:30-6:00 pm

SEPTEMBER

1 -First Day of School
7 -No School -Labor Day
11 -Fundraiser Kick-Off
17 -8-1 School Forest
18 -8-2 School Forest
21-24 -6-2 School Forest
24 -Picture Retake & Staff Picture Day
24 -Fundraiser Orders Due
25 -No Classes -District Professional Learning

OCTOBER

9 -6th Grade Fun Night -3:00-4:30 pm
21 -Parent/Teacher Conferences-3:30-7:30 pm
22 -Bandstock-7th& 8th Grade Band- West
28 -No PM Secondary Classes
28 -Parent/Teacher Conferences-12:00-7:30pm
29 -No Classes -District Professional Learning
30 -No Classes
TBD -8th Grade Heavy Metal Tour-NTC

NOVEMBER

4 -End of 1st Quarter
5 -6th Grade Vocal Concert -7:00 pm
6 -7th Grade Dance-Cafeteria-3:00-5:00 pm
12-13 -School Play-7:00 pm
25-27 -No Classes-Thanksgiving Break

DECEMBER

1-4 ML ACCESS Testing
3 -7th & 8th Grade Band Concert-7:00 pm
7 -7th Grade Choir Concert -7:00 pm
8 -8th Grade Choir Concert-7:00 pm
10 -7th & 8th Grade Orchestra-7:00 pm
11 -Wausau West Music Concert for Students
23-1/3/27 -Winter Break

JANUARY

4 -Classes Resume
14 -6th Grade Band Concert-7:00 pm
18 -No Classes-District Professional Learning
22 -End of 2nd Quarter
28 -Spelling Bee-10:40 am-12:00 pm

FEBRUARY

4 -6th Grade Orchestra -7:00 pm
5 -8th Grade Winter Frolic Dance-6:00-8:30 pm
6 -Wisconsin Valley Honors Band
15 -No Classes-District Professional Learning
20 -Solo/Ensemble Festival
23-27 -Book Fair - LMC
25 -Parent/Teacher Conferences -3:30-7:30 pm

MARCH

4 -Parent Teacher Conferences-3:30-7:30 pm
5 -6th Grade Dance -Cafeteria-3:00-5:00 pm
9 -7th & 8th Grade-Music in our Schools Month Band Concert -7:00 pm
15-16 -Talent Show-Daytime & Evening-7:00 pm
19 -End of 3rd Quarter
22-26 -Spring Break
29 -Classes resume

APRIL

9 -6th & 7th Grade Stem FEST
21 -John Muir's Birthday -Born in 1838
26 -No Classes-District Professional Learning
TBD -Forward Assessment Testing

MAY

3 -7th Grade Choir Concert -7:00 pm
4 -8th Grade Choir Concert -7:00 pm
6 -6th-8th Grade Orchestra-7:00 pm
12-14 -7th Grade Grade School Forest
14 -8th Grade Farewell Bash-3:00-5:30 pm
18 -8th Grade Awards Ceremony-Gym 3:30 pm-4:30 pm (By Invitation)
24-27 -6-1 School Forest
25 -6th-8th Grade Band Concert Finale
28 -No Classes-District Professional Learning
31 -No Classes-Memorial Day

JUNE

3 -Students' Last Day of School-No PM Secondary Classes
4 -Teachers' Last Day of School

STUDENT SAFETY

Every student has the right to attend the Wausau School District (WSD) without fear of being threatened or harmed in any way, either verbally or physically. In order to make this goal a reality, the school administration at the Wausau School District will enforce the following consequences for rule violations:

A recommendation for expulsion from the Wausau School District will be made to the Wausau Board of Education for the following behaviors at school or at school-sponsored activities:

- Possession of a gun.
- Possession of a dangerous weapon with intent to threaten or cause bodily harm to others or to cause property damage.
- Intentional use of unprovoked force against a Wausau School District employee.

Students *may* be recommended to the Wausau Board of Education for expulsion from the Wausau School District for the following behaviors at school or at school-sponsored activities:

- The student has repeatedly refused or neglected to obey school or School Board policies.
- Starting a fire, or attempting to start a fire, on school premises.
- Disrupting the school environment through the use of violence or threats of violence.
- Acting in a way that threatens the life or health of another person where such conduct is considered criminal by federal, state, or local laws.
- Sexually assaulting another person.
- Setting off the school's fire alarm system or falsely reporting a fire when no fire exists.
- Making a bomb threat or placing a false alarm call.
- Possession of, under the influence of, selling, dispensing or delivering drugs or chemicals which Wisconsin Statutes define as illegal.

Suspension from school for up to five days *may* result for a student committing any of the following behaviors at school or at school-sponsored activities:

- Making threats against any Wausau School District employee.
- Verbal, physical or sexual harassment of another person.
- Failure to identify yourself to a school staff member.
- Vandalism to school property or equipment.
- Possessing or being under the influence of alcohol.
- Forcing someone to act against their will through the use of intimidation and/or threats.
- Sexually explicit/obscene conduct.
- Use of profane or obscene language/gestures toward any member of the Wausau School District.
- Theft of school property or equipment.
- Refusing to leave the school's premises when directed by a school official.
- Obtaining, or attempting to obtain, money or property from someone who's unwilling to give it to you.
- Use of physical force against another student.

CODE OF STUDENT CONDUCT

The Wausau School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment conducive to teaching and to the learning process. Equally important, the District owes its students the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Those students may be recommended to the Director of Pupil Services for a pre-expulsion hearing.

Solicitation of funds sales and distribution

A student may not solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored functions or on school transportation unless the written permission of the principal has been obtained. A student may not display, distribute, offer to sell or sell any item to students or school personnel on school property, at school-sponsored functions, or on school transportation unless the written permission of the principal has been obtained.

Wausau School Board Policy 5772 - WEAPONS

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

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

This policy excludes:

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;

A. theatrical props used in appropriate settings;

B. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's business while on District property or at a District-sponsored activity.

C. The School Forest resident caretaker (an employee of the District) may keep and store his/her firearms in the house he/she resides in at the School Forest. Such firearms may not be used for any unauthorized purposes at the School Forest.

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.

Wausau School Board Policy 7217 - WEAPONS

The Board prohibits staff members, students, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle to the extent permitted by law without the permission of the District Administrator. Policies regarding staff members are found in Policy 3217 and Policy 4217. The policy pertaining to students is found in Policy 5772.

No volunteer, including those who possess a concealed carry permit, may carry a weapon, concealed or open, if they transport students for school sponsored events or school-related purposes in his/her own vehicle. This does not apply to the transportation of students related by blood or marriage to the volunteer if only such students are being transported.

Concealed Carry Permit Holders

No parent or other volunteer may carry or in any fashion possess a concealed weapon, whether they hold a permit or not, while transporting students in a district owned vehicle. Additionally, anyone, including a holder of a concealed carry permit license issued or recognized by the State of Wisconsin, is prohibited by virtue of Wis. Stat. 948.605(2)(b)1r from possessing a concealed weapon anywhere in or on school grounds including parking areas.

Definition of "Weapon"

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, 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.

Exceptions to this policy 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. contracted personnel that are authorized by law to carry weapons in the course of their professional duties and for which the District and the contracted entity have a contract that authorizes employees of the contracted entity to carry a weapon on school grounds and in school buildings in the performance of their duties (i.e. armored transport services);

C. theatrical props used in appropriate settings;

D. starter pistols used in appropriate sporting events; and

E. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's business while on District property or at a District-sponsored activity.

F. The School Forest resident caretaker (an employee of the District) may keep and store his/her firearms in the house he/she resides in at the School Forest. Such firearms may not be used for any unauthorized purposes at the School Forest.

The District Administrator may refer a visitor or volunteer who violates this policy to law enforcement officials. The visitor or volunteer may also be subject to other action such as loss of volunteer status at the sole discretion of the Board.

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

HARASSMENT & BULLYING

Harassment can take many forms. It is unwanted behavior that interferes with your life. It limits and denies the rights of students to study, work and play in the school setting. Everyone has a right not to be harassed, and our staff feels strongly that all students should feel safe at school. If you are being harassed, tell the harasser to STOP and contact a staff member.

CYBER HARASSMENT

Cyber harassment is using computers, cell phones or other electronic devices to harass or intimidate someone. Examples include: posting negative comments, spreading rumors online, posting embarrassing photos and/or sending them via email or cell phone, or sending threatening/abusive messages.

SEXUAL HARASSMENT

Sexual harassment is **UNWANTED** behavior of a sexual nature. There are school board policies, as well as state and federal laws, which prohibit sexual harassment. Some examples include inappropriate gestures or touch, sexual remarks, name-calling or spreading rumors, making sexual comments about one's body, or drawing or displaying offensive pictures.

VERBAL HARASSMENT

Verbal harassment is **UNWANTED** verbal comments which make a person feel bad or unsafe. Examples include teasing to cause embarrassment, threatening to cause harm to the person, or teasing about a person's clothes or appearance.

RACIAL HARASSMENT

Racial harassment is **UNWANTED** comments regarding a person's ethnic makeup. Examples include ethnic name-calling or making negative comments about a particular ethnic group.

PHYSICAL HARASSMENT

Physical harassment is **UNWANTED** behavior of a physical nature. Examples include pushing, striking another student, or causing harm. Physical harassment, in some cases, is against the law and is defined as battery, assault or disorderly conduct.

INTIMIDATION

Intimidation is **UNWANTED** threats to cause harm. Telling someone to watch his/her back or stating that someone else is going to beat him/her up are examples of intimidation. Another example is getting in

someone's private space.

Any form of harassment is wrong. It will not be tolerated at school. Harassment is taken seriously, and all complaints are completely investigated. Students who choose to harass another student can expect consequences which may include:

- Verbal warning / conference
- Parent/guardian contact
- Detention/s
- Parent/guardian conference
- Schedule Change
- Altered passing time
- In-school suspension
- Harassment prevention contract
- Police referral
- Out-of-school suspension
- Removal from unstructured areas (cafeteria)
- Restorative practices

Wausau School Board Policy 2266

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

Introduction

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

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

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

Coverage

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

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

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the District's education programs or activities. Sexual harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if

committed by a student, or by other applicable Board policies and administrative guidelines, applicable State and/or Federal laws, and/or Employee/Administrator Handbook(s) if committed by a Board employee.

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

Definitions

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

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one (1) or more of the following:

A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);

B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, *and* objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

    1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

        a. *Rape* is the carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

        b. *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

        c. *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

        d. *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

e. *Incest* is nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.

f. *Statutory Rape* is nonforcible sexual intercourse with a person who is under the statutory age of consent as defined by 948.02 or 948.09, Wis. Stats. or whose status as a student prohibits such sexual contact per 948.095, Wis. Stats.

g. *Other Sexual Contact* includes the intentional emission of bodily fluids on the complainant, or at the direction of the Respondent, for the purposes of sexual gratification as defined in 940.225(5)(b), Wis. Stats.

h. *Consent* refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.

i. *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.

2. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:

   a. A current or former spouse or intimate partner of the victim;

   b. A person with whom the victim shares a child in common;

   c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

   d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or

   e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – 1) fear for the person's safety or the safety of others; or 2) suffer substantial emotional distress.

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

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

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

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

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

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

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

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

Inculpatory Evidence: “Inculpatory evidence” is evidence that tends to establish a Respondent’s responsibility for alleged sexual harassment.

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

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

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

Title IX Coordinator(s)

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

Tabatha A Gundrum

Director of Human Resources

715-261-0521

415 Seymour Street, Wausau, WI 54403

tgundrum@wausauschools.org

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

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

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

Tabatha A Gundrum

Director of Human Resources

715-261-0521

415 Seymour Street, Wausau, WI 54403

tgundrum@wausauschools.org

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

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in

Education Programs or Activities, which is available at: https://www.boarddocs.com/wi/waus/Board.nsf/Public. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

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

Grievance Process

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

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

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

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

Report of Sexual Discrimination/Harassment

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

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

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

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

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

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

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

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

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

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

Coordinator shall consult related District policies, including Policy 5120 - Assignment within District; Policy 5605 - Suspension/Expulsion of Students with Disabilities; Policy 5610 – Suspension and Expulsion; and Policy 5611 – Due Process Rights.

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

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

Formal Complaint of Sexual Harassment

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail by using the contact information set forth above. If a formal complaint involves allegations of sexual harassment by or involving the Title IX Coordinator, the Complainant should submit the formal complaint to the other Title IX Coordinator who will then proceed with the grievance process with respect to that formal complaint.

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

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

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

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

Timeline

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

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

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

A. Notice of the Board's grievance process, including any informal resolution processes;

B. Notice of the allegations of misconduct that potentially constitute sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must:

    1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;

    2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence;

    3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee/Administrator Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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

Dismissal of a Formal Complaint

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

A. would not constitute sexual harassment (as defined in this policy) even if proven;

B. did not occur in the District's education program or activity; or

C. did not occur against a person in the United States.

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

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

A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;

B. the Respondent is no longer enrolled in the District or employed by the Board; or

C. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

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

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one (1) Respondent, or by more than one (1) Complainant against one (1) or more Respondents, or by one (1) party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one (1) Complainant or more than one (1) Respondent, references in this policy to the singular ‘‘party,’’ ‘‘Complainant,’’ or ‘‘Respondent’’ include the plural, as applicable.

Informal Resolution Process

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

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

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

A. the allegations;

B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; and

C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

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

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

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

The informal resolution process is not available to resolve allegations that a Board employee or another adult member of the School District community or Third Party sexually harassed a student.

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

Investigation of a Formal Complaint of Sexual Harassment

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

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

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

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

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

A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and

B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney;

   The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.

C. whether a person is allowed to audio record or video record any meeting or grievance proceeding will be consistent with the procedures established in Board Policy 2461 – Recording of IEP Team Meetings.

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

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

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

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

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

Determination of Responsibility

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

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

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

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

The written determination will include the following content:

A. Identification of the allegations potentially constituting sexual harassment pursuant to this policy;

B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

C. Findings of fact supporting the determination;

D. Conclusions regarding the application of the applicable code of conduct to the facts;

E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s), and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and

F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

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

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

an appropriate remedy(ies) in compliance with Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 –Suspension and Expulsion, Policy 5610.02 – In-School Discipline, and Policy 5611 – Due Process Rights. The discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

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

A. oral or written warning;

B. written reprimands;

C. performance improvement plan;

D. required counseling;

E. required training or education;

F. suspension with pay;

G. suspension without pay;

H. termination, and any other sanction authorized by any applicable Employee/Administrator Handbook.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual. If the District Administrator is the Respondent, the Title IX Coordinator will notify the Board President of the recommended remedies for consideration and, if necessary and appropriate, implementation in compliance with applicable due process procedures, whether statutory or contractual.

The discipline of an employee will be implemented in accordance with Federal and State law and Board policy.

The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School District community or Third Party determined responsible for violating this policy (i.e., engaging in sexual harassment):

A. oral or written warning;

B. suspension or termination/cancellation of the Board’s contract with the Third Party vendor or contractor;

C. mandatory monitoring of the Third Party while on school property and/or while working/interacting with students;

D. restriction/prohibition on the Third Party’s ability to be on school property; and

E. any combination of the same.

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

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

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

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

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

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

Appeal

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

A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);

B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and

C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.

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

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

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

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

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

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

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The parties' written statements in support of, or challenging, the determination of responsibility must be submitted within five (5) days after the Title IX Coordinator provides notice to the non-appealing party of the appeal.

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

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

Retaliation

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

Complaints alleging retaliation may be filed according to the grievance process set forth above.

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

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

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, or FERPA's regulations, and State law under Wis. Stat. §

118.12, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

Application of the First Amendment

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

Training

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

A. the definition of sexual harassment (as that term is used in this policy);

B. the scope of the District's education program or activity;

C. how to conduct an investigation and implement the grievance process, appeals, and informal resolution processes, as applicable; and

D. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

All Board employees will be trained concerning their legal obligation to report sexual harassment to the Title IX Coordinator. This training will include practical information about how to identify and report sexual harassment.

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

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

A. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity;

B. Any appeal and the result therefrom;

C. Any informal resolution and the result therefrom; and

D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

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

Outside Appointments, Dual Appointments, and Delegations

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

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

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

Discretion in Application

The Board retains the discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.
Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains the discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

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

Wausau School Board Policy 5517

5517 - **STUDENT ANTI-HARASSMENT**

Prohibited Harassment

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

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

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry,

marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students, including at a group of students, for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

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

Other Violations of the Anti-Harassment Policy

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

A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;

B. Filing a malicious or knowingly false report or complaint of harassment;

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment complaints comprises part of one's duties

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

Notice

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

Definitions

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

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

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

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

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

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

Bullying

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

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

Harassment

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

A. places a student or group of students in reasonable fear of harm to their person or damage to their property;

B. has the effect of substantially interfering with a student's or group of students' educational performance, opportunities, or benefits; or

C. has the effect of substantially disrupting the orderly operation of a school.

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

Examples are:

A. making statements that promote violence toward a racial or ethnic group;

B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

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

A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;

B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;

C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

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

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

A. unwelcome verbal harassment or abuse;

B. unwelcome pressure for sexual activity;

C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;

D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;

E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;

F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;

H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;

I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;

2. rating a person's sexuality or attractiveness;

3. staring or leering at various parts of another person's body;

4. spreading rumors about a person's sexuality;

5. letters, notes, telephone calls, or materials of a sexual nature;

6. displaying pictures, calendars, cartoons, or other materials with sexual content.

J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

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

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

1. hugging, kissing, or other physical contacts with a student;

2. telling sexual jokes to students;

3. engaging in talk containing sexual innuendo or banter with students;

4. talking about sexual topics that are not related to the curriculum;

5. showing pornography to a student;

6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");

7. initiating or extending contact with students beyond the school day for personal purposes;

8. using e-mail, text messaging, or websites to discuss personal topics or interests with students;

9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;

10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker room, asking about bra sizes or previous sexual experiences);

11. going to a student's home for non-educational purposes;

12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);

13. giving gifts or money to a student for no legitimate educational purpose;

14. accepting gifts or money from a student for no legitimate educational purpose;

15. being overly "touchy" with students;

16. favoring certain students by inviting them to come to the classroom at non-class times;

17. getting a student out of class to visit with the staff member;

18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;

19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);

20. being alone with a student behind closed doors without a legitimate educational purpose;

21. telling a student "secrets" and having "secrets" with a student;

22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one (1) of the District Compliance Officers, as designated in this policy, the Building Principal, or the District Administrator.

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

L. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

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

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

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

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

Tabatha Gundrum
Director of Human Resources
715-261-0500
415 Seymour Street
Wausau WI 54403
tgundrum@wausauschools.org

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

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

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

A. Any student who believes they have been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator, or other employees.

B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student’s teacher, building

administrator, or District Administrator.

C. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall report the alleged harassment to one (1) of the Compliance Officer(s) within two (2) days.

D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator, or other employees.

E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.

F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the Board has designated both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

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

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

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

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

Filing a Complaint and Initial Processing of a Complaint

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

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

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

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

Complaint and Investigation Procedure

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

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

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

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

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

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

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

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

The investigation generally will include:

A. interview(s) with the Complainant;

B. interview(s) with the Respondent;

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

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

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

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

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

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

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

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

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

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

Additional School District Action

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

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

Privacy/Confidentiality

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

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

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

Directives During Investigation

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

The CO shall determine whether any witnesses in the course of an investigation may be required to answer questions that could also involve criminal investigations or sanctions, including the existence of a co-occurring law enforcement investigation are still required to answer questions concerning the District's investigation, but are entitled to do so without waiving their Constitutional right against self-incrimination that applies during a criminal investigation. Employees should be advised of this right, through what is often

referred to as a "Garrity Warning". The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law.

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

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

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

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

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

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

F. all documentary evidence;

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

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

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

J. dated written determinations to the parties;

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

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

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

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

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

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

Q. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;

R. copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;

S. copies of any notices sent to the Complainant and the Respondent in advance of any interview or hearing; and

T. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

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

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

Wausau School Board Policy 5517.01 - BULLYING & OTHER FORMS OF AGGRESSIVE BEHAVIOR

STATEMENT OF PURPOSE

The Wausau School District prohibits bullying, hazing, discrimination and harassment or the threat of such activities by a student or group of students against other students or personnel in any form it may take. The Board of Education considers these actions to be a violation of its obligation and Shared Key Interest to provide safe, secure, flexible, inviting, and well-maintained environments that nurture student well-being and enhance teaching and learning, and determines them to be disruptive to the academic atmosphere. All reports of bullying will be taken seriously.

DEFINITIONS:

A. Aggressive behavior: physical or verbal behavior described as leading to self-assertion; it is often angry and destructive and intended to be injurious, physically or emotionally, and aimed at domination of one person by another.
B. Cyberbullying: Sending, posting, or sharing negative, harmful, false or mean content about someone else through use of digital devices, occurring through text message, apps, social media, online forums, blogs, gaming or e-mail.
C. Discrimination: The prejudicial treatment of people based on protected categories.
D. Harassment: Persistent and unwelcome conduct, advances, gestures, or words that are based on any legally protected categories.
E. Power: The capacity or ability to direct or influence the behavior of others or the course of events, including, but not limited to, through use of physical strength, access to embarrassing information, popularity.

BULLYING

Bullying is defined as the unwanted, aggressive behavior among school age children that involves a real or perceived power imbalance. The behavior is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress. The behavior is repeated, or has the potential to be repeated, over time and can be physical, verbal, or indirect. Both students who are bullied and students who bully others may have serious, lasting problems. Bullying may consist of the real or threatened infliction of physical, verbal, non-verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. Such conduct based on race, ethnicity, disability, gender, or sexual orientation, physical ability or disability; and social, economic, or family status, may contribute to harassment and discrimination in the school environment. Bullying may include, but is not limited to:

A. Verbal taunts;
B. Spreading rumors, name-calling, and put-downs;
C. Extortion of money or possessions;
D. Exclusion from peer groups within the school;
E. Threatening another person;
F. Manipulating friendships;
G. Posting or sending negative, harmful, false or mean-spirited messages about someone using cell phones, electronic mail, internet-based communications, texting, websites, blogs, social media etc.

(also known as cyberbullying);

H. Organizing others to threaten, tease, or exclude a targeted individual, or any of the above;
I. Retaliation against individuals who report or cooperate in an investigation conducted pursuant to this policy.

In order to be considered bullying, the behavior must be aggressive and include:

A. **An imbalance of power**: Students who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people; and
B. **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Students who engage in any act of bullying at school, at a school function, or in connection to any activity sponsored by the District (whether it is held on school premises or not), or while enroute to or from school (whether it is by District sponsored transportation or walking) are subject to disciplinary action in accordance with Board Policy 5705, Board Policy 5708 and Board Policy 5750, up to and including suspension or expulsion. In addition, cyberbullying can result in discipline whether it occurs on or off school property, irrespective of whether it involves an electronic device at school, at home, or at a third-party location, if it results in a substantial disruption of the school learning environment.

TRAINING/EDUCATION

Students, parents, and employees shall be informed annually, and additionally as the need arises, of this prohibition via the parent/student handbook, employee handbook, other such publications, and through age appropriate training at the building level. Parent education is seen as a critical component and addressed on an ongoing basis through when opportunities arise at events such as PTO meetings, open houses, scheduling meetings, orientations, and other venues as appropriate. Additionally, this policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate, which is protected by state or federal law.

HAZING

Hazing is defined as:

1. any intentional, knowing, or reckless act meant to
    a. induce physical pain, embarrassment, humiliation, deprivation of rights; or
    b. create physical or mental discomfort; or
    c. result in property damage or theft; and
2. is directed against a student for the purpose of being initiated into, affiliating with, holding office in (collectively called “initiation activities”), or maintaining membership in an organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.

Hazing is prohibited and applies to any and all student-sponsored and adult-sponsored activities that have not been approved by the District. An example of an approved school-sponsored initiation activity is the ceremony for the induction of students into the National Honor Society. Examples of prohibited hazing include, but are not limited to:

A. Requiring a behavior for people to “earn” their way onto a team or activity;
B. Physically or verbally abusing someone as a way of “initiation.”

Students engaging in any hazing or hazing-type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions in accordance with Board Policy 5705, up to and including suspension or expulsion. Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications.

REPORTING

The School Board shall comply with Wisconsin statutes that require school boards to provide an instructional

program designed to give students knowledge of effective means by which they may recognize, avoid, prevent, and halt physically or psychologically intrusive or abusive situations that may be harmful to them. Any student who feels targeted by acts of bullying or hazing should contact the building principal designee, or follow the complaint procedure provided in Board Policy 5405. Students who file false reports of bullying or hazing will be subject to discipline, up to and including expulsion.

RETALIATION

Students and others are prohibited from retaliating against those who report incidents of bullying or hazing or who assist in an investigation. Students and others who retaliate shall be subject to discipline consistent with District policies and procedures, up to and including suspension or expulsion, and may be referred to law enforcement.

Employees who participate in, allow, or knowingly fail to enforce this policy will be subject to disciplinary action as per the Employee Handbook.

Furthermore, students may be referred to law enforcement for bullying, cyberbullying, or hazing incidents, and shall be referred to law enforcement where required by law.

SUPPORT

Students who Administration has identified as bullied, cyberbullied, or hazed will be supported by:

A. Being offered an opportunity to discuss the incident with a Pupil Services' staff member or other staff of their choice;
B. Being offered on-going support with the goal of restoring self-esteem, confidence, and a feeling of safety in the school environment;
C. Being offered encouragement to report further incidents.

Students who Administration has identified as bullying, cyberbullying, or hazing others by will be supported by:

A. Being offered an opportunity to discuss the incident with an administrator, Pupil Services' staff member, or other staff member;
B. Identifying the bullying behavior, the need to change, and support to change;
C. Working to discover why the student became involved in the act of bullying;
D. Enlisting the assistance of the parents/guardians or other supportive adult to assist in changing the behavior/attitude of the student.

Wausau School Board Policy 5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS

5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes that accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or “adult” student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy. Nothing in this policy is intended to infringe upon the legitimate exercise of cultural beliefs or ceremonial representations. In the event of a potential conflict between the Board's policy prohibiting the use or possession of nicotine-containing products and a student's exercise of cultural traditions, the administration shall consult with appropriate community representatives to apply this policy in a manner that respects such cultural significance.

Policy Specific Definitions

The term “any time” means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term “electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term “imitation tobacco product” means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include, but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term “off-campus, school-sponsored event” means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances, or theatrical productions.

The term “school property” means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff, and visitors.

The term “smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant-derived substances, whether or not legally sold in Wisconsin, including CBD production, Delta 8 THC, Delta 9 THC, or any other variation thereof. “Smoking” also includes carrying or using an activated electronic smoking device.

The term “tobacco product” means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; pouches, snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term “tobacco industry” means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term “tobacco industry brand” means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

John Muir is a Drug-Free Zone!

Wausau School Board Policy 5530 - DRUG PREVENTION

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

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by referring abusers to the appropriate community resource through SRO's and/or school social workers.

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 District Administrator shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools, including education, prevention and standards of conduct. Education shall be intended to develop awareness of: drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of alcohol and controlled substances, including prescription drugs; and the relationship between youth suicide and the use of alcohol and controlled substances, including prescription drugs.

ATTENDANCE

Attendance - Tardiness

It is important that every student develop the habit of being on time. Tardiness disrupts classes and indicates a lack of concern and responsibility. If a student is more than ten minutes tardy to class, this will be considered an absence from that class.

a. If you are tardy because you arrived late from another class where the teacher held you, get your

excuse from that teacher.
b. Students arriving late to school must check in and receive a pass from the Attendance Office. A note or phone call from a parent/guardian must be received by the attendance office for the tardy to be excused. Please note that AM drop off lines will be long after 7:20 am. The building opens for students at 7:00 am; please plan accordingly. If the Attendance Office does not receive a note or a phone call from a parent/guardian, the student will be considered unexcused.
c. Discipline for classroom tardiness will be handled by individual teachers or teams. However, continued tardiness may be referred to an Associate Principal.
d. Students who are continually tardy to school will be referred to an Associate Principal. Students will be assigned either a lunch hour or an after-school detention to make up the time. Excessive tardiness may be considered truancy.

- Students that arrive tardy to school need to receive a pass from the main office
- **Being delayed due to waiting in line to drop off students will NOT be considered an excused tardy**
- Students that are tardy to class 5 or more times in a week, will be subject to discipline by the teacher/team of teachers.
    - This discipline could include:
        - Lunch Detentions with the teacher or a team assigned teacher
        - After school detentions with the teacher or a team assigned teacher
        - A conference with the teacher or team of teachers and a parent to problem-solve attendance issues.
- Students that miss 10 or more consecutive minutes of class will be marked cut for that period.
- Students that sleep through 10 or more consecutive minutes of class will be documented as, “CUT, sleeping” in Infinite Campus

Wausau School Board Policy 5200 - ATTENDANCE

5200 - **ATTENDANCE**

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

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

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason, either a written or oral notification stating the reason for the absence

and the time period covered by the absence, except a parent-excused, pre-planned absence requires written notification as indicated below. The Board reserves the right to verify such statements and to investigate the cause of each absence.

School Attendance Officer

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

A. Determining daily attendance from attendance reports submitted by teachers, which students enrolled in the school are absent from school, and whether the absence is excused.

B. Initiate communication with parent, guardian, and/or student to verify absence and promote school engagement.

C. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.

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

Excused Absences

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

A. **Physical or Mental Condition**

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

B. **Obtaining Religious Instruction**

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

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

The student has been excused in writing by their parent before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any coursework missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day;

2. to attend a funeral;

3. legal proceedings that require the student's presence;

4. college visits;

5. job fairs;

6. vacations.

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 the student's parent(s) agree that the student will continue to participate in such a program.

H. **Election Day Official**

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

A student may be excused from school, as determined by the School Attendance Officer or the School Attendance Officer's designee, for the following reasons:

Quarantine

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

Sounding Taps

A student in grades 6-12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran.

Parent Communication

It is the expectation that the parent initiates communication with school personnel within 48 hours of the absence to verify the absence.

Unexcused Absences

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Definitions

A. **Truancy**

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

B. **Habitual Truant**

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

C. **Part of a School Day**

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

Tardiness/Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness or late arrival occurs when a student arrives at the student's registered class location after the course's scheduled start time. Unless excused, early dismissal occurs when a

student leaves the student's registered class location prior to the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

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

As the agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written or personal request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the School Attendance Officer.

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

Partial and Full Day Absence

Per the Wausau School District:

One-Half Day of School Absence: Arriving at or leaving school and missing thirty (30) minutes or more of either the morning or the afternoon session at the elementary level and missing 50% of the instructional day at the secondary level. Attendance at the secondary level is taken by class period. Missing ten (10) minutes of a class period constitutes an absence for that class period.

Full Day of School Absence: Three-fourths (3/4) of the instructional day at the secondary and elementary level is considered a full-day absence.

Truancy

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 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.

Designated school staff will consistently review student attendance records and attempt to actively engage the student and parent/guardian when attendance concerns are identified. The following actions may be utilized, but not limited to, to support and promote student attendance:

A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant, and for meeting and conferring with such parents

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 and law enforcement

G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

Notice of Truancy

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

Notice of Habitual Truancy

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

A. a statement of the parent's responsibility under State law to cause the student to attend school regularly;

B. a statement that the parent or student may request program or curriculum modifications for the student under State law, and that the student may be eligible for enrollment in a program for children at risk;

C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy;

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

D. a statement of the penalties, under State law or local ordinances, that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law;

E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113 - Open Enrollment Program (Inter-District), which the parent or student may follow if they believe the student was erroneously marked truant.

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

unexcused absences.

Referral to the District Attorney

Truancy cases may be referred to the District Attorney. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

A. met with the student's parent to discuss the student's truancy, or attempted to meet with the student's parent and received no response or were refused;

B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law;

C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level;

D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

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

VISITORS

Wausau School District uses the Visitor Management System in all schools to strengthen the District’s safety and security protocols. A component of keeping students and staff safe is knowing precisely who is in our schools at all times. The Raptor system allows us to more closely track visitors, contractors, and volunteers in our schools.

Upon entering a District school, visitors will be asked to present a valid state-issued ID, which will be checked against a national sex offender database to ensure that registered sex offenders are not entering our buildings. The Raptor system only checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. No other data from the ID is gathered or recorded. The

system is not connected to any other database and information is not shared with any outside agency.

Once the visitor's entry is approved, a badge will be issued that identifies the name of the visitor, the date and time, and the purpose of the visit. Children who do not have a valid ID may be allowed to visit as long as they are accompanied by an adult who has completed the check-in process and has been issued a badge. Regular volunteers and all contractors or subcontractors will be subject to the same procedure as visitors at all times. If the visitor's identity cannot be verified through an acceptable form of identification, the visitor will not be allowed to proceed past the office area. The Visitor Management System does not replace our current volunteer process.

A visitor's badge will not be necessary for those who visit our schools to simply pick up or drop off an item in the office. A badge is also not necessary for those who are picking up their child from the office as long as they are not going into the school building.

The Raptor Visitor Management System and process will only be used during school hours. Attendees at after-hours events such as performances, ceremonies, or academic/athletic competitions will not be required to complete the process.

Student visitors are not allowed in the building during the school day.

Wausau School District Policy 5230 - RELEASE OF STUDENTS TO AUTHORIZED PERSONS

The Wausau School District shall maintain neutrality between parents who are involved in an action affecting the family, unless otherwise directed by court order. It is the responsibility of the parent(s) to notify the District of any such order.

The parent enrolling the student in school shall be considered to be the custodial parent and that parent's residence shall be considered the student's residence for school purposes, unless a court order or other satisfactory documentation is presented which specifies otherwise.

The non-custodial parent of any student enrolled in a school subject to District control may be provided all report cards, notices of school activities, disciplinary reports or other student records which are provided to the custodial parent, unless otherwise expressly curtailed or restricted by a provision of a court order which has been provided to the building principal.

The non-custodial parent may also participate in all school activities, including conferences.

The building principal shall inform classroom teachers of those students for whom a non-custodial parent's access to information has been restricted by court order.

A student enrolled in the District may be released from school to either the custodial or non-custodial parent, unless the custodial parent has presented a court order or other legally binding document, which prohibits such a release.

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

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

No student shall be released to anyone who is not authorized by a parent with authority to do so.

STUDENT ITEMS DROPPED OFF DURING THE SCHOOL DAY

If a parent/guardian drops off an item and the student is aware it is being brought to school, it is the students' responsibility to stop in the Main Office between classes to pick up the item. Messages will not be delivered to students indicating the items have been dropped off.

Students are not permitted to order any food, drink and other items for delivery. If such deliveries are made, all items will be held in the main office and a parent or guardian will be required to pick them up.

REGISTRATION FEE

All students are required to pay a student fee at registration. The fee covers the cost of assembly programs, some team-sponsored activities, and towel services for Physical Education.

SECURITY CAMERAS

John Muir uses video surveillance as a deterrent for inappropriate activity. Due to student confidentiality and privacy laws, administration and law enforcement will be the only individuals allowed to view security tapes from these cameras.

Wausau School Board Policy 5136 - CELL PHONE AND OTHER PERSONAL COMMUNICATION DEVICES

The Board is aware that PCDs are used by students and parents to communicate with each other. However, the use of PCDs on school grounds must be appropriately regulated to protect students, staff, and the learning environment.

"Personal communication devices" (PCDs), also referred to as "wireless communication devices", as used in this policy, mean a portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties and includes all of the following:

A. cellular (cell)/mobile telephone;
B. tablet computer;
C. laptop computer;
D. gaming device;
E. smartphone;
F. e-reader;
G. smartwatch;
H. wearable technology;
I. any other web-enabled devices of any type.

Student use of PCDs will be governed by the individual school's student handbook or the District's Parent/Student Handbook.

Elementary School: Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered off or silenced and stored out of sight or in their designated personal storage area outside of the classroom.

Middle School: Students may use PCDs before and after school as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of PCDs may be prohibited during after school activities (e.g., extra-curricular activities) or at school-related functions at the direction of building administration. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited, and they must be powered off or silenced and stored in their locker.

High School: Students may use PCDs before and after school, during their lunch break and during passing time as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited. PCDs must be kept out of sight and not on the student.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

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

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

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon any Protected Class consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

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

Policy Violations

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

Student use of PCDs in the following circumstances will not be considered a violation of this policy

A. Emergency or Threat: Student use of a PCD is allowed in the event of an emergency or a perceived threat to address the safety and security of students and staff.
B. Health Care Management: Student use is authorized as necessary to manage or support a specific student’s health care needs as approved by the District Nurse as defined in the individual student health plan.
C. Individualized Education Plans: Student use is authorized consistent with a student’s Individualized Education Program (IEP) or a plan developed under Section 504 of the federal Rehabilitation Act of 1973.
D. Educational Purposes: Student use is authorized by a teacher for legitimate educational purposes during instructional time as described above.

Duty to Report

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

Students Responsible for Their PCDs

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

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

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

CELL PHONES & ELECTRONIC DEVICES

Cell phones and other personal electronic devices are allowed but need to be turned off when entering the building and remain off until 2:55 p.m. and kept in the student's locker. Cell phone use during the school day must be approved and supervised by administration only in emergency situations.

Cell phones and all other personal electronic devices (personal iPads, laptops, MacBooks, etc.) may not be used during the school day unless the teacher approves. Cell phones and other electronic recording devices are NOT to be taken into or used in the physical education and athletic locker room areas and bathrooms.

Personal electronic devices (including AirPods and earbuds) displayed during the day will be confiscated and given to the Main Office staff. On the first incident, the phone or other electronic device will be confiscated and turned into the Main Office for the remainder of the day with a verbal warning given. If subsequent incidents occur, a parent/guardian will be contacted and the student will be subject to disciplinary action.

Cell phones and personal electronic recording devices may not be used to take pictures, video, or audio without prior administrative approval. John Muir staff and students have an "expectation of privacy" that pictures, videos, and/or audio will not be taken.

RECORDING DEVICES

Privacy and personal integrity are important at John Muir. Do not bring any cameras, video recorders, audio recorders or any other recording devices to school except for special occasions specified by the team and under the supervision of a staff member. Any personal electronic device may not be used by students to take pictures, videos, or audio. John Muir staff and students have an "expectation of privacy" that pictures, video, or audio will not be taken.

School issued electronic devices will be used for educational purposes under the discretion of John Muir Middle School staff. Please refer to the most current iPad Handbook, "WSD 1:1 iPad Implementation Procedures and Information."

BICYCLES, SCOOTERS, E-BIKES, E-SCOOTERS

For your safety and the safety of others, you must walk your bike on school property to avoid collisions with pedestrians. Always remember to lock your bike securely to the rack and to obey all traffic laws. The school will not store any bike, e-bike, scooter, e-scoot etc. The school is not responsible for damaged or stolen bicycles.

Only class-1 e-bikes and e-scooters, which do not have a throttle, are allowed. As listed above, these must be walked on sidewalks and locked in bike racks.

SKATEBOARDS, ROLLERBLADES or ANY WHEELED ITEM

Since skateboards, scooters, or any wheeled item on school grounds present an element of danger to walkers, drivers and riders, their use is not permitted on school grounds. Students violating this rule will have their skateboard, rollerblades, or wheeled item confiscated, and students will be subject to disciplinary action.

DANCES & SCHOOL SPONSORED AFTER-SCHOOL ACTIVITIES

Part of the middle school philosophy is to provide an atmosphere and activities to assist students with appropriate social development.

The Student Council sponsors dances during the year and other after-school activities for all grade levels (swimming, volleyball, basketball, dancing).

These activities are only for John Muir Middle School students and may not be attended by visitors.

For all after-school activities, including dances:

- ➔ Students must arrive within 30 minutes of the activity start time.
- ➔ **In order to attend after school events, students MUST attend at least half of the day**
- ➔ All school rules and expectations apply, including adherence to the school dress code.
- ➔ Students leaving early require a parent/guardian to be notified.
- ➔ Students leaving are not permitted to return to the event.
- ➔ Students are to be picked up on time at the conclusion of the activity. Students not picked up by the required time must be accompanied by a parent/guardian in order to attend the next activity.
- ➔ Students who have been involved in serious or frequent discipline matters, including in-school or out-of-school suspension, or were referred to the school resource officer for disciplinary action, are ineligible to attend the activity.

In addition, students must present a current student ID to attend school dances. If a replacement is needed, one can be purchased in advance from Student Services or at the door. Please allow 20 minutes if purchasing an ID at the door.

Administration has final discretion on who is eligible to attend each activity.

ATHLETICS & ACTIVITIES

Athletic programs at the middle school level should be exciting experiences for the students participating. A variety of activities are offered. These programs are held under a safe and professionally supervised environment. We hope most students will be involved in at least one activity. Please be aware of all the forms, user fees, physicals, etc., that are needed before participation. We believe we have unique opportunities for students to learn from, participate in, and have fun doing!

A wide variety of intramural activities will also be offered. Activities offered are based on the interest of students and staff. Some of the many activities that will be offered are: 6th grade girls' and boys' volleyball, 6th grade boys' and girls' basketball, and skiing. A user fee will also be assessed for intramural activities.

Please refer to the Athletic Handbook for more specific information regarding academic and behavior eligibility for athletic events. The Athletic Code is available online on the John Muir website or in hard copy in the Main Office.

Any middle school student attending a high school football game MUST be accompanied by an adult

MIDDLE SCHOOL SPORTS		
Fall	Winter	Spring
Boys' Football, Grades 7 & 8	Boys' Basketball, Grades 7 & 8	Boys' Track & Field, Grades 6-8
Girls' Volleyball, Grades 7 & 8	Girls' Basketball, Grades 7 & 8	Girls' Track & Field, Grades 6-8
Girls' Swimming, Grade 6-8	Boys' Wrestling, Grades 6-8	Girls' Soccer, Grades 7 & 8
Co-ed Cross Country, Grades 6-8	Girls' Wrestling, Grade 6- 8	Girls' Softball, Grade 7 & 8
Boys' Soccer, Grades 7-8		Boys' Baseball, Grades 7 & 8

FIELD TRIPS

Occasionally, a field trip or outing which is not curriculum-related is offered to particular grades or classes. These events are planned in accordance with Wausau School District Board Policy 2340 - District-Sponsored Trips. In order to participate in such an activity, a student MUST have a parent/guardian permission form on file. These forms will be available at Schedule Pick Up and in the Main Office. All students must have a signed Field Trip Medical Release form on file in the Health Office prior to any field trip. All trips are adequately chaperoned.

Students are expected to demonstrate our core values of Respect, Responsibility, and Readiness on field trips. Failure to do so may result in being ineligible to attend future field trips.

TEXTBOOKS

All books and instructional materials are the property of the Board of Education and the Wausau Public Schools. Students are expected to take proper care of these books and are responsible for returning them to the person by whom they were issued. Students will be held responsible to pay for damages beyond reasonable wear. Lost books will be paid for by the student to whom it was issued.

EMERGENCY CLOSINGS

Local radio and television stations will make announcements regarding any delayed school opening or school closing, so be sure to listen to your radio or television on inclement weather days. WSAU 550 AM and WIFC 95.5 FM are two of the many radio stations that carry these announcements. In addition, WSD social media accounts may post the delay or closing. You may also receive a WSD School Messenger telephone call or email message when school is closed.

VALUABLES

- We STRONGLY recommend that all valuable personal items ***not be brought to school*.**
- If valuable personal items are brought to school, they may only be used BEFORE 7:35 a.m. and AFTER 2:55 p.m.
- **Use of personal electronic devices is not allowed during the school day, including during lunch periods.**
- The school is not responsible for any lost or stolen valuable personal items brought to school.

LOST AND FOUND

Students are urged to use extreme care with personal belongings and articles of value. Place identification on your property whenever possible. Lost items are to be turned in at the Main Office. They will be kept on the Lost & Found storage racks near the Associate Principals' Office and can be claimed there by those who own the items. Articles of value will be kept in the Main Office. Unclaimed items from the Lost & Found storage rack will periodically be donated to a charitable organization.

SOLICITATION OF FUNDS SALES AND DISTRIBUTION

A student may not solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored functions or on school transportation unless the written permission of the principal has been obtained. A student may not display, distribute, offer to sell or sell any item to students or school personnel on school property, at school-sponsored functions, or on school transportation unless the written permission of the principal has been obtained.

LOCKER POLICY

Lockers are made available for student use in storing school supplies and personal items necessary for use at school. They are not to be used for any other purpose without prior approval. **STUDENTS ARE TO KEEP THEIR ASSIGNED LOCKER UNLESS IT IS CHANGED BY THE ISSUING TEACHER OR THE OFFICE.** Students will also choose a locker in the locker room. This locker will be used to store Physical Education clothes. Students must purchase a lock from the Physical Education Department. No other locks are allowed on any locker. The lock can be used here as well as at the high school. **The school is not responsible for anything taken from your locker. If you value your personal possessions, keep your locker locked and DO NOT give your combination to anyone! Absolutely no sharing of lockers.** The hall locker and Physical Education locker are the property of the school and are provided for student use. The locker is not the student's private property and may be opened and inspected by school administrators at any time, for any reason, including searching for stolen items, weapons, drugs, or other items which place students or staff in danger. School personnel may take possession of any item in a locker which violates Wisconsin law or school rules. Please refrain from using perfume/body spray in the hallways.

- ➔ ***Backpacks, purses and coats/jackets*** *are required to be stored in the locker during the school day for safety and security reasons!* ***NO BAGS SHOULD BE CARRIED THROUGHOUT THE BUILDING***
- ➔ *Students* ***may not*** *have open beverage containers (soda, coffee/Starbucks, energy drinks, etc.) in lockers or in school during the school day.* ***Plain water is allowed when in a sealable container.***

In an effort to maintain the new condition of our lockers and ensure their looks and durability for years to come:

- Nothing is to be taped or attached on the outside of the locker.
- NO CONTACT PAPER is to be used inside the locker! It leaves a sticky residue and is very difficult to clean.
- All items inside the lockers need to be secured with magnets. We kindly ask that you refrain from using any type of tape on the inside of the lockers. If tape is used, it must be “painter tape” which can be purchased at most discount or home improvement stores.
- Items are not to be stored on top of the banks of lockers.

Wausau School Board Policy 5771 - SEARCH AND SEIZURE

5771 - **SEARCH AND SEIZURE**

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

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and

possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the Principal to provide students with written notice of this policy at least annually and that routine inspections be done at the discretion of the Principal of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, associate principals, and/or building administrative designee.

Student Person and Possessions

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies an admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student’s person or possessions is appropriate, school administrators should first attempt to contact the school resource officer to conduct the search under the administrator’s direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Except as provided below (Use of Dogs), a request for the search of a student or a student's possessions will be directed to the Principal or an available Administrator. The Administrator shall attempt to obtain the freely-offered, consent, in writing if possible, of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, the search may be conducted without such consent. Whenever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the administrator conducting the search. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and

dispatch as may be required to protect persons and property. Whenever feasible, the Administrator may secure the assistance of a school resource officer in conducting searches.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by an Administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an Administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, an Administrator may proceed with the search. An Administrator may contact the school resource officer or law enforcement agency for assistance in conducting a search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

A. the presence of the dogs on school property is authorized in advance by the District Administrator, except in emergencies, or is pursuant to a court order or warrant;

B. the dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog;

C. the dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The Principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the

items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement. The administrator is responsible for contacting guardian following the search, including substances or objects found.

The District Administrator shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

BUILDING HOURS

During the school year, the building will open at 7:00 a.m for students participating in our breakfast program. Students arriving via bus should enter Door #9, go downstairs and directly to the Cafeteria. Students being dropped off should enter door #16 and remain in the cafeteria. Students must remain in the cafeteria/designated area until the 7:25 a.m. bell. After 7:25 a.m., students may enter the building through Door #1/ Main Office.

The student day begins at 7:31 a.m., and dismissal is at 2:55 p.m. ***ALL STUDENTS ARE EXPECTED TO BE OUT OF THE BUILDING BY 3:10 P.M. UNLESS UNDER THE DIRECT SUPERVISION OF A STAFF MEMBER, INVOLVED IN AN AFTER-SCHOOL ACTIVITY, OR ASSIGNED TO THE DETENTION ROOM.***

The Main Office is open daily between the hours of 7:15 a.m. and 4:00 p.m. During no school days and breaks, the Main Office hours are 7:30 a.m. to 3:00 p.m. The Main Office is closed Fridays during the summer. The instructional staff hours are 7:30 a.m. to 3:30 p.m. during the school year.

MORNING WARNING BELL

All students are expected to be in their homeroom by 7:31 a.m. A bell rings at 7:25 a.m. and 7:30 a.m. to serve as a reminder. In addition to the warning bells, a bell will sound at the beginning and end of most periods during the day.

JOHN MUIR MIDDLE TEAM DAY

SCHOOL DAILY SCHEDULE & SCHEDULE

John Muir Middle School Daily Schedule

	6th grade	7th grade	8th grade
	Students dismissed from Cafeteria and Front Foyer at 7:25		
Advisory	7:31-7:47	7:31-7:47	7:31-7:47
1	*7:50-8:30 Allied*	7:50-8:30	7:50-8:30
2	*8:33-9:13 Allied*	8:33-9:13	8:33-9:13
3	9:17-9:57	*9:17-9:57 Elective*	9:17-9:57
4	10:00-10:40	*10:00-10:40 Elective*	10:00-10:40
5	10:44-11:20 LUNCH	10:44-11:21 IE	10:44-11:24
6	11:24-12:01 IE	11:25-12:01 LUNCH	11:27-12:07
7	12:05-12:45	12:05-12:45	12:11-12:47 LUNCH
8	12:48-1:28	12:48-1:28	12:51-1:28 IE
9	1:32-2:12	1:32-2:12	*1:32-2:12 Elective*
10	2:12-2:55	2:12-2:55	*2:12-2:55 Elective*

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a staff member or have a hall pass and have completed the electronic sign-out through the Edlastic Digital Hall Pass System . Lanyards or student planner must be used and then back in when returning to the classroom. Students must have a pass to enter all office areas to include: Health Services, Student Services, and the Main Office. Students may stop in the Main Office during passing time to retrieve an item that was dropped off.

TECHNOLOGY USE / MISUSE

We are fortunate to have many forms of technology available for students. The computer lab, technology lab, the LMC, and 1:1 devices in the classroom provide technology for students to readily use. We expect students will use technology appropriately, including the use of student Gmail accounts. Please see the John Muir website or Main Office to access a copy of the Gmail agreement. A parent/guardian must notify the school if they DO NOT wish their child to have access to the Internet.

Students who use another's password, install programs on hard drives, change screen colors or screensavers, access hard drives through file managers, i.e., use the device in any way that is not within the proper use of the device, may be denied use of technology. In addition, serious problems may result in paying for a consultant's time to repair damage and/or suspension from school.

⇒**Student 1:1 devices are not to be used for any personal use.**⇐

Wausau School District

1:1 Device Procedures and Information Handbook

USING A 1:1 DEVICE AT SCHOOL

1:1 Devices are intended for use at school each day. In addition to teacher expectations for student use of the 1:1 Device, school messages, announcements, calendars, and schedules may be accessed using the 1:1 Device. Students are responsible for bringing their 1:1 Device to all classes unless specifically instructed not to do so by a teacher.

Taking Care of a 1:1 Device

The 1:1 Device is the legal property of the Wausau School District. All users will follow Wausau School District policy and acceptable use policy for technology. Students are responsible for the general care of the 1:1 Device they have been issued by the school. A 1:1 Device that is broken or fails to work properly must be returned as soon as possible to the teacher or IT Department so an evaluation of the equipment can be completed. Do not take a district owned 1:1 Device to an outside computer service for any type of repairs or maintenance.

Students are responsible for any activity undertaken, message or email sent, document created, or website visited using their assigned 1:1 Device or their login. Care should be taken to ensure that the only person using the 1:1 Device is the student to which the 1:1 Device was assigned.

1:1 Devices are the property of the WSD and all users will follow these procedures and the WSD Acceptable Use Policy.

Enrollment in the WSD insurance protection plan is highly recommended.

GENERAL PRECAUTIONS

1. No food or drink is allowed next to your 1:1 Device while in use.
2. Cords, cables, and removable storage devices must be inserted carefully into the 1:1 Device.
3. Never transport your 1:1 Device with the power cord plugged in. Never store your 1:1 Device in your carry case or backpack while plugged in.
4. Students should never carry the 1:1 Device while the cover is open.
5. The 1:1 Device must remain free of any writing, drawing, and/or stickers. An identification label with the student's name is acceptable on the 1:1 Device.
6. Vents CANNOT be covered. District owned 1:1 Devices must have a Wausau School District asset tag on them at all times and this tag must not be removed or altered in any way.
7. The 1:1 Device should never be left in a car or any unsupervised area.
8. **Students are responsible for bringing the 1:1 Device completely charged for use each school day.**
9. Transport the 1:1 Device with care.
10. If the 1:1 Device has a lid, it should be closed and tightly secured when moving.
11. Always support the 1:1 Device from its bottom with the lid closed.

12. Screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
13. Do not lean or put pressure on the top of the 1:1 Device when it's closed.
14. Do not store the 1:1 Device with the cover in the open position.
15. Do not place anything near the 1:1 Device that could put pressure on the screen.
16. Do not place anything in a bag or backpack that will press against the cover.
17. Do not poke the screen with anything that will mark or scratch the screen surface.
18. Do not place anything on the keyboard before closing the cover (e.g. pens, pencils, etc.)
19. Only clean the screen with a soft, dry microfiber cloth or static free cloth.

STUDENT AND PARENT/GUARDIAN
1:1 DEVICE CONTRACT AGREEMENT

1. I will take care of my 1:1 Device.
2. I will never leave the 1:1 Device unattended.
3. I will never loan out my 1:1 Device to other individuals.
4. I will know where my 1:1 Device is at all times.
5. I will keep food and beverages away from my 1:1 Device.
6. I will charge my 1:1 Device's battery daily and be prepared for school.
7. I will not disassemble any part of my 1:1 Device or attempt any repairs.
8. I will use my 1:1 Device in ways that are appropriate, meet the WSD expectations, and are educational.
9. I will not place anything (such as stickers, drawings, marks, heavy objects, etc.) on the 1:1 Device or cover.
10. I understand that my 1:1 Device is subject to inspection at any time without notice and remains the property of the WSD.
11. I will follow the policies outlined in the 1:1 Device Handbook and the Technology Acceptable Use Policy while at school, as well as outside the school day.
12. I will not use my 1:1 Device in school hallways, outside the school building, or on my journey to and from school.
13. I will file a report in the Principal's Office and with the Police Department in the case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage and loss caused intentionally, or for damage caused by neglect or abuse.
15. I agree to return the District 1:1 Device, cover and USB cable/AC charger in good working condition.
16. Individual school 1:1 Devices and accessories must be returned to the school at the end of this school year. Students who withdraw, are expelled, or terminate enrollment at John Muir Middle School for any other reason must return their individual school 1:1 Device on the date of termination.

UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

1. General school rules for behavior and communications apply to the use of technology, including those regarding sexual harassment. Technology should not be used to transmit jokes or other comments that may be discriminatory, harassing, or offensive to others or material that defames an individual.
2. The use of technology to perform acts of bullying or cyberbullying are strictly prohibited.
3. The use of technology to record, upload, or broadcast images or video without proper authorization is prohibited.
4. End-users shall not disclose the personal information of students, staff or others without authorization.
5. The use of technology to access and/or distribute objectionable material is prohibited. Prohibited material includes, but is not limited to, that which is pornographic, material harmful to minors, and/or obscene.
6. The use of technology for illegal activity is prohibited.
7. End-users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the networks without authorization.
8. Technology shall not be used in any manner that disrupts the use of systems by others. Hardware or software shall not be destroyed, modified, or abused in any way without authorization.
9. End-users shall not use technology for business or commercial purposes that are not specifically authorized by the District.
10. End-users shall not use technology to gain or attempt to gain unauthorized access to internal or external systems.
11. End-users shall maintain the privacy of their account information and shall not allow others to access their accounts unless otherwise required for educational purposes or otherwise required by law.
12. End-users shall comply with all copyright laws and guidelines with respect to copying material in digital format and intellectual property.
13. End-users shall not use technology for political lobbying, partisan political activity, or to advance specific political ideas or agendas unless specifically authorized by the District.
14. End-users shall not install unauthorized software or connect unauthorized hardware to District systems.
15. The use of technology for personal entertainment is prohibited.
16. End-users shall not remove the iPad from the District provided case.
17. Privacy and personal integrity are important at John Muir. **Do not** use your district provided iPad to photograph or video record anyone except for special occasions specified by the team and under the supervision of a staff member.

John Muir staff and students have an "expectation of privacy" that pictures, video, or audio will not be taken.

IN AN EMERGENCY
TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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K12 2021 STANDARD RESPONSE PROTOCOL

GRADING

- Students may receive the following grades to indicate student progress: A, B, C, D, F, M (medical), S (satisfactory),
  U (unsatisfactory), I (incomplete), or NG (no grade; insufficient evidence).
- The letter grade reflects the student's academic achievement in meeting the learning objectives and standards for each course.

Grading Scale:

100% = A+
93-99% = A
90-92% = A-
87-89% = B+
83-86% = B
80-82% = B-
77-79% = C+
73-76% = C
70-72% = C-
67-69% = D+
63-66% = D
60-62% = D-
50-59% = F

Proficiency Scale:

4 = Advanced
3 = Proficient
2 = Basic
1 = Minimal
NE = No Evidence

- Behavior and effort will only be reflected in the grading comments through the Excellence Rubric.
- Reassessment opportunities are available to students who earn less than 70% on a summative assessment and who have completed their formative work for the corresponding unit.
- Report cards evaluating achievement will be given to each student at the end of each quarter.
- At the middle of the quarter, progress is reported with a progress report.
- Parent/Student/Teacher Conferences will be scheduled twice per year. Parents/guardians may request a conference at any time during the school year by contacting any of the student's teachers.
- Students' academic progress can be checked in Infinite Campus or Canvas at any time.

ASSESSMENT INFORMATION

- Formative Assessment: An example of student work (could be a quiz, assignment or test) used for the purpose of seeing where the child is in relation to mastering the learning target. Information from the assessment is used to plan for individual and class instruction.
- Summative Assessment: An example of student work (usually a test or large project) that "sums up" their learning on a set of learning targets. Summative assessments typically count for the majority or entirety of the student's grade. Poor performance on a summative test will usually result in additional instruction outside of the regular class time.

ACADEMIC HONORS

Academic Excellence - The Board of Education has approved recognition for academic excellence. Under the following criteria, certificates will be awarded on a semester basis:

Highest Honors, 3.75 - 4.00; *High Honors*, 3.50 - 3.74; *Honors*, 3.25 - 3.49.

President's Award for Educational Achievement - The purpose of this award is to recognize and reward educational achievement. This award recognizes students who show outstanding educational growth, commitment or intellectual development in their academic subjects. Students receiving this award have earned a 3.5 or better cumulative GPA through their middle school years.

President's Award for Educational Excellence - The purpose of this award is to recognize and reward educational excellence. Students receiving this award have earned a 3.5 or better cumulative GPA through their middle school years and have achieved in the 90% category in math and/or reading on the previous year's State Assessment.

ACADEMIC HONESTY

John Muir Middle School regards academic honesty as a cornerstone of its mission. It is expected that all schoolwork submitted as a class requirement represents the original efforts of the student. Teachers, students, administrators, and parents/guardians are all important contributors to maintaining academic integrity at school. All forms of academic dishonesty are unacceptable! **AI is currently NOT accessible for students; however, once it is accessible to students, AI use for assignments will be determined by the classroom teacher and should not be used unless specifically approved per assignment.**

Some examples of academic dishonesty include:

- ➔ Cheating on quizzes, tests, exams (giving or receiving unauthorized help)
- ➔ Plagiarism (using someone else's work, words, or ideas and claiming they are your own)
- ➔ Copying someone else's homework or other work
- ➔ Allowing your work to be copied
- ➔ Making up information, data, and/or citations

- ➔ Group work on individual assignments
- ➔ Forging information and presenting it as authentic or real
- ➔ Turning in the same work in multiple classes (projects or research papers) without prior teacher permission
- ➔ Having another person complete assignments or other work
- ➔ Completing another person's homework or assignments
- ➔ Purchasing or selling papers/assignments/homework
- ➔ Using notes or reference materials in an unauthorized way (cheat sheets; electronic means)
- ➔ Failure to follow a teacher's test-taking procedures
- ➔ The use of AI to directly answer questions, complete essays, or plagiarize content

Students who are academically dishonest will be required to make up the class work or test to ensure an accurate assessment of the student's proficiency and skill level. Students will also be subject to disciplinary action.

"All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity). or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of its student programs, activities and employment ("Protected Classes").

Wausau School Board Policy 2240 - CONTROVERSIAL ISSUES IN THE CLASSROOM

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

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

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion and likely to arouse both support and opposition in the community.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

A. is related to the instructional goals of the course of study and level of maturity of the students;

B. does not tend to indoctrinate or persuade students to a particular point of view; and

C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

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 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.

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 controversial issue in the classroom or in the course of professional duties, a teacher may not express a personal opinion, so that students are encouraged to develop their own opinion instead of relying on the opinion of a trusted teacher.

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 conflict 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/lessons 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.

The District Administrator shall develop administrative guidelines for dealing with controversial issues. (See also Policy 3310 – Employee Expression in Non Instructional Settings)

Wausau School Board Policy 2270 - RELIGION IN THE CURRICULUM

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

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

The Board acknowledges the degree to which religion often is incorporated into certain aspects of the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the District schools sometimes contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may contain such references, or may concern such issues, shall not, by itself, bar their use by the District. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

Accordingly, no student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of his/her religion. However, if after careful personal review of the program's lessons and/or materials, a parent indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such parent requested absence.

For the privacy of students whose parents request that they not take part in the particular class periods for specific reasons, prior arrangements will be made for the student(s) to go to a supervised location where under the supervision of a staff member the student(s) will be provided with the alternate learning activities during the requested absence.

The District's instructional materials shall not be designed to influence students to accept or reject a particular religious belief or point of view, and the District Administrator shall prepare administrative guidelines to that effect.

Complaints by students or the public regarding any such course of study will be handled in accordance with Board Policy 9130.

See Reference: Policy 8800

See References: AG 8800A, AG 8800B, and AG 8800D

Wausau School Board Policy 2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

2416 **- STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board respects the privacy rights of parents and their children.

Surveys Requiring Consent

No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or their parents;

B. mental or psychological problems of the student or their family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or the student's parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Parents' Right to Inspect Surveys

Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.

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

A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;

B. allow the parents the option of excluding their student from the activity;

C. report collected data in a summarized fashion, which does not permit one to make a connection between the data and individual students or small groups of students;

D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350 - Confidentiality and Policy 8330 - Student Records.

Student Privacy

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

Personal Information for Marketing or Sale

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information. For purposes of this section, "personal information" means individually identifiable information including: a student's or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; and a Social Security identification number.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment;

B. book clubs, magazines, and programs providing access to low-cost literary products;

C. curricular and instructional materials used by elementary and secondary schools;

D. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

E. the sale by students of products or services to raise funds for school-related or education-related activities;

F. student recognition programs.

Notice Requirements

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

The notice shall provide the following:

A. Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

    1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);

    2. the administration of any survey by a third party that contains one or more of the items described in A through H above.

B. The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.

Notice Requirements

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

Wausau School Board Policy 9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board has a right to protect District staff and the students from inappropriate harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422, Policy 3122, and Policy 4122. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340 or Policy 4340.

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

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The Board reserves the right to dismiss any item raised if it is not appropriate for consideration under this policy.

Guidelines for Matters Regarding a Staff Member

A. First Level

    Generally, if the matter concerns a staff member the individual(s) should discuss the matter with the staff member. The staff member shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to his/her supervisor.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;

2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;

3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request shall be submitted promptly after discussion with the staff member’s supervisor.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written or verbal request to the Board to address the matter. Any such request shall be submitted promptly after the latest attempt to resolve the matter. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board, after reviewing all material relating to the matter, may, at its discretion, provide the individual(s) with a written response;

The individual(s) shall be advised, in writing, of the Board's decision or action taken, if any, prior to the next regular meeting. The Board's decision will be final on the matter. The Board may choose to consolidate complaints or other communications for consideration if more than one individual raises similar concerns before it, but reserves the right to refuse to consider any subsequent complaint on

the same matter unless previously unknown material facts are raised.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall inform the individual that s/he has no authority to act in his/her individual capacity and shall refer the individual(s) to this policy or the District Administrator for further assistance.

Guidelines for Matters Regarding District Finance, Transportation or Operations

If the matter relates to a District procedure or operation, it should be addressed, initially, to the Chief Finance and Business Services Officer and then in subsequently higher levels as prescribed an**d then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".**

Guidelines for Matters Regarding Enrollment Disputes

If the matter relates to disputes concerning student residency determination, Homelessness under the McKinney-Vento Act, or related issues, the matter should be addressed initially to the District's Pupil Services Director, and then to the Third Level of the process for "Matters Regarding a Staff Member".

Guidelines for Matters Regarding the Secondary /Elementary Educational Program

If the matter relates to a District Middle School or High School/Elementary program, it should be addressed, initially, to the Director of Secondary/Teaching, Learning and Leadership Integration Education and then in subsequently higher levels as prescribed in "Matters Regarding a Staff Member".

Guidelines for Matters Regarding Instructional Materials

The District Administrator shall prepare administrative guidelines to provide that students and parents are adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2416, AG 9130A.

If the request, suggestion, or complaint relates to instructional materials such as technology, textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

A. The criticism is to be addressed to the Director of Technology and Media Services, verbally or in writing, and shall include:

    1. author;

    2. title;

    3. sections objected to by page and item;

4. reasons for objection.

B. If the request, suggestion or complaint relates to library materials, see Policy 2521D - LIBRARY SELECTION POLICY.

C. If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the Director of Secondary Education and the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review, and implementation of the curriculum. (See Policy 2414).

D. The material in question may be temporarily withdrawn from use pending final resolution of the matter.

E. The committee's recommendation shall be reported to the District Administrator in writing within 30 business days following the first meeting of the committee, unless extended time is granted by the District Administrator. The District Administrator will advise the individual(s), in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and his/her decision.

No challenged material may be permanently removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Wausau School District Board Policy 5460 - GRADUATION REQUIREMENTS

Graduation Credit as a Middle School Student

The Board permits students in 7th or 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved student assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

At the completion of the course, parents and students will be notified of the grade for the course at which time they must decide if the student desires to receive high school credit and have it become part of the permanent high school transcript, or if the student desires to have the course listed only on the middle school transcript. Parents must complete appropriate District documentation no later than the third Friday in June. Once the parents' response is recorded, the decision becomes final. The grade earned in such courses shall be included in the student’s high school grade point average. (This the from the current policy 5514.)

When classes are held at the high school, appropriate transportation shall be arranged by the student's parent/guardian prior to a student being enrolled in an approved course at the high school.

The Board directs the District Administrator to develop appropriate courses after determining annually whether sufficient student interest and appropriate staffing justify offering such course(s). The District Administrator shall establish procedures to determine whether a middle school student is academically prepared to take any course approved for high school credit.

PHYSICAL EDUCATION REQUIREMENTS

All students will meet on alternating days for physical education. A towel fee is charged at the start of the school year, which is included in the registration fee.

- Students can wear their own athletic shorts / pants, shirt and shoes. Optional shirts are sold through the Physical Education Department. No alteration or ornamentation on the gym shirt is acceptable.
- It is important to regularly launder all gym clothes. However, students must have the required apparel for **every** class.
- Showers and towels are available for use after class.
- Students must furnish their own swimming suits appropriate for class activities. *Bikini style swimsuits are allowed if a shirt is worn over the top.*
- For the purpose of school safety, all students are required to purchase a school lock through the Physical Education Department. No other key or combination lock will be allowed. **Students are responsible for locking their locker.** The school is **NOT** responsible for lost or stolen articles.
- Title IX of the 1972 Education Amendments requires schools to offer equal opportunity for girls and boys in physical education.
- Students will complete all class or swim makeups as required by their physical education teacher.
- Instructors expect students to perform to the best of their ability each day in class. Any student well enough to attend school is expected to dress and perform in class. Students need to inform their instructor of any situation that may affect their performance. Any student who needs to be excused from physical education for any period of time must have a note from his/her physician.

STUDENT CONDUCT

Future Ready

Students in the Wausau School District will engage in learning and practical application of social-emotional skills. This will be explicitly taught during Advisory and infused into content area classes. These lessons will focus on skills that help prepare students for the future.

ADDITIONAL SUPPORTS

Through the data collected, and parent/guardian/teacher referrals, students may have the opportunity to access additional levels of support if behavioral expectations are not being met. Some of the additional support includes:

- **Check-In/Check-Out (CICO)** - provides students with specific positive feedback following each class period.

- **Social Academic Instructional Group (SAIG**) - helps students identify deficits and develop strategies that lead to greater academic and social success.
- **Individualized Behavior Plans**
- **BRIDGE Resource Room** (Breath, Reflect, Internalize, De-escalate, Grow, Exit) - provides opportunities for students to process, evaluate, reflect and modify their actions, attitudes and behaviors to develop internal, and possibly external, motivators for academic success. Students do not have the ability to "elect" to go to the BRIDGE room; only teachers can send a student to the BRIDGE room. Students who feel they are in need of the BRIDGE room must report to class and discuss with their teachers or counselor. Only an adult can call the BRIDGE room to see if there is space available.

Wausau School Board Policy 5500 - STUDENT CODE OF CLASSROOM CONDUCT

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

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

The District Administrator 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. In addition, student conduct on internet-based social media outlets, when such conduct disrupts the learning environment of the school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall include, but not limited to, the following items:

A. specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to temporarily remove the student from class;

B. other student conduct that may be used by a teacher as a basis to remove a student from class; and

C. procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class;

The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline and reported to the appropriate law enforcement authorities.

The District Administrator shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

CLASSROOM BEHAVIOR

Each teacher and grade level team is responsible for enforcing individual classroom guidelines. Usually, these include being on time for class, respecting others' rights, bringing the appropriate materials, participating in class activities, dressing appropriately, and treating school property with care.

Teachers will use the following options for students not following classroom guidelines:

1. Verbal warning
2. Restorative re-teaching
3. Teacher contacts parent/guardian
4. Conference with student and school counselor, if necessary
5. Lunch and/or after-school detention with individual teacher or team teacher (parent/guardian notified)
6. Referral to administration

Occasionally, a student persists in disrupting a class to the extent that he/she must be removed from the classroom. The staff at John Muir Middle School expects students to behave appropriately and not to interfere with other students' right to learn. When students actively or passively choose to disrupt the learning atmosphere in a classroom, they are interfering with other students' education. **The staff strongly believes that students disrupting classes cannot and will not be tolerated at John Muir Middle School.**

PUBLIC DISPLAYS OF AFFECTION

The school recognizes that genuine feelings of affection may exist between students; however, students shall refrain from behaviors such as hand-holding, hugging, and kissing on campus or at school-related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences.

JUVENILE CITATIONS

The Wausau City Council, in accordance with the Wisconsin State Statutes, has revised its bond schedule. The majority of our students are old enough to receive citations/fines for breaking laws within the schools. Examples of incidents where citations may be issued include but are not limited to: theft, smoking, possession of cigarettes or tobacco, drugs and alcohol, throwing snowballs, profane language, fighting, "pantsing," and disorderly conduct or Restorative Justice. The revised statute also means a mandatory court appearance where the judge sets the fine amount. We want students and parents/guardians to be aware that this is another option in disciplining students who choose to disrupt the school atmosphere.

LUNCH PERIOD PROCEDURES

Students must report to the cafeteria with coats and other appropriate weather apparel. Students will not be permitted in the classroom section of the building during their lunch period unless they have a pass from a faculty member or are under the direct supervision of a staff member. **Food delivered by restaurants or delivery service is prohibited.**

Cafeteria Rules and Expectations

1. Unless otherwise assigned or directed, students are required to eat lunch with their grade level teams and must rotate with that assigned team.
2. Students are required to eat their lunch in the cafeteria unless that privilege has been taken away or other arrangements have been made with a staff member.
3. Students are expected to behave in an orderly manner. Running, shouting, pushing, littering, line cutting, fighting, needless changing of seats, throwing food and other unsanitary, disrespectful or dangerous behavior will not be allowed.
4. Students are to remain seated until they have finished eating.
5. After disposing of individual garbage and lunch items; students and their table peers are responsible for cleaning the table, floor and area in which they sat. Clean tables are to raise their hands to be dismissed by staff.
6. When finished eating and cleaning up, students are dismissed to outdoor recess, weather pending.
7. Students will use the bathrooms in the cafeteria nearest the North Gymnasium, and are not to go anywhere else in the building without a pass.
8. **Family members are not permitted to eat lunch in the cafeteria with students, nor can John Muir provide a space for family members to eat lunch with students in the building**

Outside Regulations During Lunch Period

1. Students leaving the building must leave by the cafeteria exit; unless otherwise directed by cafeteria staff.
2. Students leaving the building will not be permitted to re-enter until they are directed to re-enter by the lunch period supervisors.
3. Students are to remain in the fenced playground area or on the field, where supervision is available.
4. Only safe, sanitary, respectful behavior is allowed. Lively play during games is expected, but rough or overly aggressive behavior is not allowed.
5. Students are expected to follow directions given by the playground supervisors, who are wearing yellow vests.
6. During outdoor winter recess, students are not to be involved in rough play with snow and/or ice, to include not throwing or kicking snow or ice. Students are not permitted to play on snow piles or ice patches due to safety concerns.
7. All food and drink must be consumed in the cafeteria before going outside. **NO FOOD/DRINKS OUTSIDE!**

Closed Campus

1. Students are not permitted to leave the campus without parent/guardian permission.
2. Students leaving campus to go home during the lunch period must have a permission slip from their

parent/guardian on file with the associate principal. If the student who has permission to go home for lunch abuses this privilege, permission to go home will be taken away.

DRESS CODE

5511 - DRESS AND APPEARANCE

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

Accordingly, the District Administrator shall establish such dress and appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or appearance practices that:

A. present a hazard to the health or safety of the individual student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;

B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;

C. cause excessive wear or damage to school property;

D. prevent the student from achieving educational objectives because of blocked vision or restricted movement.

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

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

A. The principal shall serve as the initial arbiter of student dress and appearance within the building or at school-sponsored events or activities;

B. Before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech insofar as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

A. obscenity;

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

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

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

If the clothing cannot be removed or concealed, and other clothing options are not available for the student, the student may be sent home after contact is made with the student's parent.

The school will make attempts to collaborate with the parent to provide alternative clothing so the student can remain within the educational environment.

The dress code policy of John Muir Middle School is in alignment with the Wausau School District Dress and Grooming Policy (5511) provided above. Responsibility for the personal appearance of students enrolled in the Wausau School District shall normally rest with the students themselves and their parents/guardians. **Student dress or grooming shall not, however, affect the health or safety of students or disrupt the learning process within the classroom or school. Per Board Policy, administration has discretion to restrict student dress causing a health/safety hazard or disruption to the learning environment**. This discretion applies, but is not limited to, the following standards of dress for Wausau School District students:

1. To maintain a focused learning environment and for safety, hoods, hats, caps, bandannas, and other head coverings are not permitted to be worn inside the school building during the school day. Exceptions will be made for head coverings worn as an observance of religious faith.

2. Student clothing (top or bottom) cannot be solely undergarments (boxers, underwear, bras, bralettes). Clothing must cover undergarments and should not create excessive exposure. Student clothing choices need to express an appropriate level of school decorum.

3. Costumes are prohibited outside of school-approved dress-up days. In this case, a costume may include: large headgear, character costume masks, artificial anatomical features unrelated to a disability, or other components or accessories of a costume that pose a potential safety risk or disruption to the school environment. Make-up, hairstyles, and hair coloring are considered student expressions and are allowed as long as the expression complies with other related school policies.

4. Students will not be permitted to wear any clothing that contains references or content related to, pictures of and/or writing about alcoholic beverages, tobacco products, sexual acts, profanity, promotion of gambling, illegal drugs, disruptive symbols of hatred or intolerance (e.g., confederate flags, a swastika or other Nazi symbols, white supremacist symbols, etc.), and/or gangs.

5. Students are prohibited from wearing flags as capes or draping them over their shoulders in a cape-like manner. This includes flags of any nation, state, or political subdivision.

6. To ensure a safe and organized learning environment, middle school students are permitted to bring backpacks to and from school. However, during the school day, backpacks (including drawstring bags, purses, belt bags, or any other carry-all bags) must be stored in student lockers and are not permitted in classrooms, hallways, the cafeteria, or the gymnasium. Students are expected to utilize their assigned lockers for all personal belongings, carrying only necessary materials (e.g., binders, notebooks, writing instruments, or specific classroom supplies) between classes. Exceptions may be made for students participating in extracurricular activities requiring specific equipment, with prior approval from school administration.

7. Medallions or other jewelry that identify gang members or gang affiliation or that represent a gang shall also not be worn or displayed in school or at school events. No gang insignia may be worn, possessed, used, distributed, displayed, carried, or sold by any student on school grounds or at school-related activities at any time.

The reference to “gang insignia” would also encompass items of clothing that signify gang activity by the manner in which they are worn. This code is not intended to limit the right of the building and/or District administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school.

Students found in violation of this policy are subject to administrative action, including but not limited to the following steps:

1. **Initial Concern & Resolution:** When a dress code concern arises, staff will first address it directly with the student. An alternative clothing option will be offered to help the student come into compliance.

2. **Parent/Guardian Notification:** If the issue isn't resolved or is a repeated violation, pupil services and/or admin will document it in Educlimber and contact the student's parents or guardians. The school will also offer alternative clothing if needed.

3. **Parent/Guardian Conference & Further Action:** For persistent violations or more significant infractions, a conference will be scheduled with the student's parents or guardians to discuss the issue. This may lead to further disciplinary action.

4. **Repeated Violations & Disciplinary Action:** Consistent and repeated violations of the dress code policy will result in progressive disciplinary action. Action will be documented in Educlimber and coded as a Major violation. Potential administrative responses could include, but are not limited to, detentions, in-school suspension (ISS), and out-of-school suspension (OSS).

If there is a disagreement between students and/or parents/guardians and staff regarding the appropriateness of clothing or other personal items, the principal will use their discretion to make the final decision.

LASER POINTERS & OTHER HIGH INTENSITY LIGHTS

No lasers, high intensity lights, or flashlights are permitted at school. Lasers will be confiscated and students may be subject to disciplinary action.

UNSAFE ACTIONS / THREATS

A student whose actions threaten the safety of another student may be suspended from school or face other disciplinary action. Examples include: aggressive play, horseplay, threatening remarks, repeating rumors that one student wants to cause harm to someone else, or encouraging others to fight, or audio recordings. We expect our students to take actions to prevent their fellow students from being injured.

FIREWORKS

Students are not to bring any firecrackers or fireworks of any sort to school. Students who choose to bring these items will be referred to the school resource officer and/or suspended from school.

DETENTION

Students who are assigned a lunch or after-school detention for classroom related problems will serve the detention with the teacher that issued the detention. Students that are assigned detentions by an administrator or for problems outside of the classroom will report to a designated room to serve the detention. The following guidelines are to be followed for students serving detentions:

Alternative Lunch Placements

1. Lunch detention is for the entire lunch/recess period.
2. Students assigned to a lunch detention should first report to the room/teacher to receive a “front of the lunch line” pass. After receiving their lunch, students should promptly report to the designated room in which lunch detention is being held. Students will be assigned a seat and are to remain quiet unless directed otherwise by the supervisor.
3. All building expectations are in effect. Continued violation of the detention / BRIDGE room expectations or failure

After-School Detention Guidelines

1. Students assigned to an after school detention by either administration or classroom teachers need to report to the designated area by 3:00pm.
2. Students are to report with work to complete. Students will be assigned a seat and are to remain quiet.
3. All building expectations are in effect. Continued violation of the detention expectations or failure to report may result in additional detentions or suspension.
4. Students will have prior notice before serving detentions in order to make transportation arrangements. **Parents/guardians are responsible for**

to report may result in additional detentions or suspension. 4. **Students are required to complete a restorative reflection form prior to dismissal from detention.**	**picking up their child after serving a detention.** 5. **Students are required to complete a restorative reflection form prior to dismissal from detention.**

SUSPENSION / EXPULSION

Every student has the right to attend the Wausau School District without fear of being threatened or harmed in any way, either physically or verbally. In order to make this goal a reality, the school administration at the Wausau School District will enforce the following consequences for rule violations.

An in-school or out-of-school suspension for a period of one to five (1-5) days may be issued by the building administrators. Families and students should reference WSD Board Policy #5610 for further details on suspension & expulsions.

Students assigned an ISS or OSS will be required to complete a series of activities that include reflection, skill building, and classroom work completion prior to their dismissal from suspension and/or re-entry into the building.

STUDENT RESOURCES – HEALTH SERVICES

Wausau School Board Policy 5340 - STUDENT ACCIDENTS/ILLNESS/CONCUSSION

5340 **- STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST**

The Board believes that school personnel have certain responsibilities in case of accidents, illness, or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Accidents

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for their acts or omissions in rendering such emergency care.

The District Administrator may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the business office on all accidents

Illness

School personnel shall not diagnose illness or administer medication of any kind except in accordance with Policy 5330.

Concussion

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

At the beginning of a season of any athletic sport, the Athletic Director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19), then the student's parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics.

A teacher or coach shall remove a student from the class, practice, activity, or game if the teacher or coach determines the student is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury. The student will not be permitted to return to full participation until the student is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from the healthcare professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.

Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

Sudden Cardiac Arrest

Sudden cardiac arrest is a medical event that involves a sudden increase in the heart's ventricular beat that prevents the heart from distributing blood to the brain, lungs, and other organs. It occurs without warning and in youth athletics participants who appear healthy and have passed pre-participation physical examinations. Severe damage and death can occur very quickly without immediate treatment.

In an effort to educate parents, students, and coaches regarding this condition, information regarding sudden cardiac arrest shall be included along with the distribution of the required information concerning concussions and shall be distributed to all participants age twelve (12) and older and to coaches prior to participation in youth athletic activity. The information shall contain the following information as provided by the Wisconsin Department of Public Instruction (DPI) and Wisconsin Interscholastic Athletic Association (WIAA):

1. information about the risks associated with continuing to participate in a youth activity after experiencing one (1) or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate;

2. information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing; and

3. information on how to request, from a student's health care provider, the administration of an electrocardiogram in addition to a comprehensive physical examination.

Wausau School District
Emergency Nursing Services Plan
2022-2023

I. General Considerations

A. Emergency nursing services are provided for injury, illness, and medication administration under the direction of Wausau School District's registered nurses and a physician who serves as a medical advisor for the District. Written policies and procedures for providing care are in the Wausau School District Health Care Policy and Procedure Manual (Appendix A- Board Policy Book) (WI Statute 121.02(1)(g), PI-8.01(2)(g), 34 CFR 99 (FERPA).

B. The Emergency Nursing Plan is revised and reviewed at the beginning of each year. Building principals are responsible for informing all staff.

C. The principal of each building, in concert with the school nurses, must designate two or more staff members to maintain current certification in American Red Cross CPR/AED and First Aid. These staff members are responsible for providing first aid, medication administration and emergency care of students/staff.

D. An Automated External Defibrillator (AED) is present in every district school and building.

E. A 0.3 mg Epinephrine auto-injector is included in the AED box in accordance with the *Emergency Epinephrine Administration Protocol* in the Wausau School District Health Care Policy and Procedure Manual. A second Epinephrine auto-injector is kept in the health office of each school.

F. Universal precautions will be followed in accordance with Wausau School District Health Care Policy and Procedure Manual.

G. Potentially hazardous medical supplies such as sharps, syringes and lancets should be disposed of in a biohazardous waste container in the health office. When these containers are full, a custodian will be notified for proper disposal.

H. It is the policy of the Wausau School District to provide a safe environment for students with known, diagnosed food allergies that are likely to result in an anaphylactic reaction or serious food intolerance. **Foods containing nuts are permitted only in the cafeteria.** See the *Food Allergy/Intolerance Policy* in the Wausau School District Health Care Policy and Procedure Manual for specific guidelines regarding food in the classroom.

I. Latex is a potentially serious health threat for some people. Allergic reactions to latex can range from mild to fatal. The Wausau School District is a latex-safe environment. Latex products should not be used in the school setting.

J. Emergency nursing services are available during school hours through designated CPR/AED and First Aid certified staff and as needed per emergency phone number (911)

K. Emergency nursing services during school-sponsored activities are provided per designated CPR/AED and First Aid certified staff and/or per emergency phone number (911). Buses will follow their own bus company emergency protocol.

L. A first aid kit will be available to the adult in charge of activities held outside the main building. Each site is responsible for providing first aid kits and adequate health supplies
Statute 118.07). Each adult in charge is responsible for informing health office staff of the activity two weeks prior to the event. The adult in charge may also require additional emergency/rescue medication training.

M. Emergency contact and medical information forms, updated and signed by parent/guardian yearly, are kept on file in the office/health services area. Emergency medical and contact
information should accompany students when they are out of the building during school-sponsored events. Teachers will refer to contact information in Infinite Campus.

N. Teachers and other staff are notified of students with a significant health concern on a need-to-know basis. Teachers should also check the health condition flag in Infinite Campus regarding any health concerns for their students.

II. Injuries

A. Injured students are sent/accompanied to the office/health services area.

B. If a student is unable to go to the office/health services area, the designated first aid person should be called to the site of the injury. The Emergency Response Plan is to be utilized as needed. The Crisis Action Team (CAT) will respond to the medical emergency (see Emergency Response Plan specific to each school site). 911 should be called as needed.

C. Student injuries are recorded in Infinite Campus.

D. Parent/guardian will be notified as necessary based on extent of injury.

E. First aid supplies are kept in the office/health services area.

F. First aid is provided according to the Wausau School District Health Care Policy and Procedure Manual and by designated CPR/AED and First Aid certified staff members.

G. Referral for further medical intervention will be recommended as appropriate.

H. In case of serious injury, a student accident report (form C-27) is initiated and signed by the staff member witnessing or in charge at the time of the injury. A copy is sent to the business office, to the district nurse's office, and to the student health record. As a courtesy, a copy may also be shared with the principal.

III. Illness

A. Students who are ill are sent/accompanied to the office/health services area. The student may rest and then return to class or parent/guardian may be contacted and the student will be sent home depending

on their symptoms or other circumstances. All students needing to be sent home for a health reason must go through the health office. Emergency Response Plan is
to be utilized as needed (see Emergency Response Plan specific school site). 911 should be called as needed.

B. Student illnesses are recorded in Infinite Campus.

C. Reasons for exclusion are identified in the Wausau School District Health Care Policy and Procedure Manual, and in the Wisconsin Communicable Disease Chart (WAR 145; WI Statute 252.21, WI Statute 252.05).

D. Referral for further medical care will be monitored as necessary by the school nurse.

E. In regard to communicable disease, state guidelines are followed and confidentiality maintained.

F. **COVID management guidelines are fluid and dependent on local disease transmission. Please follow the most recent guidelines as determined by administration.**

IV. Medications

A. Prescription Medication—Prior to administration, students must have a completed Medication Consent Form or Action Plan with a practitioner and parent/guardian signature. Emergency medications (epinephrine, glucagon, inhalers) are kept in an unlocked, clearly marked area in the health office. All other medications are kept locked in the office/health services office. EXCEPTION: Students may carry and self-administer inhalers, epinephrine, or insulin when practitioner and parent/guardian give consent on the medication form or action plan (WI Statute 118.29, 118.291, 118.29(2)(a) 2m, WI Admin. Code N6 and Nurse Practice Act 441).

B. Non-prescription Medication- Prior to administration, students must have a completed Medication Consent form with a parent/guardian signature. Over-the-counter medication not FDA approved, including essential oil, CBD oil, and herbal treatment, should be given at home. If required at school, it must be accompanied by a practitioner signature for administration at school by school staff. All medications are kept locked in the office/health services office. EXCEPTION: Students may carry and self-administer cough drops/throat lozenges, lip balms or sunscreens (no form is needed). Analgesics containing aspirin may only be administered if accompanied by a signed medication form (as indicated above) by a practitioner.

C. Medication on One-Day Field Trips- Prior to field trip, teachers will provide staff who administer medication at school with a list of students attending and details surrounding the field trip. Health staff will prepare medication and put it in envelopes for teachers to take on field trips. Envelopes are to be labeled with the student's name, medication, dose/amount, and time to be given. Teachers will keep medications, administer, and document per instructions. If scheduled medication is not given by the teacher while on a field trip, a Medication Incident Report 2-2b must be filled out.

D. Medication on Overnight Field Trips- Refer to Wausau School District Medication Policy and Procedure Manual, *Administering Medications on Overnight Field Trips.*

Insurance

The WSD does not carry health or accident insurance for its students. Information describing a commercial insurance program which covers school activities will be available at Schedule Pick Up or in

the Main Office. Parents/guardians may purchase this coverage if they desire.

If you have any questions, don't hesitate to call Health Services at 715-261-0125.

COUNSELING

The school counselors are available for all students at John Muir. The school counselor that you have the first year at John Muir will continue on with you through all three years of middle school. It may be helpful to seek the aid of a school counselor for any of a variety of reasons. To help you, the school counselors may do the following:

1. Engage in personal and confidential counseling with you, an individual student.
2. Refer students with special needs, interests, or issues to others who can help.
3. Assist teachers in arriving at a better understanding of the capabilities and limitations you have as an individual student.
4. Interpret tests and other evaluation procedures for you.

All students are welcome to request to see their school counselor throughout the day. You may email your counselor or fill out a **"Request to See Counselor Form"** (on the JMMS website under the Students tab) to make an appointment.

SCHOOL RESOURCE OFFICER

The Wausau Police Department, in cooperation with the Wausau School District, has a police officer that works full-time at John Muir Middle School. The school resource officer can be contacted through the Main Office at John Muir. The officer handles police referrals at John Muir and also serves as a resource person in the classroom. Students wishing to see the officer may go to the Main Office. John Muir's resource officer is Officer Andrew Kutchenriter. For further information, see Board of Education Policy 5540.

LIBRARY MEDIA CENTER (LMC)

The Library Media Center services all John Muir students with access to over 20,000 print materials, magazines, subscription databases, ebooks, audiobooks, and a variety of digital resources. The library collection provides materials "at varying levels of difficulty, with a diversity of appeal, and the presentation of different points of view to meet the needs of students and teachers" at John Muir Middle School. Our library services 6th-8th grade students and "takes into consideration the varied interests, abilities, learning styles, and maturity levels of the students served" (WSD Board Approved Selection Policy, 2521D). All library choices are student self-selection.

Students visit the LMC in a grade-level weekly rotation with their ELA class. Library lessons focus primarily on information literacy, research skills, digital citizenship, collaborative makerspace challenges, and independent reading. Students are also welcome to independently visit the LMC during resources or throughout the day as long as they have permission from their instructor. In addition to the physical library, the LMC also provides digital access to a variety of online resources and access to our online catalog 24/7.

All LMC resources (online catalog, research resources, and lesson materials) are available to students and families through each grade level LMC Canvas Course.

JMMS LMC Basics

- ★ Students can check out up to five items at a time
- ★ Lending period is 21 days; all items can be renewed as long as there is no hold list
- ★ There are no fines for overdue items
- ★ If a student loses or damages an item, they will be billed the replacement cost

If you have any questions about the JMMS Library Media Center please contact Mrs. Tiffany Braunel, JMMS Library Media Director.

TRANSPORTATION

State law requires that school districts provide bus transportation for pupils who live more than two miles from their school. The Wausau School District, for financial reasons, will not provide free bus transportation for students within the two mile limit. It shall be the policy of the Wausau School District that the maximum walking distances to a school bus stop outside the Wausau city limits is 1/2 mile for middle school students. This policy applies to all students except for special education students.

Who can ride?

A. Only students assigned to a bus may ride that bus.

B. Students may only be picked up and dropped off at their assigned stop.

C. A parent/guardian may request that a student be picked up or dropped off at a location other than the student's assigned stop; however, such requests must be infrequent and follow this procedure:

1. The parent/guardian must call the bus company to determine that the request meets the District's requirement that a seat is available, and that the location is on an existing bus route. (715.842.2268)
2. A note from the parent/guardian must be taken to the school office and signed by an administrator giving permission for the change.
3. The signed note must be given to the driver when boarding the bus.
4. The following information must be on the note: *place and address to be picked up or dropped off, day and date the change will take place, reason for change, and parent/guardian signature.*

D. A Student School Bus Pass must be shown to the driver when boarding the bus.

BUS RIDER RULES

1. No littering on the school bus.
2. Use proper boarding/departing procedures.
3. Do not use unnecessary loud, boisterous sounds, yell, be rude, discourteous, or annoying.
4. Remain seated at all times, except when boarding or departing the bus.
5. Do not eat/drink on the bus without the driver's permission.

6. Do not have parts of your body hanging out of windows.
7. Do not use improper language/profanity/gestures.
8. Do not throw objects in, at or out of the bus.
9. Do not engage in behavior that abuses the safety, well-being and respect of others on the bus or at the bus stop.
10. Do not push, trip, kick, hit, bite or spit.
11. Do not disobey instructions of, and/or show disrespect to, the bus driver.
12. Do not bring illegal/dangerous articles/substances and/or weapons on the bus.
13. Do not light matches, use lighters or possess or use tobacco products.
14. Do not tamper with bus equipment or destroy property.
15. Do not engage in sexual misconduct/harassment.
16. Do not fight or engage in violent behavior.
17. Do not use behavior that requires the bus driver to pull over in order to preserve the safety of others.

DISOBEYING BUS RIDER RULES

The following will be used for students who do not follow the rules and expectations on the bus:

A. A verbal warning by the driver will be given to a student breaking the rules.
B. When the student continues to break the rules, the bus driver will write a School Bus Misconduct Report.
C. School Bus Misconduct Reports will be addressed by school administration and school administration will work with the bus company to resolve the issue.
D. Any steps may be bypassed depending on the seriousness of the offense.

SCHOOL DAY AND AFTER-HOUR FIELD TRIPS

A. The Bus Rider Rules apply during any trip under school sponsorship.
B. Students must follow the expectations of the teachers and staff.
C. Students must follow school expectations.

WAUSAU SCHOOL DISTRICT CONTINUOUS NONDISCRIMINATION NOTICE
Wausau School Board Policy 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

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 aforesaid 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 3-21, 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 individual to serve as the District’s CO:

Tabatha Gundrum
Director of Human Resources
715-261-0520
415 Seymour Street, Wausau, WI 54403
tgundrum@wausauschools.org

The names, titles, and contact information of these individuals will be published annually:

A. in the staff and student handbooks.

B. 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 (see Form 2260 F2)

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;

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;

Q. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;

R. copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;

S. copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;

T. copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing; and

U. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

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.

Wausau School Board Policy 8330 - STUDENT RECORDS

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

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

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Address Confidentiality Program

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address

in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" or "adult student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that his/her parents not be permitted access to personally identifiable information from his/her records.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to

student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest.

The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

    1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);

    2. the parent or eligible student, upon request, receive a copy of the record;

    3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and

    4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student if s/he is an adult or his/her parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

        In this subsection, “school" and “school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.

B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;

C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department

under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;

D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

F. release de-identified records and information in accordance with Federal regulations;

G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

   Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

   This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

   While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either releases de-identified information or removes the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

H. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities;

   The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

This written agreement must include: (1) designation of the receiving entity as an authorized representative; (2) specification of the information to be disclosed; (3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements; (4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; (5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and (6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practicable, that the personally identifiable information is used only for the audit, evaluation or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation or compliance activity.

I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such a shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY INFORMATION

Each year the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

A. a student's name;

B. photograph (with the choice of social media, school newsletters/publications, district/school website, yearbook or all places);

C. major field of study;

D. participation in officially recognized activities and sports;

E. height and/or weight, if a member of an athletic team;

F. dates of attendance;

G. date of graduation;

H. degrees and awards received;

I. name of the school most recently previously attended.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice.

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

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the

student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment;

B. book clubs, magazine, and programs providing access to low-cost literary products;

C. curriculum and instructional materials used by elementary and secondary schools;

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

E. the sale by students of products or services to raise funds for school-related or education-related activities;

F. student recognition programs.

The District Administrator shall prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student's education records;

B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;

C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;

D. challenge Board noncompliance with a parent's request to amend the records through a hearing;

E. file a complaint with the United States Department of Education;

F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop guidelines for:

A. the proper storage and retention of records including a list of the type and location of records;

B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.

Alleged Noncompliance with Federal Requirements
Eligible students or parents of minor students may file a complaint for alleged District noncompliance with requirements of the Federal Family Educational Rights and Privacy Act (FERPA) with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605 and the Protection of Pupil Rights Amendment (PPRA).

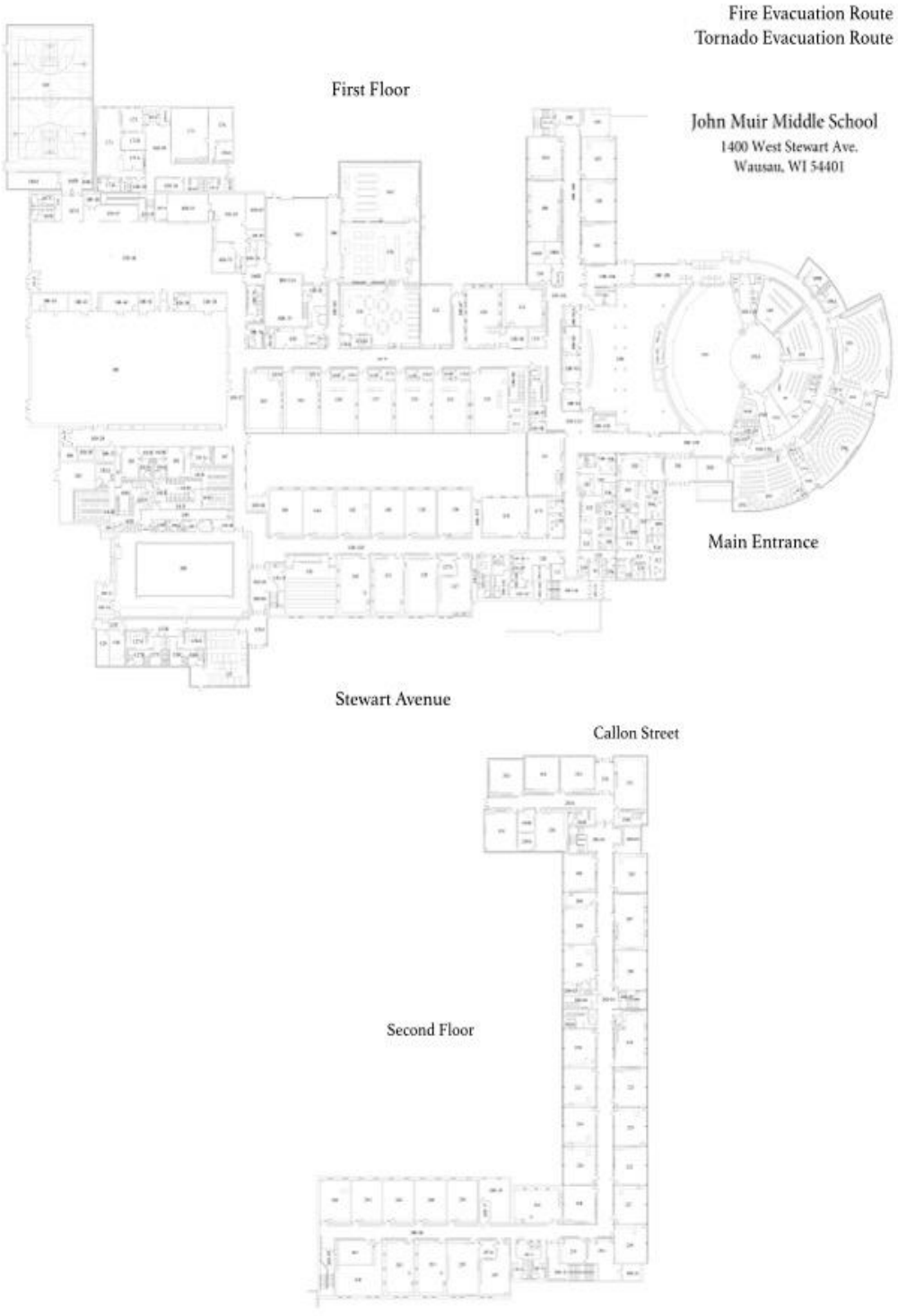
Parents of secondary students may request that their student's name, address, school-provided email address, and telephone number not be released to military recruiters or institutions of higher education with prior written parental consent.

Speak Up Speak Out (SUSO)

Anonymous tipline in your Wausau Schools Applications folder to report concerns to school officials. Concerns can include: bullying, vaping, vandalism, self harm, other concerning behaviors that impact school safety.



JMMS BUILDING MAPS



Wausau School District Continuous Nondiscrimination Notice

The Wausau School District does not discriminate on the basis of race, age, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes").

Anyone who believes that the Wausau School District has inadequately applied the principles and/or regulations of Title VI, Title VII, Title IX, Section 504 or the Americans with Disabilities Act, may file a complaint with the WSD Equity Director at the Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, or by telephone at 715-261-0500.

Lub Wausau School District txwv tsis pub leejtwg ua saib tsis taus ib tus neeg twg txawm yog hais tias nej yog pojniam los yog txivneej, yog haiv neeg dabtsi, ntseeg dabtsi, poj koob yawm txiv yog leejtwg, nyiam pojniam los yog txivneej li cas, muaj mob nkees li cas los yog xiam oob qhab li cas. Kevcai nyob rau tebchaws no txwv tsis pub leejtwg yuav ua saib tsis taus nej yog nej tuaj nrhiav haujlwm ntawm peb txawm yog nej yog haiv neeg twg, muaj noob nyoog li cas, cev nqaij daim ntawv yog xim dabtsi, nyiam pojniam txivneej, ntseeg dabtsi, los yog muaj kev xiam oob qhab li cas.

Yog leejtwg ntseeg tau hais tias lub khoog tsev kawm ntawv Wausau School District ua tsis raws li txojcai thiab/los yog cov lus teev tseg nyob rau Title VI, Title VII, Title IX, Section 504 los yog Txojcai Tiv Thaiv Haiv Neeg Mekas uas Xiam Oob Qhab, nej sau tau ib tsab ntawv tsis txaus siab tuaj rau tus saib xyuas tej teebmeem zoo li no uas yog tus WSD Equity Director nyob tom Longfellow Administration Center, 415 Seymour Street, Wausau, Wisconsin 54402-0359, los yog hu rau nws ntawm tus xovtooj 715-261-0549.

El Distrito Escolar de Wausau no discrimina contra las personas por motivos de sexo, raza, religión, nacionalidad, ancestro, credo, embarazo, estado civil, orientación sexual, o discapacidad física, emocional, mental o de aprendizaje. La Ley Federal prohíbe cualquier tipo de discriminación en la educación y empleo por motivos de edad, raza, color, nacionalidad, sexo, religión o discapacidad.

Cualquier persona que crea que el Distrito Escolar de Wausau ha aplicado inadecuadamente los principios y/o reglas del Título VI, Título VII, Título IX, Sección 504 o del Acta para Americanos con Discapacidades, podrá presentar una denuncia ante el Director de Igualdad del Distrito Escolar de Wausau al Centro de Administración Longfellow, 415 Seymour Street, Wausau, Wisconsin 54402-0359, o por teléfono al 715-261-0596.

Administration reserves the right to make changes or corrections in any school policy or rule addressed in this document. In addition, items not addressed in this agenda or the WSD Parent/Guardian/Student Handbook are left up to the discretion of the administration.