

# Northland Pines Elementary Family-School Handbook



2023-2024

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**                      Don Anderson, Principal [danderson@npsd.k12.wi.us](mailto:danderson@npsd.k12.wi.us)  
715-479-6471                                      Eric Becker, Assistant Principal [ebecker@npsd.k12.wi.us](mailto:ebecker@npsd.k12.wi.us)

**Land O' Lakes Elementary**                      Carie Brock, Principal [cbrock@npsd.k12.wi.us](mailto:cbrock@npsd.k12.wi.us)  
715-547-3619

**St. Germain Elementary**                      Tony Duffek, Principal [tduffek@npsd.k12.wi.us](mailto:tduffek@npsd.k12.wi.us)  
**Montessori Learning Center**  
715-542-3632

### **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	PO Box 24 St. Germain, WI 54558 Email: <a href="mailto:dweber@npsd.k12.wi.us">dweber@npsd.k12.wi.us</a>
Chris Petreikis, Vice President	715-337-2135	PO Box 1633 Eagle River, WI 54521 Email: <a href="mailto:cpetreikis@npsd.k12.wi.us">cpetreikis@npsd.k12.wi.us</a>
Erica Lane, Clerk	715-617-0372	1561 Watersmeet Lake Rd. Eagle River, WI 54521 Email: <a href="mailto:erlane@npsd.k12.wi.us">erlane@npsd.k12.wi.us</a>
Chelsea Romaker, Deputy Clerk	608-886-7367	1561 Watersmeet Lake Rd. Eagle River, WI 54521 Email: <a href="mailto:chromaker@npsd.k12.wi.us">chromaker@npsd.k12.wi.us</a>
Becky Nordine, Treasurer	715-617-7259	PO Box 144 Land O' Lakes, WI 54540 Email: <a href="mailto:rnordine@npsd.k12.wi.us">rnordine@npsd.k12.wi.us</a>
Marcia Kittleson, Member	715-891-5886	PO Box 69, Sayner, WI 54560 Email: <a href="mailto:mkittleson@npsd.k12.wi.us">mkittleson@npsd.k12.wi.us</a>
Kelly Roach, Member	715-891-0934	6904 Radue Circle, St. Germain, WI 54558 Email: <a href="mailto:kroach@npsd.k12.wi.us">kroach@npsd.k12.wi.us</a>

## Northland Pines School District Administration

Scott Foster, District Administrator	715-479-6487	1800 Pleasure Island Road, Eagle River, WI 54521 Email: <a href="mailto:sfoster@npsd.k12.wi.us">sfoster@npsd.k12.wi.us</a>
Gretchen Smart-Hall, Curriculum Director	715-337-2527	1700 Pleasure Island Road, Eagle River, WI 54521 Email: <a href="mailto:gsmarthall@npsd.k12.wi.us">gsmarthall@npsd.k12.wi.us</a>
Emily Rhode, Director of Pupil Services	715-479-8989	1800 Pleasure Island Road, Eagle River, WI 54521 Email: <a href="mailto:erhode@npsd.k12.wi.us">erhode@npsd.k12.wi.us</a>
Don Anderson, ERES Principal	715-479-6471	1700 Pleasure Island Road, Eagle River, WI 54521 Email: <a href="mailto:danderson@npsd.k12.wi.us">danderson@npsd.k12.wi.us</a>
Eric Becker, ERES Assistant Principal	715-479-6471	1700 Pleasure Island Road, Eagle River, WI 54521 Email: <a href="mailto:ebecker@npsd.k12.wi.us">ebecker@npsd.k12.wi.us</a>
Carie Brock, LOL/ SOAR Middle School Principal	715-547-3619	6485 Town Hall Road, Land O'Lakes, WI 54540 Email: <a href="mailto:cbrock@npsd.k12.wi.us">cbrock@npsd.k12.wi.us</a>
Tony Duffek, STG/ MLC Principal	715-542-3632	8234 Hwy 70 West, St. Germain, WI 54558 Email: <a href="mailto:tduffek@npsd.k12.wi.us">tduffek@npsd.k12.wi.us</a>
Dan Marien, NPMS/HS Principal	715-479-4473	1800 Pleasure Island Road, Eagle River, WI 54521 Email: <a href="mailto:dmarien@npsd.k12.wi.us">dmarien@npsd.k12.wi.us</a>
Ryan Tienhaara, NPMS/HS Assistant Principal	715-479-4473	1800 Pleasure Island Road, Eagle River, WI 54521 Email:
Harlan Leusink, Director of Technology/SOAR HS Principal	715-479-4473	1800 Pleasure Island Road, Eagle River, WI 54521 Email: <a href="mailto:hleusink@npsd.k12.wi.us">hleusink@npsd.k12.wi.us</a>
Dave Bohnen, Director of Building and Grounds	715-479-6487	1800 Pleasure Island Road, Eagle River, WI 54521 Email: <a href="mailto:dbohnens@npsd.k12.wi.us">dbohnens@npsd.k12.wi.us</a>
AJ Zayia, Athletic Director	715-479-4473	1800 Pleasure Island Road, Eagle River, WI 54521 Email: <a href="mailto:azayia@npsd.k12.w.us">azayia@npsd.k12.w.us</a>

## 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**

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.

**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

#### **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 word 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 pre-excuse form available in the school office.** The completed form should be returned to the school office prior to the absence.

**Doctor or Dentist Appointments** - What if my child has a medical appointment during school hours? 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.**

**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 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 in the Vilas County News Review before the meeting and is 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](http://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 PTA/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 PTAs/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.

PTAs/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. PTAs/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**

**Census 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 and return it during the first week of school. The district student fee is \$20.00. If you qualify for reduced hot lunch the registration fee is \$4.00 and if you receive free hot lunch the district fee is waived. Fees are waived as stated above only once the Sharing Form is provided to Food Service. PLEASE make payment online within your

Campus Parent account (with a \$3 convenience fee) or return student fees the first week of school in an envelope marked "Student Fee."

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, not step-parent or boyfriend/girlfriend.

**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** - Visitational parents of any student may 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 school learning experiences are greatly enhanced with educational volunteers. This includes both volunteering at school and working on projects at home. Parent volunteers are necessary, encouraged and appreciated. If you are interested in becoming a volunteer, contact us at school. We need and want you! Per Board policy 3120.09 volunteers may be required to a background check at the district's expense. Volunteers are also required to check in with a driver's license, as all visitors to any building in the district.

**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 legal guardian, parent, not step-parent or boyfriend/girlfriend. The following are just some examples of communication we expect will be taking place during the school year:

- ❖ Attendance - Calls to the school office whenever your child is absent.
- ❖ A telephone call when a parent has a concern or question about anything at school.
- ❖ A 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 emailed every other month.
- ❖ 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 Association about upcoming events.
- ❖ Student report cards at the end of each grading period.
- ❖ Newspaper articles telling of school programs and events.
- ❖ A letter scheduling parent-teacher conference times with you.
- ❖ PTA/PTO meetings as an important source of information.
- ❖ Attending Family Learning Team (FLT) Meetings, these occur several times a year for parents to attend.

- ❖ Check email, social media, and classroom apps 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.

**Discipline** - Please see Student Code of Conduct, page 5.

**Transportation Disciplinary Procedures** - 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-driver- 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.

### **Special Education and District Services**

The school district has a screening process for students who are residents of the school district. The Northland Pines School District provides excellent special education services in the following areas: emotional/behavioral



disability, learning disability, speech or language disorder, cognitive disability, visual impairment, hearing impairment, orthopedic impairment, other health impairment, autism, and traumatic brain injury.

If you have concerns about a student's development, contact the school principal and/or the school guidance counselor and ask to have the student screened for possible special education needs.

District-wide Pupil Service staff focus on areas of special education, guidance, school psychology, alcohol, tobacco and other drug abuse prevention, reading, gifted and talented, at-risk, etc. These professionals work with the entire PK-12 staff, parents and community resources to assist students in personal, social, educational, health and occupational development. Pupil Services Office is located in the Eagle River Elementary building.

Services include:

- ❖ Individual counseling concerning social and personal issues
- ❖ Screening and assessments for academic, social and emotional needs
- ❖ Classroom discussions
- ❖ Consultation with teachers and parents
- ❖ Developmental guidance activities covering topics such as decision making, equity, protective behaviors, feelings, friendship, cooperation, conflict resolution, drug awareness and safety issues
- ❖ Assessment for possible special educational needs, which may include individual measurements of intellectual functioning, academic performance, social behavior, perceptual motor development and adaptive behavior functioning
- ❖ Small group work, such as new student groups, family change groups, friendship groups and social skills groups
- ❖ Alcohol and other drug screening, resource information, and concerned persons groups
- ❖ Emergency nursing services and maintenance of immunization and health records
- ❖ Public health services, disease prevention, health promotion

**RTI/Building Consultation Team** - Pupil Services staff also function as part of the Response To Intervention and problem-solving groups in which teachers and other staff meet to discuss student needs and develop plans under a Response to Intervention model.

Pupil Service staff assist in:

- ❖ Reviewing information and discussing alternatives for working with students in regular education
- ❖ Clarifying concerns about students in regular education
- ❖ Meeting with parents, teachers and other support personnel about student needs
- ❖ Coordinating the efforts of school staff in meeting student needs
- ❖ Monitoring student progress

**Equity/Discrimination** - Equity is a vital component of our district's commitment to educational excellence. It ensures access and opportunity for all students based on an objective assessment of the needs of each individual student.

Discrimination is any action, policy or practice which is detrimental to a person or group of persons, or which limits or denies them opportunities, privileges, roles or rewards based, in whole in or part, on a "protected class" status.

It is the policy of the Northland Pines School District 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 as required by Section 118.13, Wisconsin statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973 (handicap).

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).

**Food Service - Office 715-479-4473, extension 0810**

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) on a laminated 2"x4" card. This ID# is associated with his/her Family Food Service Account. The ID cards will be organized via the classroom teacher and distributed to students prior to the breakfast/ lunch hour. After breakfast/ lunch, food service will organize the ID cards and return them to the classroom teachers. All students will have an ID card. If you do not want your child to access the food service system for breakfast/ lunch meals, please inform the food service office. Cold snack milk will be available for ala carte purchase.

**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 479-4473 ext. 0810.

**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-6<sup>th</sup> grade students. The breakfast/ lunch menus are published through Twitter, Facebook and mobile website. You may also view the menu selections on our school website: [www.npsd.k12.wi.us](http://www.npsd.k12.wi.us)

**Free and Reduced Price Lunch/Breakfast** - 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/FreeReducedMealApp.pdf> 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, and also 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** - Snack milk is offered to all 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**

All students will be offered one free breakfast and one free lunch each day for this school year. 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	\$1.40	Elementary School Lunch	\$3.20
Middle & High School Breakfast	\$1.65	Middle & High School Lunch	\$3.30
Adult Breakfast	\$2.25	Adult Lunch	\$4.25
Snack Milk	\$0.50	Milk Only for Lunch	\$0.50

Students who qualify for Reduced prices will receive Breakfast for free.

**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 immunization series. The school is required to notify government agencies of any minor student who fails to present written evidence within 60 school days.

Waivers are allowed for health, religious or personal conviction reasons. Measles, mumps, and rubella vaccines must have been received on or after the first birthday. If your child received the third dose of DTP/DT/Td and polio after the fourth birthday, further doses of these vaccines may be recommended, but are not required.

**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 **“Parent/Guardian Non-Prescription (Over the Counter) Medication Request”** 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 **“Physician and Parent Request for School Administration of Prescription Medication”** 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).

Again, medication will be administered at school by district personnel only upon receipt of completed medication administration forms. 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 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, but no more than fifteen minutes before the bell. Children should not arrive at school excessively early. Supervision before 7:30 a.m. is not provided.
- 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, etc. during the school day, in school buildings and vehicles. 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, school, educational, vocational, or other legitimate use. 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.

**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 connection, 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** - Fieldtrip permissions will be granted with a parent/guardian permission slip provided by the school 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.
- ❖ **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, and Soda** - Candy or gum chewing is not allowed at school except in special situations. These items may only be consumed as special treats at room parties and candy may be eaten in the lunchroom as part of a child's cold lunch. We encourage parents to not send soda to school with their children. 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. 3rd-6th grade homework policy is available in the office.

- ❖ **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 one week or more, a written statement from a doctor is required.

### Transportation

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 or laughing 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.

## 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.

The following radio and TV stations will also be notified: WERL-AM 950, WLSL-FM 93.7, WRJO-FM 94.5, WRHN/WOBT-FM 100, AM-1240, WXPR-FM 91.7, WHDG-FM 97.5, WRLO-FM 105, WMQA-FM 96, AM 1570, WSAU-AM 550, WIFC-FM 95.5, WRIG/WDEZ-AM 1390, Channels 7, 9 and 12.

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 Director of Teaching and Learning at 715-337-3632.

**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 715-479-4473 ext. 0810.

Buildings and Grounds - Those with questions about recycling or maintenance should contact the Supervisor of Buildings and Grounds. Dave Bohnen at 715-479-4473.

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 Facilities Use Coordinator if you wish to rent any facilities, 715-479-4473.

### Appendix

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

**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 chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law.

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

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

Revised 6/26/17 © Neola 2018 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 of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. 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.

### **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. hacking into or otherwise gaining 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 web site or on weblog;
2. sending 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 web sites.

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

"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 that believes s/he has been or is 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.

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 building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

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

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, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of 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, s/he 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, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

**Records and Reports** - Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

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

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

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one (1) of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

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



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

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

**Other Violations of the Anti-Harassment Policy** - The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

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

### **Definitions**

**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 Characteristic. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

**Harassment** - Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one (1) or more of the student's Protected Characteristics that:

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

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

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

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

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

- A. unwelcome verbal harassment or abuse;

- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender; Examples are:
  1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
  2. rating a person's sexuality or attractiveness;
  3. staring or leering at various parts of another person's body;
  4. spreading rumors about a person's sexuality;
  5. letters, notes, telephones calls, or materials of a sexual nature;
  6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

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

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

**National Origin Harassment** - Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the

characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

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

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

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one (1) of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

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

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

Scott Foster, District Administrator  
Northland Pines School District  
1800 Pleasure Island Rd.  
Eagle River, WI 54521

Emily Rhode, Pupil Services Director  
Northland Pines School District  
1700 Pleasure Island Rd.  
Eagle River, WI 54521

The names, titles, and contact information of these individuals will be published annually on the School District's web site and on each individual school's web site. A CO will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one (1) of the COs within two (2) business days. Thereafter, the COs must contact the student, if over age eighteen (18) or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer to conduct an investigation following all the procedures outlined in the complaint procedures.

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

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

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

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - 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.

**Complaint Procedure** - A student who believes s/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (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 employee 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) business days.

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

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

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

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

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

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

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

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the 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 complainant has been subject to harassment. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

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

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

**Additional School District Action** - If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or 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.

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

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

All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy (see Policy 8310. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

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

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

**Reprisal** - Submission of a good faith complaint or report of harassment will not affect the complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

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

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

Revised 8/28/17

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