

Northland Pines Elementary Family-School Handbook



2026-2027

Eagle River Elementary, Land O' Lakes
Elementary, St. Germain Elementary, and
Montessori Learning Center

Welcome to Northland Pines Elementary Schools!

Dear Students and Parents/Guardians:

Welcome to Northland Pines Elementary School and the new school year. We are pleased to have your family as part of our school community.

The Northland Pines School District is dedicated to empowering all individuals to reach their potential.

Additionally, we are dedicated to providing learning experiences that are meaningful and relevant. We look forward to continuing our partnership with you. Our expectations are high but together we can achieve excellence!

Our Family/School Handbook is an informational tool meant to serve as a resource for both parents and children. Some information may be new to you. Please keep this as a handy reference for questions that may arise during the school year.

Best wishes to you for a wonderful and rewarding school year.

Eagle River Elementary 715-479-6471	Gretchen Smart-Hall, Principal AJ Zayia, Assistant Principal	gsmarthall@npsd.k12.wi.us azayia@npsd.k12.wi.us
Land O' Lakes Elementary 715-547-3619	Carie Nordine, Principal	canordine@npsd.k12.wi.us
St. Germain Elementary Montessori Learning Center 715-542-3632	Brooke Johnson, Principal	brjohnson@npsd.k12.wi.us

Non-Discrimination Statement

The Northland Pines School District is committed to equal educational opportunity for all students in the district. It is the policy of the School District, pursuant to s. 118.13 WI Stats., and P1 9 that no person shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in employment or in any education program or activity for which the Northland Pines School District is responsible or for which it receives financial assistance from the U.S. Department of Education on the basis of sex, race, religion, national origin including Limited English Proficiency (LEP), ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical disability, mental disability, emotional/behavioral disability or learning disability may be denied admission to any school in this District, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra curricular, pupil services, recreational or other program. This policy also prohibits discrimination as defined by Title IX, of the Educational Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and section 504 of the Rehabilitation Act of 1973. The School District has adopted a policy and procedure on nondiscrimination. If you believe the District is discriminating against one of the protected classes listed above, please obtain a copy of the policy, procedure and complaint form from the District Office, 1800 Pleasure Island Road, Eagle River, WI 54521 (715) 479-6487.

Board of Education Directory

Jennifer Payne, President	715-891-0263	4800 Old 45 Road Conover, WI 54519 Email: jpayne@npsd.k12.wi.us
Chris Petreikis, Vice President	715-337-2135	PO Box 1633 Eagle River, WI 54521 Email: cpetreikis@npsd.k12.wi.us
Erica Lane, Clerk	715-617-0372	1561 Watersmeet Lake Rd. Eagle River, WI 54521 Email: erlane@npsd.k12.wi.us
Chelsea Romaker, Deputy Clerk	608-886-7367	1561 Watersmeet Lake Rd. Eagle River, WI 54521 Email: chromaker@npsd.k12.wi.us
Becky Nordine, Treasurer	715-617-7259	PO Box 144 Land O' Lakes, WI 54540 Email: rnordine@npsd.k12.wi.us
Nick Seeger, Member	715-542-4370	PO Box 235 Sayner, WI 54560 Email: niseeger@npsd.k12.wi.us
Paul Uebe, Member	715-891-0283	3002 Tam Lane Sayner, WI 54560 Email: pauebe@npsd.k12.wi.us

Northland Pines School District Administration

Tony Duffek, District Administrator	715-479-6487	1800 Pleasure Island Road, Eagle River, WI 54521 Email: tduffek@npsd.k12.wi.us
Rachel Riske, Director of Teaching and Learning	715-337-2527	1700 Pleasure Island Road, Eagle River, WI 54521 Email: rariske@npsd.k12.wi.us
Emily Rhode, Director of Pupil Services and Special Education	715-479-8989	1800 Pleasure Island Road, Eagle River, WI 54521 Email: erhode@npsd.k12.wi.us
Neal Eklund, Assistant Director of Pupil Services and Special Education	715-479-8989	1800 Pleasure Island Road, Eagle River, WI 54521 Email: neklund@npsd.k12.wi.us
Gretchen Smart-Hall, ERES Principal	715-479-6471	1700 Pleasure Island Road, Eagle River, WI 54521 Email: gsmarthall@npsd.k12.wi.us
AJ Zayia, ERES Assistant Principal	715-479-6471	1700 Pleasure Island Road, Eagle River, WI 54521 Email: azayia@npsd.k12.wi.us
Carie Nordine, LOL/ SOAR Middle School Principal	715-547-3619	6485 Town Hall Road, Land O'Lakes, WI 54540 Email: canordine@npsd.k12.wi.us
Brooke Johnson, STG/ MLC Principal	715-542-3632	8234 Hwy 70 West, St. Germain, WI 54558 Email: bjohnson@npsd.k12.wi.us
Edward Carlson, NPMS/HS Principal	715-479-4473	1800 Pleasure Island Road, Eagle River, WI 54521 Email: edcarlson@npsd.k12.wi.us
Josh Tilley, NPMS/HS Assistant Principal	715-479-4473	1800 Pleasure Island Road, Eagle River, WI 54521 Email: jotilley@npsd.k12.wi.us
Harlan Leusink, Director of Technology/SOAR HS Principal	715-479-4473	1800 Pleasure Island Road, Eagle River, WI 54521 Email: hleusink@npsd.k12.wi.us
Robert Jensen, Director of Building and Grounds	715-479-6487	1800 Pleasure Island Road, Eagle River, WI 54521 Email: rojensen@npsd.k12.wi.us
Steven Walsh , Athletic Director	715-479-4473	1800 Pleasure Island Road, Eagle River, WI 54521 Email: stwalsh@npsd.k12.wi.us

MISSION STATEMENT

The Northland Pines community guarantees rigor, relevance, and relationships to prepare all learners for life.

Northland Pines School District - Elementary School Code of Conduct and Discipline

Each student is a part of the total school community and will display behaviors respectful of that community. Teachers will instruct and students will learn in an environment free of disruption.

Disciplinary procedures will be progressive in nature. The severity of the behavior will determine the level of intervention a student will experience. Procedures will be designed to promote positive behavior with emphasis on clear expectations. Interventions will generally be handled by the student's teacher or by other school staff. The building principal will become involved when serious and/or repeated misconduct occurs. More information can be found in the [Northland Pines Family Behavior Handbook](#).

Guidelines - The following guidelines apply to elementary student behavior while students are engaged in school activities, while they are on school property during hours of school operation, and while at school sponsored activities even if these activities are not on district property.

Students Shall:

- ❖ Abide by school and classroom rules.
- ❖ Use appropriate and respectful language in the school environment.
- ❖ Use the school building, equipment, materials and property in a respectful manner.
- ❖ Resolve differences without resorting to physical force or verbal abuse.
- ❖ Not possess illegal items such as weapons, look-alike weapons, fireworks, alcohol, tobacco products, drugs or other items used in a harmful manner.
- ❖ Respect the feelings, private space, safety and property of all people.
- ❖ Follow established bus rider rules and procedures.
- ❖ Follow established network rules and procedures.

Dress Code - Wear clothing that is neat, modest, clean, and appropriate for school and should not disrupt activities or interfere with the educational rights of others or detract from another student's learning process. Clothing or objects which cause a disruption or concern for safety are not allowed. The following are NOT allowed:

- ❖ Any garment that permits one's stomach, back, chest, or buttocks to be exposed. For example, half shirts, halter tops, tube tops, short shorts, etc. would be inappropriate.
- ❖ Clothes (or any wearing apparel) that promotes or advertises the use of drugs, tobacco, and alcohol (including beer)
- ❖ Suggestive or crude sayings and profanity or implied profanity
- ❖ Bare feet or stocking feet
- ❖ Hats, bandanas, and sunglasses are not to be brought to class or worn in the building
- ❖ Hoods are not permitted to be worn up or on the students head while in the building
- ❖ Decorative items that could be harmful such as metal studs, bracelets, necklaces, or belts with metal ornamentation

Transportation - Bus riding is considered a privilege and an extension of the school day. Inappropriate behavior on a school bus can be potentially dangerous and must be dealt with in a consistent manner on a timely basis. Based on the severity of the offense, the behavior may result in:

- ❖ Written warning to student(s) with a copy sent to parent/guardian.
- ❖ Up to a three-day bus riding suspension.
- ❖ A one week bus riding suspension with a mandatory student-parent/guardian-Schilleman's representative - administrator conference.

- ❖ Bus riding suspension for the remainder of the semester with a mandatory student-parent/guardian-driver-administrator conference.
- ❖ Bus riding suspension for the remainder of the school year with a mandatory student-parent/guardian-driver-administrator conference.

Attendance

School Attendance - Children are required by law to be in attendance except that they may be excused for illness or a religious holiday. Per Wisconsin Statute 118.15 (1)...any person who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. In accordance with state law, such absences shall not exceed ten (10) days in a school year. Parents whose children will not be in school for any reason are asked to contact the school office prior to or on the morning of the absence. In an effort to keep students healthy, district personnel may call parents if their child is not feeling well while at school to notify them of the illness. The student will then need to be picked up from school by the parent/guardian or emergency contact person.

Returning to School after an Absence - Children (or their parents) are responsible for finding out what work needs to be made up due to absence. If your child is absent and we do not receive notice regarding the absence, an automatic call will be placed to the parent at home or work. If we are not contacted, attendance will be coded as unexcused. By state law, regular school attendance is the joint responsibility of the parents and school. The school authorities must enforce the law as cited by 118.15 WI Statutes. At the same time, parents have the responsibility to see that regular attendance is maintained. Absences without parent permission or exceeding state law are considered unexcused.

Staying in from Recess after an Illness or Injury - If you feel your child is well enough to return to school after an illness or injury, but would like to have him/her remain indoors during recess, a note from you is sufficient to keep your child inside for up to two (2) days after an illness. If more than two days are required, provide a physician's statement authorizing the teacher to keep your child indoors or to restrict activity for as long as necessary.

Taking Children out of School for Vacation - Taking children out of school for an extended period of time is **NOT** recommended. We will make reasonable attempts to supplement work missed, although advance assignments and sending classroom materials, etc. will be limited. Teachers will not be expected to reteach a lesson. If you are taking your child out of school for an extended period of time (3 or more days), **please complete and sign the student absence notification form available in the school office**. The completed form should be returned to the school office prior to the absence.

Doctor or Dentist Appointments - If possible, please make dental and doctor appointments for times other than during school hours. In cases where this is not possible, please inform the office of the time you will pick your child up and the approximate time s/he will return to school. **In all cases, students must be picked up at the school office and checked in at the office by a parent/guardian or authorized person.** To ensure the absence is excused, please provide a note from the doctor or dentist when your child returns to school.

Tardies - Students are considered tardy after 8:20 a.m. until 8:30 a.m.

Board of Education

Board of Education - The Board of Education consists of seven citizens from all areas of the District who serve a term of three years and/or until their successors are elected and qualified. (See list of members under Directory.)

Board Meeting Times and Place - The Board of Education generally typically meets the fourth Monday of each month unless it is not deemed necessary by the Board. These meetings are held at Northland Pines High School beginning at 6:00 p.m. and are open to the public.

Agenda - The agenda for the Board of Education meeting is published on the NPSD website (www.npsd.k12.wi.us) before the meeting and is also available at the District Office and at several public sites throughout the district.

Board of Education Correspondence - Written communication to the Board is acknowledged under the communications portion of the agenda. If you write a letter to the Board President and send it to the District Office, the letter will be reviewed by each Board member before or during the meeting.

Public Comments - You are welcome to make comments to the Board. Please register with the Board President or designee prior to the beginning of a board meeting or through the District Administrator's office during office hours (715-479-6487). You will be asked to state your name and address for public record. The Board will listen to all concerns.

Minutes - Official minutes of the previous special and regular Board meetings are published in the Vilas County News Review after they have been approved by the Board of Education.

Board of Education Policies and Procedures - Copies of the policies and procedures are available on the NPSD website (www.npsd.k12.wi.us). If you do not have computer access and wish to obtain policy information, please contact the District Office. Citizens are welcome to obtain copies of various policies and procedures but will be charged 15 cents per side to cover administrative costs.

Citizen Involvement

Getting Involved - Citizen input is encouraged and welcomed in the school system. Throughout the year, the Board invites citizen input during budget meetings and open dialogue sessions. Times and dates of informational meetings are published in the local newspapers.

Parent-Citizen Commendation/Suggestion/Concern Form - A district form is in place for citizens to communicate, in writing, about positive activities that take place, concerns that they may have and/or suggestions for change or improvement.

Parent Teacher Organization (PTO) - Our PTOs promote the well being of children. At Northland Pines, our PTO members believe strongly in the involvement of family members and interested citizens in the education of our children. Through partnership with the staff, we all strive to provide the best for our children and to advocate for them.

Our PTOs support our schools in various ways. By providing many opportunities for participation in our children's lives at school through volunteer activities, all are encouraged to be involved in their areas of interest.

PTOs also have monthly meetings where information about our school and the district is provided, while, at the same time, giving folks the forum to discuss issues that matter to them. PTOs sponsor many enrichment activities for students throughout the year. These organizations encourage cooperation between home and school and are open to new ideas about how to better our schools. For more information, contact your school office.

Communication

Household Verification - Each school year, parents will be required to update their demographic information online via Campus Parent. In the event of an illness or serious injury to a child during school hours, parents will be contacted immediately. It is most important that all requested emergency information on the registration form be accurately given, including the parent's signature. Please complete and/or update the form before the first day of school. If you have any questions regarding how to fill out the Household Verification, please contact Megan Marchant in our enrollment office at 715-479-4123.

If household demographics change during the school year, please make all updates via your Campus Parent account, including phone numbers, address, place of employment, etc. Communication regarding students must be provided by a legal guardian, parent, or step-parent, not a significant other.

Written Communication - Written communications will often be sent home with your children, mainly on Take Home Tuesday. Please emphasize with your child(ren) the importance of promptly delivering all messages and announcements to you. Be sure to check backpacks regularly for important school distributions.

Non-Custodial Parents - Non-custodial parents of any student will be provided all report cards, notices of school activities, disciplinary reports, conference appointments and summaries, or other student records which are provided to the custodial parents, unless otherwise expressly curtailed or restricted by a provision of a court order provided to the principal. Please contact the school office to make these arrangements.

Visiting School - Parents are encouraged to visit school during the regular school day. However, it is best if you contact your child's teacher in advance to assure a visit which will enable you to have a positive and productive experience. You must check in at the office with your driver's license to receive proper authorization and to get helpful directions. Teachers are directed to send unauthorized visitors to the office. This includes all school areas, both in and outside the building, and refers to ALL parents and visitors. Your cooperation in this matter will help us ensure the safety of the children and minimize disruption of school routine.

Volunteers - Many of our students' learning experiences are enriched through the support of volunteers. Opportunities include volunteering at school or assisting with projects from home. Parent and community volunteers are valued, encouraged, and greatly appreciated. If you are interested in volunteering, please contact the school. We welcome your involvement!

In accordance with Board Policy 3120.09, volunteers may be required to complete a background check at the district's expense. Additionally, all volunteers must check in using a valid driver's license when entering the building, as required for all visitors to district schools.

School Communication - Any questions? Need some help? Please call us at school. We're here to offer assistance in whatever way we can. Clear and timely communication between home and school and parent involvement all contribute to the total educational experience of the student. Communication from home to the school is required from a legal guardian, parent or step-parent, not a significant other.

The following are just some examples of communication we expect will be taking place during the school year:

- ❖ Attendance - Use the Campus Parent app or call the school office to report an absence.
- ❖ A telephone call when a parent has a concern or question about anything at school.
- ❖ A scheduled visit from a parent who is interested in seeing education “live” in the classroom, or who would like to speak personally with a staff member.
- ❖ Reading the parent newsletter.
- ❖ Notes and telephone calls from staff members to parents, regular parent newsletters.
- ❖ Completed assignments brought home and returned by the student.
- ❖ Special printed announcements from the school or Parent-Teacher Organization about upcoming events.
- ❖ Student report cards at the end of each grading period.
- ❖ Newspaper articles telling of school programs and events.
- ❖ Parent-teacher conferences twice a year.
- ❖ PTO meetings as an important source of information.
- ❖ Attending Family Engagement Nights that occur several times a year for families to attend.
- ❖ Check email, social media, and Class Dojo frequently for school and classroom updates.

Where to go if you have a Question or Concern - It’s often frustrating when you have a question or concern and you don’t know how to go about getting an answer. The following information outlines the general philosophy of the district based on Board of Education policy and procedure.

If you have a concern over a school-related matter, please adhere to the following:

- ❖ If the concern is with a teacher and/or classroom experience, a conference with the teacher should be scheduled at a mutually convenient time. The matter should be discussed openly and frankly.
- ❖ If the resolution cannot be reached in a conference with the teacher, the matter should then be discussed with the principal. In certain cases, a letter may be requested by the principal.
- ❖ If further steps become necessary, a parent/guardian may contact the District Administrator at 715-479-6487. The school principal may be a part of any discussion with a parent/guardian resulting from a District Office contact.
- ❖ If necessary, concerns may be taken to the Board. If a parent/guardian feels it is necessary to take a concern to the Board level, this may be done by writing to the District Administrator or the President of the Board.

Letters addressed to the Board of Education should be sent to the District Administrator at the District Office, 1800 Pleasure Island Road, Eagle River, WI 54521. The District Administrator will distribute a copy of the letter to the Board of Education prior to or at the earliest scheduled meeting. The letter will be acknowledged during the written communications portion of the meeting. Following the meeting, the District Administrator and/or the Board of Education will respond to your letter.

In certain cases, if the problem is not a specific classroom concern, a parent/guardian with special circumstances may contact other employees in the school organization. Examples might be related to pupil services, food services, transportation and/or other non-school matters. Such concerns will be referred to the administrator and/or employee responsible for the given area of concern. A citizen suggestion/commendation form is also available as another means of communication. These forms are available at the school office.

Food Service - Office 715-479-5800

All district schools operate on a computerized lunch/ breakfast accounting system rather than the traditional meal ticket system. Each student is issued an identification number (bar-code). This ID# is associated with

his/her Family Food Service Account. If you do not want your child to access the food service system for breakfast/ lunch meals, please inform the food service office.

Deposits - This system is a prepayment program. Payments can be made via cash or check in each building via the available drop-box, and also online within your Campus Parent account. Online payments incur a \$3 convenience fee per transaction. Parents are asked to initially deposit a minimum of \$20.00 per child in their family account, although larger amounts are recommended if the children are frequent eaters. Families receiving reduced price meals are asked to deposit a minimum of \$6.00 per child. *It is the responsibility of parents to stay abreast of the family food service account balance. Parents are encouraged to check on their family account balance via the Northland Pines School District website Campus Parent link. Any funds remaining in family accounts at the end of the school year will carry over to the next school year. All requests for refunds must be in writing and directed to the Food Service Director.

If you have children in any of the District Schools, you need to send only one check. All family members are members of the same account. Visiting parents need to pay cash for meals. Deposits are processed on a daily basis at our Food Service Office. Checks should be made payable to Northland Pines Food Service and mailed to:

Northland Pines Food Service 1800 Pleasure Island Road Eagle River, WI 54521

Students who arrive with checks or cash should deposit their money into the provided breakfast/ lunch money drop box. PLEASE INCLUDE YOUR CHILDREN'S NAMES WITH YOUR DEPOSIT!

Account Balance Information -The (Food Service) automated system will keep track of deposits and charges for all family members in the family account. Family breakfast/ lunch accounts may be accessed at any time via your Campus Portal Account found on the district website. In addition, households will be contacted via email or an automated phone dialing system noting either a low positive or negative account balance. If a deposit is not forthcoming, Food Service will make every effort to contact the family and arrange for a payment plan and/or explain the school district delinquent account policy. Questions about family accounts can be directed to the Food Service Office at 715 479-5800.

Delinquent Accounts/NSF Checks - When communication efforts do not result in an account deposit, the school district may pursue collection via small claims court. High school students whose Family Account is in arrears will not be able to charge more than a daily lunch. The ala carte (cash only) line will remain an option for high school students. A service charge of \$25.00 will be assessed for all non-sufficient funds (NSF) checks.

Menus - Menus are posted monthly in each school building and distributed to all 4K-6th grade students. The breakfast/ lunch menus are published through social media and our school websites. You may also view the menu selections on our school website: www.npsd.k12.wi.us

Free and Reduced Price Lunch/Breakfast - We Encourage all Households to Apply. You are Encouraged to complete an online application instead of a paper application, if you are able. Online applications are available in Infinite Campus Parent Portal at <https://npsdwi.infinitecampus.org/campus/portal/parents/npsd.jsp> Login to account or create account, click More, click Meal Benefits to Begin. Free and/or reduced price meals are available for those who qualify. Application forms along with the Sharing Form are available online at: <https://www.npsd.k12.wi.us/district/free-and-reduced-meals-program.cfm> or in the office. Parents should read the information carefully to see if they qualify. Adjustments are made each year in the amount of income that can be earned while still qualifying for subsidized meals. Families must reapply each year for free or reduced price meals, last year's application is only good for that school year and for the first few days of this school year.

through October 15. Families must also complete each year and sign the Sharing Form. This form allows food service to communicate with the school office, so that school fees may be adjusted, as well dependent on qualification.

Each child is entitled to one breakfast/lunch meal at his/her approved status.* Written parental permission is necessary for elementary children to receive second meals. *NOTE: The Free & Reduced meal status is designed for a full school meal. If a student selects a partial meal or “milk only” the a la carte pricing is applied and families are responsible for all charges incurred.

Snack/Cold Lunch Milk - Cold snack milk will be available for ala carte purchase. Snack milk is offered to elementary students. Our Food Service Office runs this program. Students of families who qualify for free or reduced priced meals receive morning milk at no cost due to food service participation in the Wisconsin Morning Milk Program, which subsidizes the cost of such milk. Snack milk for students of full pay families is .50/day. This charge is deducted from the family account balance on a WEEKLY basis. NOTE: Payment for student(s) lunches and morning milk may be totaled on one check.

Food Service Prices

Milk is included with the school lunch and breakfast but it is not included in the snack milk unless you qualify for free and reduced lunch. Additionally, if your child packs a lunch from home but takes the milk your family is charged for that milk. Students only get free milk when having a hot lunch from school.

Food Service Prices:

Elementary School Breakfast Grades 4K-6	\$1.70	Elementary School Lunch Grades 4K-6	\$3.50
Middle & High School Breakfast Grades 7-12	\$1.95	Middle & High School Lunch Grades 7-12	\$3.60
Adult Breakfast	\$3.00	Adult Lunch	\$4.50
Snack Milk	\$0.50	Milk Only for Lunch	\$0.50

Students who qualify for Reduced prices will receive Breakfast for free. Reduced Lunch is \$0.40

Health

Health Assistance - District personnel are always available to assist with student needs. When a student is injured at school, s/he must IMMEDIATELY report the injury to the teacher or adult in charge of the activity.

Immunization - The District follows Wisconsin Statute 252.04 regarding immunizations which requires all students who do not submit waivers to present evidence that they have received at least the first dose of each vaccine required for their grade and are on schedule for their grade and are on schedule for the remainder of the required immunization series. Exclusion from school for students who do not present with the required immunization series or a waiver may begin on the 31st day of school. The school is required to notify government agencies of any minor student who fails to present written evidence within 40 school days. Waivers are allowed for health, religious or personal conviction reasons.

Medication Policy/Procedure - **Non-prescription medication** will be administered by district personnel only upon receipt of written instruction and written consent by the parent/guardian. The **“Medication**

Administration Consent Form” form must be completed for non-prescription medication (a copy of this form can be obtained from the school office or on the Northland Pines School District website). All medication must be supplied by the parent/guardian in the original container, labeled with the student’s name, and must be age appropriate per package label.

Prescription medication will be administered by district personnel only upon receipt of written instructions and signature by the prescribing health care professional. The **“Medication Administration Consent Form”** must be completed for prescription medication (a copy of this form can be obtained from the school office or on the Northland Pines School District website). All prescription medication must be supplied by the parent/guardian in an original container. The label must match the information provided by the prescribing health care professional (this includes the student’s name, name of medication, number of doses in container, time and quantity to be given, prescribing health care provider’s name and the name and telephone number of the pharmacy).

The medication will be kept in a locked, secure place in the school. It is the responsibility of the student to report to the office to obtain medication at the designated time (or in the case of non-prescription medication-when it is needed). All medication must be reclaimed by the parent/guardian at the end of each school year or it will be destroyed. For safety reasons, only empty medication containers will be sent home from school with students. **Please DO NOT allow your child to carry medication to school on the school bus.**

Student Health Curriculum - Our PK-12 health curriculum is designed to develop skills for daily living and to prepare our students for their future roles as parents and citizens. Instructional units relating to family life education, in general, and human growth education, in particular, are an integral part of our curriculum. In accordance with s. 118.019 Wisconsin Statutes, we provide each family in our district with an outline of our fifth grade Human Growth and Development Curriculum.

In accordance with state statutes, parents/guardians may request that their child be excused from classroom instruction focusing on the areas of human growth and development, alcohol and other drugs (AOD) and hygiene. Any such request must be made in writing and should be directed to the building principal. An alternative learning unit will be provided for the student.

Safety

For the safety and well being of everyone, it is necessary to prohibit some items which are potentially dangerous. For example, items contained in glass jars are not allowed on the bus. Knives, weapons, real or “look alike,” and/or dangerous toys of any kind are not allowed in school.

No person shall possess a dangerous weapon or a facsimile firearm while s/he is either on district property or while s/he is participating in a district-sponsored activity. The use of a dangerous weapon or a facsimile firearm as a prop in school plays, projects, show and tell activities or other class assignments is prohibited. Staff and students are expected to immediately report knowledge of a dangerous weapon or situation to a building principal or a responsible adult. Failure to do so may result in appropriate disciplinary action. Pupils who violate this policy will be subject to disciplinary action which may include expulsion. Please refer to Board policy 5772.

Traveling to and from School - Your child’s safety is a major concern of the school district, whether s/he is in school or out of school. It is important that children learn at an early age to be safe. Parents should talk to their children about safety measures.

- Allow enough time to arrive at school. Supervision begins at 7:30 a.m.
- Obey crossing guards.

- Refuse to enter or approach strange automobiles.
- Be considerate of smaller children.

Cell Phones - Students are prohibited from using or displaying in plain sight electronic communication devices (ECDs) including, but not limited to, cell phones, tablets, iPods, ipads, smart watches, earbuds, etc. during the school day. However, the Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety and educational purposes. Therefore, possession and use of ECDs may be permitted only if use by the student is determined to be for a medical use or another use approved by the building administrator. Please refer to Board policy 5518.

All cell phones and other devices must be stored in lockers and also must be turned off during school hours.

Students are not allowed to carry cell phones and other devices on them during the school day. If a student carries their phone with them during school hours, it will be turned into the office and must be picked up by the student's parent. The District is not responsible for the loss, theft, damage or vandalism to cell phones or electronic devices. (Policy 5518)

Skateboards and Rollerblades - Due to liability and safety of children, skateboards and roller blades are not allowed on the bus or on school property.

Toys - Toys and other objects of significant value (i.e. trading cards, jewelry, collectable items, etc.) are permitted only if needed as part of a classroom activity. No "look alike" guns or weapons are allowed AT ANY TIME. The school is not responsible for lost or stolen items.

Tobacco Policy - In accordance with the state statutes, the use and possession of tobacco products is prohibited at all times in or on school property. This includes soccer fields, baseball fields, or any location rented by or under the control of the district.

Property Damage - Intentional damage to school property must be paid for by the person involved.

Lockers - School lockers are the property of the Northland Pines School District. At no time does the Northland Pines District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities or law enforcement, including canine units, for any reason, at any time, without notice, without student consent, and without a search warrant.

Use of Telephone - Students may be allowed to use the office telephone, with permission from the classroom teacher or office personnel. Please limit the number of phone calls by making arrangements for after school activities ahead of time.

Pupil Alcohol and other Drug Abuse Policy - In accordance with the state statutes, the District prohibits the unlawful manufacture, distribution, dispensation, purchase, possession or use of illicit drugs and alcohol in the school building or on school premises. Any violation of this policy will result in disciplinary action including, but not limited to, suspension, expulsion, and referral for prosecution.

Pets - Animals may be brought to school only after obtaining permission from the building principal and teacher.

School Procedures

- ❖ **Computer Use** - The district is committed to facilitating the use of computer technology and wide access to the internet and computer resources for the benefit of students, staff and communities. The use of district technology, including the internet, is considered a privilege, not a right. All use of district technology must be in support of the mission and educational goals of the district. All users are expected to sign, return and adhere to the district's Computer Acceptable Use Agreement.
- ❖ **Fieldtrips** - As part of the Household Verification completion process, field trip permissions are granted by checking YES under Release Agreements. Teachers may also provide field trip information and a parent/guardian permission slip for each field trip.
- ❖ **Lost and Found** - Many articles of good clothing turn up in the lost and found, only to go unclaimed. To prevent this problem from happening, please make an effort to mark your child's clothing with his or her name and check the lost and found frequently. Any lost and found items that are not claimed may be donated to the school or an outside organization.
- ❖ **Birthday Treats** - During the course of the school year, students will often celebrate their birthday by bringing a treat. Treats are not expected. If your child wishes to bring a treat, please contact the child's classroom teacher to have the accurate number of children in the classroom. Healthy treats are encouraged.
- ❖ **Invitation to Parties** - If a private party is being planned outside of school, please distribute invitations outside of school so that those children not receiving an invitation do not feel excluded.
- ❖ **Candy, Gum, Soda and Caffeinated Beverages** - Candy, gum, soda, and caffeinated beverages are not allowed at school except in special situations. These items may only be consumed as special treats at room parties or based on permission from staff. Additionally, candy may be eaten in the lunchroom as part of a child's cold lunch. Juice and/or milk are recommended as a healthy choice for children.
- ❖ **School Pictures** - A private studio will take individual student pictures. Picture day is listed in the calendar of events. This program is offered as a convenience to parents. You are not obligated to purchase any.
- ❖ **Supplies** - Many of the basic school supplies and materials are provided by the school. Each grade level has a prepared list of required supplies specific to that particular grade.
- ❖ **Homework** - Parents are encouraged to establish a quiet study time at home each evening for reading and/or homework purposes. Parents should contact their child's teacher or building principal regarding concerns about homework to receive clarification.
 - We ask each student to read 10 minutes a day. This reading can be independent, a student reading aloud to someone, or a student being read to. There is a lot of research that supports reading aloud to your child, even at the upper elementary levels. It builds comprehension and vocabulary and also enhances the reading strategies!
 - If not mastered yet, practice basic math facts. (subtraction, addition, multiplication, division)
 - **Any work not completed during the school day will need to be finished at home** by expected due dates. If students do not finish assignments in class, it will be then expected to be finished as homework.
 - Occasional projects may require time at home to complete by expected due dates.
- ❖ **Excuses from Physical Education** - A child unable to take part in physical education class should have a note from his/her parent. If your child must remain out of physical education for 2 days or more, a written statement from a doctor is required.

Student Assignment to Classes/Teacher

Our staff dedicates significant time and effort to the placement of each student, ensuring the process is thorough and thoughtful. Each child is individually placed through a team decision. The placement process involves

discussions among current grade teachers about the student's learning style, academic performance, personality, ability to stay on task, and behavior. After these discussions, classes are created to be heterogeneous, balancing academic levels, gender, and student needs, thus ensuring placements align with the building's inclusive philosophy and the student's educational needs. Parent/guardian requests for specific classroom or teacher assignments will be considered if submitted in writing to the building principal by April 1st of the preceding school year, stating the reason for the request. All decisions will be based on space availability, merit, and the unique circumstances of each situation. While the District will consider all requests, it may not be able to honor every request. To ensure equal opportunity for all students, requests for specific teacher assignments will be carefully limited.

Student Support

Multi-Level Systems of Support (MLSS)

The Northland Pines School District uses a Multi-Level System of Support (MLSS) to ensure that every student receives the appropriate level of instruction and intervention they need to succeed. This system is a framework designed to provide high-quality, research-based instruction and support to all students, tailored to their individual needs. The process begins with universal instruction, which is provided to all students in the classroom. For students who need additional help, targeted interventions (Tier 2) are offered in small groups to address specific areas of concern. If a student requires even more intensive support, individualized interventions (Tier 3) are implemented. Teachers, specialists, and administrators collaborate closely, regularly reviewing student progress to make data-driven decisions about the level of support each student needs. Parents are key partners in this process, and their involvement and engagement are essential. We encourage parents to actively participate in discussions about their child's progress and work together with school staff to ensure their child receives the support they need.

Pupil Services

Our Pupil Services team, consisting of school counselors, a district school social worker, and a district nurse, is committed to supporting the well-being and success of every student. School counselors in each building provide guidance and counseling to help students develop academically, socially, and emotionally. The district school social worker works closely with families, educators, and community resources to address barriers to learning and advocate for students' rights and needs. Our district nurse focuses on promoting student health and safety, managing health plans, and providing emergency care, ensuring that students are healthy and ready to learn. By fostering collaboration and advocating for every student, our Pupil Services staff create a safe and supportive environment that promotes academic success and personal growth.

Special Education

Special education programming is designed to meet the unique needs of students with disabilities, ensuring they receive a free and appropriate public education in the least restrictive environment. Through our Child Find process, we actively identify, locate, and evaluate children who may have disabilities to determine their eligibility for special education services. Once a student is found eligible, an Individualized Education Program (IEP) is developed collaboratively with parents, educators, and specialists. The IEP is designed to ensure that all students can access, engage, and make progress within their grade-level programming, as outlined by Wisconsin law and the Wisconsin Department of Public Instruction guidelines.

Transportation Expectations

More than likely your child will be using the District's transportation either to and from school or for field trips during school hours. In order to assure the utmost safety of all students, please help your child understand the following guidelines:

Loading and Unloading from the Bus:

- ❖ Students must ride on their assigned bus. Parental exceptions need to be made in writing or via a call to the school office and to the appropriate bus driver.
- ❖ Students should get on and off the bus at their regular stop, unless a written parental request for change has been presented to the bus driver.
- ❖ Please allow enough time to be at the bus stop promptly.
- ❖ Walk on the side of the road facing traffic to get to the bus stop and stay off the road while waiting for the bus.
- ❖ When leaving the bus, cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and after receiving a signal from the driver. Students should be alert to the danger signal from the driver.
- ❖ Please be courteous, behave in an orderly fashion, and help look after the comfort and safety of small children.

While on the bus, Students must:

- ❖ Obey the driver.
- ❖ Keep the bus safe and clean at all times.
- ❖ Sit in your assigned seat, if applicable, and remain seated while the bus is in motion.
- ❖ Refrain from throwing anything inside the bus or out of the bus windows. Keep your hands and head inside the bus at all times.
- ❖ Never tamper with the bus or any of its equipment. Damage shall be paid for by the offender.
- ❖ Refrain from loud talking, loud noises, or unnecessary confusion as it can divert the driver's attention and could cause an accident. When approaching a railroad crossing sign, riders should remain silent.
- ❖ In case of a road emergency, remain in the bus unless directed to do otherwise by the bus driver.
- ❖ Transporting live animals, glass articles, roller blades, or skateboards on the bus is not permitted because of the potential safety hazard.
- ❖ Please keep your personal items out of the aisles.
- ❖ Profanity and/or inappropriate language is not allowed.
- ❖ Food or beverages are not to be consumed on the bus, and use of tobacco is prohibited.

Students may bike and walk to school:

- ❖ A note from a parent or guardian should be provided to the school granting permission to the child to travel to and from school.
- ❖ Students who are meeting a parent or sibling at the MS/HS commons after school must walk over with school scheduled supervision. Parents should provide a note indicating approval to walk to the MS/HS.

Student use of MS/HS Building:

- ❖ The MS/HS building and Pines Community Wellness Center is restricted to students 7th grade and older after school unless currently participating in a middle school sport or school sanctioned activity. Students must be under the supervision of a district coach. Because supervision is not available, students are also not permitted to remain or gather in the MS/HS commons or athletic fields after school.

Weather

Closing of School Due to Adverse Weather Conditions - The decision to close school is made by the district administrator after consultation with the bus contractors, transportation supervisor, weather bureau, sheriff's department and other area superintendents. Parents/guardians will be notified of school closings via email, text, and/or call. Posting can also be found on social media. See the [Inclement Weather Guidelines](#).

The following radio and TV stations will also be notified: WERL-AM 950, WRJO-FM 94.5, WRHN/WOBT-FM 100, WLSL-FM 93.7, WXPB-FM 91.7, WHDG-FM 97.5, WRLO-FM 105, WMQA-FM 96, WSAU-AM 550, WIFC-FM 95.5, WRIG/WDEZ-AM 1390, WDEZ-FM 101.9, WSAU-FM 99.9, WOZZ-FM 94.7 News Channels 7, 9 and 12, FOX WZAW, and WACD/WATK-Antigo.

If district schools are closed for the day, Christ Lutheran also will be closed. Under certain circumstances, a later starting time may be considered due to inclement weather conditions. In the event that school is closed for the day, co-curricular evening activities will also be canceled. Please check the district website for any cancellations.

In the event that a road is judged to be unsafe for travel, the bus driver will notify the school of the students not transported. Under such conditions, students not picked up in the morning will not be delivered home by bus. Students kept at home during inclement days will be allowed to make up work.

Recess During Cold Weather - All elementary schools in the Northland Pines School District follow similar guidelines for requiring students to stay indoors due to cold weather. The wind chill is the criteria used. When temperatures/wind chills reach below zero, recess location and duration are determined by school staff.

Cold Weather Reminders:

- ❖ Children must be dressed adequately to be outdoors during recess periods. The use of snow pants, hats, gloves and boots are required so children may take advantage of the snow.
- ❖ It is necessary that shoes be worn by children at all times when in the school buildings. When snow boots are worn, shoes should be carried or kept in school to be worn during the day.

For Questions on:

Curriculum and Instruction - General questions about curriculum at each grade level may be answered by the classroom teacher and/or the building principal. Further information may be obtained by contacting the Director of Teaching and Learning at 715-337-2527.

Budget - Questions about building budgets can be answered by individual building principals. If you have a question about the district's budget, you may contact the building principal or the District Business Manager at 715-479-6487.

Pupil Services and Special Education - Questions about guidance and counseling, at-risk, testing, AODA issues, nursing services, gifted and talented, and Special Education services may be directed to the Director of Pupil Services at 715-479-8989.

Transportation - Please direct your questions about transportation, eligibility, and school boundaries to the bus contractor, Schilleman Bus – 715-479-2565.

District Enrollment - Please contact the Enrollment Secretary at 715-479-4123 for all student enrollment, including open enrollment questions.

School Lunch/Breakfast, Food Service - Information about school lunch/ breakfast menus are published monthly. Those with questions about school lunch/ breakfast menus, computerized lunches/ breakfasts or other food service issues may contact the Food Service Director at 715-479-5800.

Buildings and Grounds - Those with questions about recycling or maintenance should contact the Supervisor of Buildings and Grounds at 715-479-6487.

Rental of School District Facilities - The administration is authorized to permit school, community, public and civic groups to use District facilities when the use meets established facility use criteria, and does not conflict with the regularly scheduled programs of the school. Please contact the Facilities Use Coordinator if you wish to rent any facilities, 715-479-6286 option 2.

Appendix

- ❖ Student Photographs and Right to Privacy
- ❖ Drug Prevention
- ❖ Bullying and Other Forms of Aggressive Behavior
- ❖ Student Anti-Harassment
- ❖ Equity

Student Photographs and Right to Privacy - During the course of a school year, individual students and student groups are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, on field trips, while participating in athletics, etc.

The resulting photo and/or videotape may be used in a variety of ways: to promote the school; to instruct students or staff members; or to orient new parents, staff, and students. The final product could also take a variety of forms: photo displays; slide presentations; newspaper articles; pamphlets; video programs; the school yearbook.

Pursuant to the Family Educational Right and Privacy Act and State Statute 118.125(1) (d), any parent/guardian or eligible student (18 years of age or older) may inform the school of their desire that their child not be photographed or videotaped. If this is your desire, please send a letter indicating such to the principal at your child's school at the beginning of the school year.

The school district maintains several classes of pupil records.

- ❖ "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- ❖ "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- ❖ "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.

- ❖ "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

- ❖ The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- ❖ The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Northland Pines School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- ❖ The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or

her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

- ❖ The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Drug Prevention - Board Policy 5530 - The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

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

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

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all derivatives of hemp, except CBD products permitted by the school;
This includes Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-0, and all other forms that cause psychosis; in all forms of delivery (i.e., inhalation, ingestion, injection, etc.).
- C. all chemicals which release toxic vapors;
- D. all alcoholic beverages;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. "look-alikes";
- G. essential oils and oil like products that may be mistaken for a drug
- H. anabolic steroids;
- I. any misuse of over-the-counter drugs or medications;
- J. any other illegal substance so designated and prohibited by law.
- K. any substance, no matter its chemical composition, that is represented as or packaged in such a manner so as to give the appearance that the substance is a drug otherwise defined in this policy.

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.

Revised 12/18/23 © Neola 2025 Legal 118.01(2)(d) Wis. Stats. 118.24(2)(f), Wis. Stats. 118.257, Wis. Stats. 125.09(2), Wis. Stats. Drug-Free Schools and Communities Act of 1986 as amended, 20 U.S.C. 3171 et seq. 20 U.S.C. 3224A

Bullying - Board Policy 5517.01 - The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and

psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. (see also Policy 3362.01 and Policy 4362.01 - Threatening Behavior Toward Staff Members)

Definitions

"Bullying"

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

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

- 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- 4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
- 5. cyberbullies hack into or otherwise gain access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
- 2. sending an e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs of students;
- 4. posting misleading or fake photographs of students on websites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to the unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

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

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

Complaint Procedures

Any student who believes they have been or are the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Complaints against a Board member shall be filed with the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice President, who is authorized to contact District legal counsel for assistance in handling the complaint.

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

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

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

All complaints about behavior that may violate this Policy shall be investigated promptly by the Principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

If during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity, or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

If the matter or complaint involves the District Administrator or a member of the Board, it is appropriate to engage outside legal counsel to conduct the investigation consistent with this policy. Legal counsel shall conduct a prompt investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings are made.

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

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, the exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

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

Retaliation/False Reports

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

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

Privacy/Confidentiality

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

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be **annually** distributed to all students enrolled in the School District and their parents. The policy will also be provided to organizations in the community having cooperative agreements with the schools. Additionally, the policy or a summary will be incorporated into the teacher, student, and parent handbooks.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records of investigations will be maintained in accordance with Policy 8330 - Student Records and State law.

An annual summary report shall be prepared and presented to the Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training

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

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The following procedures shall be used for reporting, investigating and resolving complaints of bullying.

Complaint Procedures - Building principals and assistant principals and the District Administrator have responsibility for conducting investigations concerning claims of bullying. The investigator(s) shall be a neutral party having no direct involvement in incident(s) upon which the complaint is based.

Any employee who has knowledge of conduct in violation of Policy 5517.01 is required to immediately report his/her concerns.

Any student or third party who has knowledge of conduct in violation of Policy 5517.01 believes s/he has been a victim of aggressive behavior in violation of Policy 5517.01 should immediately report his/her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

Step I

Any claims of bullying shall be presented to the building principal or assistant principal or the District Administrator. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal shall be filed with the District Administrator. Complaints against the District Administrator shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates. If the person filing the complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step II

The administrator/Board official receiving the complaint shall conduct a prompt investigation. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made. All information provided shall be provided consistent with student record and staff personnel file confidentiality as required by law (See Policy 8330 and Policy 8350).

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, shall be forwarded to the District Administrator.

With regard to complaints received against the District Administrator (or a member of the Board), the investigation shall be referred to the school board attorney who shall conduct a prompt investigation. The school board attorney is authorized to designate an outside third party to conduct the investigation. The school board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The school board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident and the statement of the findings of the investigation, shall be included in the personnel file, consistent with Policy 8320.

If the complaint is affirmed and it is determined that the matter is not only an instance of bullying, but would also be harassment as described in Policy 5517, then the complainant will be advised of his/her right to pursue the matter with the Office of Civil Rights.

Step III

If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the District Administrator or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The District Administrator or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The District Administrator or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed. The decision of the Superintendent shall be final.

If the complainant who has filed a complaint of bullying against the District Administrator or a member of the Board is not satisfied with the decision at Step II, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) work days after receipt of the Step III decision. The Board shall, within twenty (20) work days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. If the complaint is against a member of the Board, that member shall recuse himself/herself from participation in the hearing, as a member of the Board, but may present information to the Board hearing on the matter. The Board shall provide a written decision to the complainant within ten (10) work days following completion of the hearing.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

Retaliation/False Charges - Retaliation against any person who reports, is believed to have reported, or files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Retaliation and false charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Legal 118.46 Wis. Stats.

Student Anti-Harassment - Board Policy 5517

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

Notice

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

Definitions

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

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

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student 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.

Sexual Harassment

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

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

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

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

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;

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

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
2. rating a person's sexuality or attractiveness;
3. staring or leering at various parts of another person's body;
4. spreading rumors about a person's sexuality;
5. letters, notes, telephone calls, or materials of a sexual nature;
6. displaying pictures, calendars, cartoons, or other materials with sexual content.

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

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

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

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

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

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

Neal Eklund, Assistant Director of Pupil Services &
School Psychologist
Northland Pines School District
1800 Pleasure Island Rd.
Eagle River, WI 54521
715-479-8989
neklund@npsd.k12.wi.us

Emily Rhode, Pupil Services Director
Northland Pines School District
1700 Pleasure Island Rd.
Eagle River, WI 54521
715-479-8989
erhode@npsd.k12.wi.us

The names, titles, and contact information of these individuals will be published annually:

- A. on the School District's website.
- B. in the parent and staff handbooks.

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

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

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

receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

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

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

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

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

Filing a Complaint and Initial Processing of a Complaint

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

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

If at any time during the investigation process, the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is

not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

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

Complaint and Investigation Procedure

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

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

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

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

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

should be consulted. The Complainant should be notified of any proposed action prior to such action being taken.

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

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

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

The investigation generally will include:

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

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

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

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

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

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

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

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

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

Additional School District Action

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

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

Privacy/Confidentiality

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

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

During the course of an investigation, the CO will instruct each person who 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. (see Form [5517 F3](#) - "Garrity" Warning)

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;
- 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.

If any student, employee, parent or resident of the district feels that s/he has been discriminated against s/he may pursue the complaint through the procedures outlined in district policy (see 112-Rule).

Revised 1/29/24

© Neola 2023 Legal 48.981, Wis. Stats., 118.13, Wis. Stats., P.I. 9, Wis. Admin. Code, P.I. 41 Wis. Admin. Code 20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA), 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended, 42 U.S.C. 1983, 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964, 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended 34 C.F.R. Part 104, Section 504 Regulations, 34 C.F.R. Part 300, IDEA Regulations