

# SCHOOL DISTRICT OF CRIVITZ

## Elementary Parent & Student Handbook



2022-2023 School Year

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Principal

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## Show Respect:

- a. For Self
- b. For Others
- c. For Property

## Mission Statement

The primary mission of the Crivitz School District is to educate each student to the full extent of his or her ability. To meet this goal, Crivitz School District will provide a safe and secure learning environment in a supportive atmosphere. Instruction will be sensitive and challenging to students and will be based on the developmental, intellectual, social, and emotional needs of each student. Opportunity for personal and academic growth will be made available through instructional core subjects and exploratory and vocational offerings. The natural inquisitiveness of each student will be nurtured so as to enhance his or her ability to pursue a productive and lifelong enjoyment of learning.

## Elementary School Mission Statement

The mission of Crivitz Elementary School is to ensure a safe and supportive learning environment that sets high expectations for lifelong learners.

## Elementary School Vision Statement

Collaborate for success... Every student every day.

**Disclaimer: This handbook covers many of the areas of expectations for the Elementary School. It is NOT an all-inclusive list of rules or expectations, nor is it a complete list of possible consequences. New circumstances and availability of technologies make it nearly impossible to include every infraction or expectation. With that in mind, the discretion of the Principal will be used in these cases.**

# PARENT AND STUDENT HANDBOOK

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ABSENCES AND EXTRA-CURRICULAR ACTIVITIES – If a student is absent from school because of illness or an unexcused absence, he will not be allowed to attend any school functions at or away from school that evening. An exception will be a dental appointment or an emergency.

ACCIDENTS & INSURANCE – The Crivitz School District participates in a blanket coverage accident insurance program covering all students, K-12, for school sponsored and supervised activities, including interscholastic athletics. The insurance plan is a secondary coverage designed to cover all reasonable and necessary medical and dental expenses after the parent’s insurance has paid its maximum towards the claim. Report all injuries to the teacher in charge and the nurse immediately. If you plan to visit your doctor, obtain the necessary information from the school nurse before leaving school. The school cannot be held responsible if an injury is not reported. If there is not a teacher present at the time of the injury, report it to the nurse immediately.

AFTERSCHOOL – Students who are required to stay after school for a specific school activity or have permission from a school official to stay for a specific reason, will be supervised by the instructor authorizing the activity or by another designated instructor. Supervising means viewing and controlling the students involved. Students must stay in the area of their activity. Students waiting for rides or for their activity to begin will wait in the cafeteria, seated at the tables.

ALCOHOL AND DRUG USE OR POSSESSION ON SCHOOL PROPERTY OR AT SCHOOL ACTIVITY – It is the Crivitz Area School District’s policy to ensure all students have a safe environment to achieve their highest potential. In order to assure a safe environment, the School District of Crivitz strictly prohibits alcohol and other drug use or possession by students on school property and/or whenever students are at school sanctioned activities. Secondary distribution of any prescribed drug on school property or during school-sanctioned activities is also prohibited. Student violation of this policy will result in:

1. Suspension.
2. Referral to law enforcement authorities.
3. Recommendation to school board for expulsion for a recommended amount of time as set forth by the Superintendent of Schools.

Any student with drugs or alcohol in their possession or in their system on school grounds, the bus, or at home or away extra curricular events will be suspended for up to 10 school days. During the 10-day suspension, a status hearing will be conducted by the school superintendent to determine future enrollment at Crivitz Elementary/Junior High. Local law enforcement officials will be contacted and citations will be issued with students paying fines and receiving a court date in front of the municipal or county judge.

#### ATTENDANCE POLICY AND TRUANCY PLAN

Student Absences and Excuses – The principal is empowered to approve a legal excuse to any student for the following reasons:

1. Evidence that the student is not in proper physical or mental condition to attend school or an education program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the

student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.

2. An illness in the immediate family, which requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, optometric or other valid professional appointments. The district requests the parent or guardian receive a written statement from the provider as proof of the appointment. Parents or guardians are requested to make their appointments during non-school hours.
4. A death in the immediate family or funerals for close relatives.
5. Religious holidays.
6. A court appearance or other legal procedure which requires the attendance of the student.
7. A quarantine as imposed by a public health officer.
8. Attendance at special events of educational value as approved by the school attendance officer or designee.
9. Approved school activities during class time, including but not limited to athletic events, field trips, Student Council, etc.
10. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian on a **vacation that cannot be scheduled when school is not in session**. A parent/guardian shall be required to notify the school attendance officer, or designee, prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. A child may not be excused for more than 10 days in a school year for this reason under Wisconsin Law. In addition, absences for such reasons as camping, non-school activities, or visiting are discouraged. Late night activities that cause a student to be tardy or absent the following day are also discouraged.
11. Special circumstances that show good cause which the school attendance office or designee approves in advance.
12. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.
13. Students who miss classes for reasons that are determined to be excused will be given the opportunity, whenever possible, to make up work missed when they return to school.
14. Work and tests which were assigned before the student's absence shall be due upon the student's return to school.
15. Teachers will be asked to grant the number of days absent plus one for makeup time. This provision applies to all work assigned during absence(s). For extended absences, the makeup period will be determined on an individual basis.
16. Exams missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and teacher.

#### Call-In Procedures for Absences

- Parents are requested to notify the school office by 9:00 a.m. on each day a student is absent from school.
- For the safety and security of our students, if parents have not called by 9:00 a.m., school personnel may attempt to make contact with the parent to determine the welfare of the student.

BEHAVIOR AT SCHOOL EVENTS- Students attending extra curricular activities must adhere to handbook guidelines in regards to behavior. They should stay in allowed areas, not be running hallways, and not be disruptive before, during, or after the event.

BUS CHANGES – Parents must send a note to school with their child, and receive permission from the principal or designee in order for a student to ride another bus. A bus permit will then be issued from the office to the bus driver, giving permission for the student to ride that bus.

BUS SEATING – All students will have assigned bus seats. It is the responsibility of the driver to assign bus seats.

BUS TRAVEL – Boys and girls riding on the bus must sit in their assigned seats while the bus is moving. There will be no loud talking or profanity, no shoving or pushing, no throwing or tossing objects, nor any unruly behavior. Students will not harass, nor injure any other students. A principal may deny a student the privilege of riding on the bus if the student does not behave.

CELL PHONES – Cell phones are *NOT* to be on at any time during the school day. When a student enters the school building, he/she is to turn off their cell phone and keep it in their locker. Phones are to be off before school. After the dismissal bells, students may use their cell phones. Cell phones are not the responsibility of the school district. If you have a phone in your locker, you are required to have it locked. Phones taken from students will be turned in to the office. When a student is caught with their cell phone on, it is to be turned in to the office. The first time a cell phone is taken, the student will have it returned at the end of the day and parents will be notified. Any additional incidents will require a parent to pick up the phone from the office. A second incident will also result in the student needing to drop the phone off in the office for the school day for two weeks. The third incident will result in one month of needing to drop off the phone in the office. Further incidents will result in the student not being allowed to bring the phone to school or, in certain instances, the student will need to drop the phone off in the office for the remainder of the year. Students are to use the office phones to call home or it will be deemed a cell phone violation. The office phones are for emergency purposes only. Students are also not to listen to music on their cell phones. They are to be off for the entire day.

COATS, JACKETS AND BOOTS – Students will not wear or carry heavy outside garments into the classroom under normal circumstances. Sweaters or light jackets are encouraged to compensate for unusual temperature changes in various rooms. All children should bring proper clothing for playing outside. In the winter, this should include caps, mittens and boots. When there is snow on the ground, students without boots will be required to stay on the tennis/basketball courts for the duration of their recess time.

CORRIDORS AND STAIRWAYS – The following rules will be observed when using halls and stairways. Students should:

1. Walk quietly when passing through the halls. Voice level should be zero or one.
2. When walking through the halls, always walk on the right side of the hallway.
3. Pass through the green doors on the right side of the doorways.

4. Respect others and their property.

DETENTIONS – Misbehavior by students may result in detention. This detention will be served during lunch recess. Unless a noon detention supervisor is appointed, teachers will supervise their own detention students. If a noon supervisor is on duty, the teachers may have detention students from other school personnel added to their lists. Continued misbehavior resulting in numerous detentions may result in parent meeting and/or suspension.

DISCIPLINARY REFERRAL – Any student sent to the office by an instructor must be accompanied with a disciplinary referral. The referral includes the reasons for the notice, prior action to the notice, and the present actions and recommendations to solve the problem. The teacher may also email the notice to the office. Parents will be notified by the teacher and/or principal for all Major Discipline Referrals.

DISCIPLINARY ACTION – Teachers will manage minor offenses. Examples of minor offenses include:

1. Talking when it is impolite to do so.
2. Causing a distraction or disturbance with noise, actions, or objects.
3. Eating candy or other food in the hallway or classroom.
4. Being disrespectful toward another student or school personnel.
5. Fighting in the school or on the playground.
6. Using inappropriate language.
7. Not following the dress code.
8. Slouch in his chair, or sprawl arms and legs beyond his own desk and chair.
9. Damaging school or other people's property.
10. Inappropriate use of technology.

Examples of minor offenses include:

1. Fighting for physical aggression.
2. Harassment/Bullying
3. Theft/Forgery
4. Major Disruption/Defiance
5. Multiple minor referrals for the same offense.
6. Damage or vandalizing property

Teachers are encouraged to contact the parents if a student is struggling to follow school expectations. Students may be sent to the office with a disciplinary referral. If warranted, a conference with the student, staff, and parents may be necessary. Copies of all major offenses will be sent to parents and parents may receive a call from the building principal.

Any offense that involves great damage, large sums of money, drugs or liquor, or that has inflicted bodily damage to anyone, will be considered a major offense and the offender will be brought to the office for disciplinary action with possible police interaction.



ENTRANCES: Between the hours of 8:00 a.m. and 3:00 p.m. the doors of the school will be locked. Parents will be required to use the buzz-in system to get in the building between these hours. All visitors must check in to the office upon entering the building.

EXCESSIVE ABSENCES – Excessive absence from school is defined as ten (10) or more days absent (excused or unexcused) and/or ten or more tardies.

1. At five (5) days absent and/or five (5) tardies, parents will receive a letter from the principal indicating the total days absent and the total number of tardies recorded.
2. At seven (7) days absent and/or seven (7) tardies, parents will receive a second letter indicating the total days absent and the total number of tardies recorded. The parent and/or guardian must confer with the principal to determine the circumstances surrounding the absences and/or tardies and to determine if further action is necessary.
3. At ten (10) days absent and/or ten (10) tardies, a third notice will be sent to the parent/guardian about the absences and/or tardies. After (10) absences or tardies, all absences become unexcused (unless listed on page 5) and if five (5) unexcused absences are reached, truancy may be filed with Marinette County.

The School District of Crivitz utilizes this policy to ensure regular student attendance by attempting to reduce the number of absences during the school year.

FIELD TRIPS – Field trips are to be approved by the school principal and district administrator, form 2340 F1, in accordance with Board Policy. All classes are to make arrangements for transportation four to six weeks in advance of their assigned date, form 2340 F1, entitled Transportation Department. Instructors are reminded that any transportation out of state requires school board approval. All field trips off school property require a parent consent form signed, and all trips require one adult chaperone for every 10 students unless otherwise approved. Field trips are to be part of the course of study and all students are eligible for such opportunities unless the student is a threat to himself or others. Students who struggle to follow school expectations, as well as students who are a safety concern to themselves or others may not be able to attend field trips, or they may be required to have a parent or legal guardian accompany them in order to attend. The building principal has the final say in who is able or not able to attend field trips.

FIRE DRILLS – Fire drills will be held at frequent intervals during the school year as required by law. At the sound of the fire drill buzzer, students and staff will walk out quickly through the exit that has been designated for their use.

FIRE EXTINGUISHERS – Tampering with a fire extinguisher or fire alarms is a federal offense. Students may be suspended and referred to appropriate authorities for tampering with fire-fighting equipment, extinguishers, and intentionally setting off a false alarm (s941.123).

#### GO HOME PLAN

Dev-K through 4th grade parents/guardians must complete the required Go Home Plan form. Please note that for any day during the year when your child will leave school differently than indicated on their Go Home Plan, you must submit a Go Home Plan Change by the start of the school day.

5th and 6th grade students are expected to know where they go at the end of the day, therefore, a Go Home Plan is not needed. The only exception is if your student is going on a bus different than their assigned bus. In this case, parents should send a note (or complete the Go Home Change form).

When after school activities begin, please notify school so the appropriate changes can be made to those students' Go Home Plans.

GRADES – PASSING AND FAILING – In the Elementary School, boys and girls will pass from one level to another, as they are ready to move on. If a student is not being successful in the classroom, the parent will be contacted by the classroom teacher to share concerns and plans for student improvement. The child may become part of the Response to Intervention (RtI) process for improving student learning.

If the student is being considered for RtI, the parent will be notified and included in the planning stages of the process. Along with the parent, the teacher, principal, counselor, and other specialists will meet as a team to work toward success for the student.

GUIDANCE SERVICE – Guidance services are available to the elementary grades, kindergarten through grade six. This service includes individual counseling and testing. This service is open to all students. They can be recommended to the guidance department by a teacher or the parents. Students should report to class to get a pass from their teacher before going to the counselor. They may set up an appointment with the counselor between classes if time permits.

GYM REGULATIONS – Students will not be allowed to play in the gym before or after school hours unless a staff member is present to supervise. Only gym or basketball shoes are allowed in physical education classes. (Grades K- 6) Sixth grade students are to bring proper physical education clothing to class. Each week students are to bring their clothing home for laundering and then return for the next week's activities.

HEAD LICE – Head lice are a problem worldwide. If a child has lice he/she will be sent home with directions to aid in the treatment. Children with nits but no active lice will be allowed to stay in school for the day but treatment direction will also be sent home. When students have been treated, they will be allowed back to school. Upon readmission, the child will be checked and rechecked weekly for 2 to 3 weeks. Parents will be encouraged to daily use a wire lice comb until all nits are gone.

HOMEWORK – With the new reading and math series, work to be done at home may be assigned daily. This is typically a small assignment that is to be completed with parents after school. Other types of work commonly referred to by children as "homework" are mainly unfinished assignments governed by how quickly the student is able to get their work done in school. In Junior High School, homework is a part of the educational process of a student in preparation for high school.

ILLNESS IN SCHOOL – Children who become ill in school will be sent home by the school nurse or secretary in the nurse's absence. If children have a fever (100.4°F or higher), they should not return to

school until they are fever-free for 24 hours. Also, if a child has been sent home ill, he/she is not to attend after school activities. This helps prevent the spread of disease and also helps the child get well.

LEAVING SCHOOL OR SCHOOL GROUNDS – Students may not leave the school during the day unless they have a written request or email to do so signed by their parents for such purposes as a dentist or doctor appointments, or emergency situations. Requests are to be brought to the office for approval. All students must be signed out by a parent/guardian in the office before leaving school.

LIBRARY FINES – Fines will be levied against students for not returning books on time or for damage to or loss of books.

LOCKERS – Each 4th-6th grade student will be assigned a locker at the beginning of the school year. Lockers are the property of the school but are to be used by that student for the year. Students MAY NOT exchange lockers without permission from the office. Going into another person's locker can result in suspension. When deemed necessary lockers may be inspected by school authorities in the interest of maintenance, health, and safety.

LOST AND FOUND – Articles of clothing that have been lost or misplaced are brought to the office or resource center. At the end of every year there are boxes of apparel that have not been claimed by anyone. Parents, please encourage children to check the lost and found for lost articles. Also, please come in at any time and check the lost and found for articles you think might belong to your children. As the lost and found fills up, items will be donated to the clothes closet and/or local thrift stores.

LUNCH – All students must go to the lunchroom when dismissed for the noon lunch period. The Elementary School is currently, as per direction of the Board of Education, under a closed campus policy. Students are required to stay in the lunchroom for ten minutes for lunch. A staff member who is on duty will dismiss students to go to recess.

LUNCH MONEY – The Crivitz School District has adopted a prepay lunch plan for each student and family. Parents can send a check for a family food service plan for a weekly, monthly, or quarterly payment basis. Students will enter their assigned food service number at the point of sale, and the charge for lunch will then be subtracted from the family account. Students will not carry money or cards to the lunch line. Students will not be allowed to charge meals if there is insufficient money in their account. If a student wishes to eat, he/she must prepay in the morning in the office before school begins. **Parents will be informed if their account reaches \$5.00 or below.**

MEDICATION – All parents will complete and return a Prescribed Medication form and Over-the-Counter/Short-term Prescription Medication Form as necessary. These forms are available on the district web page under Department and Health/School Nurse, from the nurse, or building secretary. Medication forms must be signed by both the physician and parent. The form will indicate the name of the medication, frequency amounts, possible side effects, and the time the medication is administered. Parents are asked to bring in their child's medication and talk to the school nurse regarding the dosage and frequency of this medication. At no time should a student be transporting their prescribed medication to and from school.

Medication procedure when administered by school personnel:

1. Pupils requiring medication at school shall be identified by parents/guardians to the school nurse/principal. The nurse or principal, in turn, shall assume authority for involving designated school personnel in administration of the medication. This does not prohibit the older and reliable pupil from assuming the responsibility with the approval of parents/guardians, physician and school principal.
2. Written statements shall be required of:
  - a. The parent/guardian, who shall specify medication, dosage, frequency, possible side effects, and length of time to be given.
  - b. The parent/guardian, who shall request and authorize the designated school personnel to give medication in the dosage prescribed by the physician.
3. The physician or pharmacist shall be requested by the parent/guardian to supply a properly labeled container of medication for the school authorities. The prescribed medications shall be kept in a locked cubicle or other safe place at school. The label on the container shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician, name of the drug and the dosage to be given and must be current. Taking this medication shall be supervised by the school nurse or other designated school personnel at a time conforming to the indicated schedule. This medication will remain at school as long as the student is required to receive it, so duplicate containers, one for home and one for school use are required.
4. It is important that an accurate and confidential system of record keeping be established for each pupil receiving medication.
  - a. It is advisable to have in the nurse and principal's offices a list of pupils needing medication during school hours, including the type of medication, the dose, and the time to be given. This list should be reviewed periodically.
  - b. The classroom teacher and school personnel may be asked to record unusual behavior of the pupil on medication.
  - c. An individual record for each pupil receiving medication shall be kept and will include dosage, effects, changes, continuance, or disruption.
5. School personnel should under no circumstances provide aspirin or any other medicine to students unless:
  - a. A signed Authorization to Administer Non-Prescription Medication by School Personnel form is on file with the school office.

**MORNING ARRIVAL AT SCHOOL** – Students should not be at school before 7:35 - there is no supervision until this time. Students are to report to the playground area (unless there is negative wind chills or rain) until the 7:50 bell rings to come inside. School breakfast begins at 7:35. Students will be sent in from the playground if they are eating school breakfast. Only students eating breakfast should be in the cafeteria.

Students line up outside and are brought into the building at 7:50. Once students are in the building, they should report to their lockers and then to their first period class.

Students are expected to be in their seats, ready to begin work at 8:00 a.m. Students are marked tardy if they are not in the classroom within the time specified. Oversleeping or missing the bus are not valid

reasons for being tardy to school and may result in a detention. At 7:55, all students not eating breakfast in the cafeteria are to report to their first period class. Classes will start promptly at 8:00.

**\*\*Parents/Guardians should remain in their vehicles during morning drop off. Morning drop off is along Louisa Street. Only parents with a pre-scheduled meeting will be allowed in the building before 8:00. After 8:00 parents may use the buzzer to come into the building if needed.**

PARENTAL RIGHTS – Divorced or separated parents of students each have the right to information about their child(ren) unless otherwise ordered by a court of law. The school will make every effort to work with parents to provide good communication. If there is a court order that affects the way we should distribute information, the school must be provided with a copy of the order.

By law both parents have the right to all report cards, progress reports, and school information. Please provide the school with the address and names of non-custodial parents so that we can directly send this information to this parent.

PARKING AREA – No students are allowed in the parking area during the school day.

PETS – We are asking that pets remain at home. We have children allergic to pet hair, and the behavior and disposition of the animal around a group of youngsters may cause the animal to become aggressive.

PLAYGROUND AREAS – Students should play in their assigned playground areas.. Students may not play near the storage shed. Rough play, fighting, throwing hard objects or snowballs IS NOT ALLOWED. Students who are in an area other than their assigned playground may receive detention.

PROFANITY – Profanity is not allowed in school, on school grounds, or during any school activities. Excessive profanity, as determined by the principal, may result in a school suspension, and/or a citation for disorderly conduct.

RECESS – Elementary students remaining in the building during recess must remain in the detention room. Students will remain outside until called or brought in by the teacher on duty. The only exception will be an emergency.

REPORT CARDS – In the Elementary School, grades K-3, student's progress will be categorized as, Thorough, Adequate, Partial, or Basic.

- Thorough– A student demonstrates in-depth understanding.
- Adequate– A student demonstrates competency in the area tested.
- Partial- A student demonstrates some academic knowledge.
- Basic– A student demonstrates very limited academic knowledge.

Report card provides parents with information in regards to the student's work habits, achievement, effort and grade level.

The grading scale for grades 4-6 is as follows:

93 – 100 A	87 – 89 B+	77 – 79 C+	67 – 69 D+
90 – 92 A-	83 – 86 B	73 – 76 C	63 – 66 D
	80 – 82 B-	70 – 72 C-	60 – 62 D-
			0 – 59 F

SCHOOL PROPERTY – All school property should be treated with respect. Parents may be charged an appropriate fee for any lost or damaged property.

SEARCH AND SEIZURE - School officials acting with educational motivation need have only reasonable suspicion/cause to conduct searches of the person of students, lockers and inanimate objects, including motor vehicles on school property. Officials will not hesitate to search and inspect when clear and present danger to students and staff is suspected. Law enforcement officers appearing with duly processed search warrants will be accorded the right to search per the court's order, having established cause.

I. School Lockers

- A. School lockers are the property of the School District of Crivitz and are provided for the convenience of students. Students may be assigned a locker. School officials retain the right to conduct both announced and unannounced locker searches, using passkeys. Searches may include visual locker inspection of locker interiors, moving articles to facilitate observation, patting down coats, and inspecting personal articles. Students are prohibited from putting private locks on their lockers.
- B. Reasons to search a locker include: suspicion of concealing pornographic materials, alcohol, drugs, materials of a disruptive nature, stolen property, weapons, or other items that pose a threat to the health and/or safety of students and staff. Students should not put anything in their locker or carry anything in their possession that they would not want the police to know about. Discovery of illegal materials may result in suspension and/or referral to appropriate law enforcement authorities.

II. Of the Person of Students

- A. In the interest of the welfare of the students and the school community, it may be necessary to search a student or the student's property. The search may be conducted if school officials have a reasonable suspicion that the student has obtained or has in his/her possession, items in violation of school regulation, local ordinance, or state law. In such cases, the following procedure will be used:
  - 1. The student will be informed of the reason for conducting the search, and

2. Permission of the student will be requested to conduct the search
  - a. Conducting the search with the student's consent: School officials or designees conducting this search have the right to request a student to open all personal effects for inspection (e.g. backpacks, etc.), to remove hats and shoes, and/or to roll socks down. Students can also be requested to remove outer garments such as sweatshirts, sweaters, jackets or vests if worn over blouses, shirts or T-shirts. School officials or designees do not have the right to request the removal of any other clothing. If the student cooperates, school officials or designees may notify the student's parent or guardian of the reason for such search.
  - b. Procedure if a student refuses to cooperate:
    1. K-6 Grade Students - an attempt will be made to contact the student's parent/guardian in order to request him/her to encourage the student to cooperate. If the parent/guardian cannot be reached or if the student continues to refuse to cooperate, the school official may turn the matter over to law enforcement officers for appropriate action. The student may be detained until the law enforcement officer arrives.  
  
If the parent/guardian has not been contacted and law enforcement officers are involved, the school will notify the parent/guardian as soon as possible as to the reason for such search.

Board of Education Policy 5145.2(A) Adopted 3/93, Revised 7/94

SEXUAL HARASSMENT – Definition – Sexual Harassment is unwelcome sexual advances or other verbal or physical conduct towards any individual, student, staff member, administrator or employee. Sexual harassment manifests itself in many forms. This behavior may include, but is not limited to the following:

1. Conduct or comments directed at an individual, based on the individual's gender, that are abusive in nature.
2. Sexual teasing, jokes, remarks, or questions.
3. Sexual remarks about a person's body, clothing or behavior.
4. Unwanted touching of another's body.
5. Uninvited letters, emails and telephone calls.
6. Inappropriate and offensive sexual advances.

Process for Investigating and Resolving an Incident of Alleged Sexual Harassment – Any individual who becomes aware of an incident of sexual harassment has a duty and responsibility to report it to a staff member, guidance counselor or principal. Investigation of an alleged incident is intended to achieve resolution in a timely and appropriate manner.

Sanctions/Consequences – Misconduct will be dealt with appropriately. Responsive action may include referral to counseling, warnings, suspensions, and reprimands. False charges may result in corrective action or sanctions against the accuser, countercharges, or any other appropriate response.

Retaliation – Retaliation against an individual who has made a claim of sexual harassment is strictly forbidden. Retaliation will subject an individual to disciplinary action. Please refer to Incident and Consequences on Bullying.

STEALING – Taking items that belong to someone else will result in a major behavioral referral. Students caught stealing will be brought to the principal's office where the teacher and principal will determine consequences depending upon the age of the child and the circumstances.

STUDENT DRESS CODE – Students must wear proper school clothing. Clothing not allowed includes:

- Obscene or suggestive material written or drawn on clothing.
- Advertising drugs or illegal materials on clothing.
- Spaghetti straps are not acceptable.
- Extremely baggy pants are not allowed in school since they are a safety factor around machinery as well as allowing the individual to hide/conceal items not allowed on school property.
- Students wearing jeans, pants, skirts or shorts shorter than 4 inches above the knee or with holes or frayed holes above the knee four inches will be asked to either change, call home for a change of clothing, or asked to wear leggings or shorts underneath.
- Hats are to be taken off upon entering the school building and put on only after the students exit the building.
- Students are not to wear heavy chains, "choker chains" around their head and neck area. Should an individual pull on the chain it could cause skin damage and could severely damage the child's trachea.

SUSPENSION – A temporary removal of a student from school because of a violation of school rules. Responsibility for suspending pupils resides with school administration, (State Statute 120.13(1)(b)). Generally, suspensions are for one, two, three, four, or five days, either in-school or out-of-school depending on the circumstances. If a notice of expulsion hearing has been sent, administration may suspend pupils for not more than fifteen (15) consecutive school days for non-compliance of school board policies (State Statute 119.25(1)). Anytime a student is suspended, that student forfeits all privileges of participating in evening activities.

Although not considered to be ALL-inclusive, the School District of Crivitz students can be suspended for the reasons listed below:

- a. Skipping detentions or not making up tardiness time.
- b. Use and/or possession of tobacco, drugs, or alcohol on school premises.
- c. Attendance and truancy violations.
- d. Assault and battery/fighting at school.
- e. Vandalism.
- f. Slander, libel, obscenities, vulgarities (Statute 944.21)
- g. Disorderly conduct (Statute 947.01)
- h. Inappropriate displays of affection.



- i. For conduct while not at school or not under the supervision of a school authority which endangers the property, health, or safety of any employee or school board member of the school district in which the student is enrolled (Wisconsin Act 284 effective April 28, 1994).
- j. Insubordination – Refusal to comply as requested by any school official, e.g. instructors, instructional aides, bus drivers, food service personnel, and school administrators, will result in an immediate suspension. The suspension would either be in school or out of school, at the discretion of the principal.

In-School Suspension – A temporary removal of a student from the normal classroom setting; yet the student is in school in a designated room with proper adult supervision. Generally, in-school suspension is for a period of one day for what might be considered a consequence for an infraction of lesser significance in comparison to an out-of-school suspension.

Expulsion– A termination of enrollment permanently or for an extended period. Expulsion shall be exercised only through formal action by the Board of Education (State Statute 119.55(1)). Expulsion is desirable only as the very last measure. The school board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules (State Statute 120.31(1)(c). In the Crivitz School District, three suspensions in a semester are considered to be repeated refusal or neglect to obey the rules. Students could also be expelled if they engage in conduct while not at school or while not under the supervision of a school authority that endangers property, health, or safety of any employee or school board member of the school district in which the student is enrolled. In such a case, the school board must be satisfied that the interests of the school demand expulsion.

### TARDINESS

1. Unless it is an event beyond their control, students may receive detentions for being late to school. Oversleeping or missing the bus are not valid reasons for being tardy. E
2. A student is not to be late to class. If the previous teacher causes that student to be late, then that teacher must give a late pass. **If a student does not have time to use the restroom, they should report to their assigned room first and get permission from their teacher to be late. If a locker is jammed, they should follow the same procedure.**
3. Tardiness – A pattern of tardiness on the part of any student will be brought to the attention of the student’s parent(s) or guardian. If it appears that the student is negligent, appropriate disciplinary action will be taken.

TECHNOLOGY USAGE – Student and adult use of technology is a privilege and not a right at Crivitz Schools. Students in the district may have use of technology for educational purposes as long as they adhere to the guidelines established by our Technology Committee and approved by the Board of Education.

Before students can use and have access to the computers, they must have parental approval along with an understanding that they must follow and adhere to all rules for proper usage of such equipment. Students who violate the “Acceptable Use Policy” will be subject to the acceptable use policy consequences established by the Technology Committee.

Students must also realize that they are responsible for paying for damages to district technology that might arise out of misuse or abuse. Please refer to the School District of Crivitz Technology Acceptable Use Policy, approved 8/97.

TELEPHONE – During the school day, all telephone calls should be made through the office. Calls should be for emergency use only.

THREATS & THREATENING BEHAVIOR TOWARD SCHOOL PERSONNEL – The Crivitz Board of Education believes that all school personnel should be able to work in an environment free of threatening speech or actions. Threatening behavior consisting of any words or deeds that intimidate anyone employed by the school district or cause anxiety concerning his/her physical or psychological well-being is strictly forbidden. Anyone who is found to have threatened an employee of the district will be subject to any or all of the following:

1. Suspension,
2. Referral to law enforcement authorities, and
3. Recommendation to school board for expulsion.

TORNADO DRILLS – A tornado drill will be held during the school year. When the announcement is made for a tornado drill, pupils and teachers will walk quickly to that part of the building designated for their use.

UNEXCUSED ABSENCES – Students who are absent from school with the consent of their parent(s) or guardian, but whose absence does not fall under the reasons listed on page 5 shall be considered unexcused.

1. The student, on his/her return to school, will be expected to submit a written statement signed by his/her parent or guardian explaining the reason for the absence.
2. Students will have the obligation to understand, retain for future reference, and use all materials presented during their unexcused absence.
3. All students with an unexcused absence will be permitted to make up an examination missed during an absence.

When it is determined that a student has been absent and it is unexcused, the following will take place:

1. When a student has five unexcused absences, a letter will be sent home explaining that the truancy process has begun. It will explain that when a student reaches seven unexcused absences, the district will file truancy with the county.
2. After a fifth unexcused absence, the parents will be notified with a letter from the principal again stating the legal requirements for attendance and the process of filing truancy for the district.
3. After a sixth unexcused absence, another letter will be sent home stating that when a seventh unexcused absence occurs, truancy will be filed. A meeting will be scheduled between the principal, the guidance counselor and the parent(s)/guardian(s).
4. After the seventh unexcused absence, truancy will be filed with the county..

Parent(s) Guardian Responsibility for Attendance

1. When a student is absent, his/her parent(s) or guardian shall contact the school during the day by 9:00 a.m. Failure to contact the school will result in a telephone call to the home or workplace of the parent or guardian.
2. Parents or guardians are asked to provide a written explanation of absences at the time the student returns to school, or in the case of anticipated absences, prior to the absence. Anticipated absences shall receive prior approval of the school attendance officer or designee.
3. Failure to provide the school with a valid reason for a student's absence as listed above will result in an unexcused absence.

#### Student Responsibility for Attendance

1. Students are required to attend all of their scheduled classes, study halls, and lunch periods, unless they have obtained parental permission and a pass approved by the student attendance officer or designee.
2. A student who has been absent, or is anticipating being absent, shall be expected to provide a written explanation of the absence signed by his/her parent(s) or guardian.
3. Students should always check in and out at the school building office when they leave and return to school.

VISITORS & VOLUNTEERS: During times when visitors are allowed in school and in the classrooms, ALL visitors are required to sign in at the office and get a visitors' badge. Visitors must also sign out at the office when leaving. Students may not bring friends or siblings to school to visit during the school day.

If a parent or relative wishes to volunteer at school or in a classroom, arrangements with the teacher or school personnel must be made in advance, and approved by the principal. ALL volunteers must have an up to date background check on file. Background checks must be completed yearly. The forms can be found on the district website or outside of the elementary office.

WEAPONS POSSESSION – No one shall possess or use a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school sponsored activities. According to Wisconsin law, any person who knowingly possesses or is armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense. A minor who violates this law is subject to the provision outlined in Chapter 48 (Children's Code) of the State Statutes, unless jurisdiction is waived. Students in the School District of Crivitz must be aware of the fact that such acts or misconduct will not be tolerated.

A dangerous weapon or look-alike weapon is defined in state statutes and includes firearms, whether loaded or unloaded (including BB, pellet and spud guns), knives, razors, martial arts equipment, metal knuckles, or any other objects which by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm.

Law enforcement officers will be summoned to the schools in a situation involving a weapon, which presents an immediate threat to safety. If the situation does not allow an opportunity to immediately

contact the police, administrators shall attempt to diffuse and control the situation until law enforcement officials can be summoned. The building principal will also report confiscation of weapons to the police.

A dangerous weapon(s) taken from a student will be reported to the student's parents/guardians. Disciplinary measures taken will be the responsibility of the building principal, and shall include any or all of the following: 1.) Suspension; 2.) Referral to the law enforcement authorities; and 3.) Recommendation to the Board of Education for expulsion.

The following are exceptions to this policy:

1. Weapons under the control of law enforcement personnel.
2. Weapons properly registered and handled during the community use of school facilities may be permitted.
3. Archery equipment for physical education classes is permitted and must be used only under the supervision of the physical education teacher.

Legal Reference: Wisconsin Statutes 120.13(1), 939.22(10), 948.60, 948.61  
Federal Gun-Free School Zones Act of 1990

WEATHER/ SCHOOL CLOSING INFORMATION – On occasion, it is necessary to close school as a result of an emergency. This could result from excessive snow, extreme cold, power failure, a heating problem, etc. When possible, decisions about school closing are made prior to the beginning of the normal school day. Please listen to the following radio and television stations in the area: Radio: WMAM - 570 AM; WLST - 95.5 FM; WOCO - 107.1 FM; WHYB - 103.7 FM; WIXX - 101.1 FM. Television Stations: 2, 5, 11, 26.

# Crittitz Elementary/Middle School Disciplinary Referral



**Student's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Grade:** 4K 5K 1 2 3 4 5 6 7 8

**Reporting Staff:** \_\_\_\_\_

**ONLY REFER ONE STUDENT PER FORM. \* MUST BE FILLED OUT.**

Location*	
<input type="checkbox"/> Classroom	<input type="checkbox"/> Bathroom
<input type="checkbox"/> Playground	<input type="checkbox"/> Library
<input type="checkbox"/> Hallway	<input type="checkbox"/> Bus
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Event/Assembly
<input type="checkbox"/> Other _____	

Problem Behavior*		
↓ MINOR ↓	(choose ONE)	↓ MAJOR ↓
All majors require administrative consequences.		
<input type="checkbox"/> Inappropriate Language	<input type="checkbox"/> Abusive Language/Inappropriate Lang./Profanity	
<input type="checkbox"/> Physical Contact/Physical Aggression	<input type="checkbox"/> Physical Aggression	<input type="checkbox"/> Dress Code Violation
<input type="checkbox"/> Defiance/Disrespect/Non-Compliance	<input type="checkbox"/> Overt Defiance/Disrespect/Insubordination/Non-compliance	
<input type="checkbox"/> Disruption	<input type="checkbox"/> Lying/Cheating	<input type="checkbox"/> Harassment/Bullying
<input type="checkbox"/> Property Misuse	<input type="checkbox"/> Fighting	<input type="checkbox"/> Disruption
<input type="checkbox"/> Dress Code Violation	<input type="checkbox"/> Tardy	<input type="checkbox"/> Skipping Class
<input type="checkbox"/> Technology Violation	<input type="checkbox"/> Truancy	<input type="checkbox"/> Property Damage/Vandalism
<input type="checkbox"/> Tardy	<input type="checkbox"/> Forgery/Theft	<input type="checkbox"/> Technology Violation
<input type="checkbox"/> Other _____	<input type="checkbox"/> Inappropriate Location/Out of Bounds Area	
	<input type="checkbox"/> Inappropriate Display of Affection	
	<input type="checkbox"/> Other _____	

Possible Motivation*	Teacher Action* (Minor)	Administrative Action (Major)
<input type="checkbox"/> Obtain peer attention	<input type="checkbox"/> Reteach behavior	<input type="checkbox"/> Time in office
<input type="checkbox"/> Obtain adult attention	<input type="checkbox"/> Replacement behavior	<input type="checkbox"/> Loss of privilege
<input type="checkbox"/> Obtain items/activities	<input type="checkbox"/> Student conference	<input type="checkbox"/> Conference with student
<input type="checkbox"/> Avoid peer(s)	<input type="checkbox"/> Parent contact	<input type="checkbox"/> Parent contact
<input type="checkbox"/> Avoid adult	<input type="checkbox"/> Detention	<input type="checkbox"/> Time out/Detention
<input type="checkbox"/> Avoid task or activity	<input type="checkbox"/> Took cellphone	<input type="checkbox"/> Restitution
<input type="checkbox"/> Don't know	<input type="checkbox"/> Other _____	<input type="checkbox"/> Bus Suspension
<input type="checkbox"/> Other _____		<input type="checkbox"/> In-school suspension
		<input type="checkbox"/> Out-of-school suspension
		<input type="checkbox"/> Other _____

**Others involved in incident\*:**

<input type="checkbox"/> None	<input type="checkbox"/> Peers	<input type="checkbox"/> Staff	<input type="checkbox"/> Teacher
<input type="checkbox"/> Substitute	<input type="checkbox"/> Unknown	<input type="checkbox"/> Other _____	

**Other comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SEXUAL HARASSMENT –

### STATEMENT AND COMPLAINT PROCEDURE REFERENCE

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

The district encourages informal resolution of complaints under this policy. If any person believes that Crivitz School District or any part of the school organization has failed to follow the law and rules on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: P.O. Box 130, Crivitz, Wisconsin 54114.

STEP 1 - A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgment of receipt of the complaint within 45 days.

STEP 2 - A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s.1415 and ch.115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of the procedures authorized by ch.115, subch. V, Wis. Stats. Complaints under 20 USC s.1231e-3 and 34 CFR ss.76.780-76.782, commonly referred to as EDGAR complaints, that the state or a sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

STEP 3 - If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgment within 45 days of the receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster, P.O. Box 7841, Madison, WI 53707

STEP 4 - Discrimination complaints on some of the above basis may also be filed with the Federal Government at the Office for Civil Rights, U.S. Department of Education, 300 Wacker Drive, 8<sup>th</sup> floor, Chicago, IL 60606.

Approved by the Board of Education, June 20, 2001

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – Under the Family Educational Rights and Privacy Act, (FERPA), families have the right to inspect, review, along with the possible procedure to request amendment of their family member's educational records. These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution.

It is the policy of the School District of Crivitz that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or emotional, or learning disability or handicap as required by s.118.13, Wis. Stats. 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 and national origin), and Section 504 of the Rehabilitation Act of 1973.

The Crivitz School District does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

This district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violation of the policy in the Crivitz School District.

Any questions concerning this policy should be directed to:

Crivitz Elementary School Principal:

Kam Dama  
715-854-2721

Superintendent of Schools:

Kelly Robinson  
715-854-2721

Board of Education Members:

Mrs. Amy Grandaw, President  
Mrs. Ihde, Vice President  
Mr. Lyle Cherry, Treasurer  
Mrs. Kristine Heidewald, Clerk  
Mr. Michael Frievalt, Member  
Mr. Gary Huc, Member  
Mr. Sonny Graese, Member

Approved by the Board of Education, July 13, 2022.

## School District of Crivitz Parents

As the parent of a School District of Crivitz student you have the right to request a state school and school district performance report. These reports can be found on the School District of Crivitz website under the quick links tab at [www.crivitz.k12.wi.us](http://www.crivitz.k12.wi.us). If you do not have internet access and wish to receive a paper copy of the report, please contact the office at your child's school and request a copy of the school and or school district performance report.

School District of Crivitz  
400 South Avenue  
Crivitz WI 54114  
(715) 854-2721

Parents may request and obtain information regarding the professional qualifications of teachers and paraprofessionals providing instruction-related services to their child including the following: (1) whether the teacher has met state licensing criteria for the grade level(s) and subject areas taught; (2) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and (3) the undergraduate degree major of the teacher, and graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.



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### BYLAWS AND POLICIES

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**NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

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

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

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

**Reporting Procedures**

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District’s Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation 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.

**District Compliance Officers**

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

Kam Dama Principal 718 Hall Hay St Crivitz WI 54114 715-854-2721 kdama@crivitz.k12.wi.us	Jeff Baumann Principal 400 South Ave Crivitz WI 54114 715-854-2721 baumann@crivitz.k12.wi.us
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District Compliance Officer

Any questions or complaints in regard to Title II, Title VI, Title VII of the Civil Rights ACT of 1964, Title IX of the Education Amendment Act of 1972 and the Section 504 of the Rehabilitation Act of 1973 shall be brought to the attention of the District Compliance officer.

The following person(s) is/are designated as the District Title II, Title VI, Title VII of the Civil Rights ACT of 1964, Title IX of the Education Amendment Act of 1972 and the Section 504 of the Rehabilitation Act of 1973, District Compliance Office:

Kelly Robinson, Superintendent  
400 South Avenue, Crivitz WI 54114  
Phone: 715-854-2721 ext. 315  
Fax: 715-854-3755  
Email: krobenson@crivitz.k12.wi.us

### **8330.01 - UNAUTHORIZED ACQUISITION OF STUDENT PERSONAL INFORMATION**

The Board of Education is responsible for maintaining records of all students attending schools in this District.

If the District becomes aware of the unauthorized acquisition of "Personal Information" the District shall make reasonable efforts to notify each affected student, and if a minor, the parents, that their personal information has been accessed. "Personal Information" includes the individual's social security number, driver's license number, State identification number, the number of financial accounts or access codes, the individual's deoxyribonucleic acid profile, or the individual's unique biometric data including fingerprint, voice print, retina or iris image, or any other unique physical representation.

The notice shall be issued within a reasonable time, not to exceed forty-five (45) days after the District learns of the acquisition of the personal information. The notice shall indicate that the District knows of the unauthorized acquisition of personal information pertaining to the student. The notice shall be by mail or by a method the District has previously employed to communicate with the students.

If, as the result of a single incident, the District is required to notify 1,000 or more students, the District shall without unreasonable delay notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution, and content of the notices sent to the students.

Upon written request from the student who has received a notice, the District shall identify the personal information that was acquired.

A law enforcement agency may, in order to protect an investigation or homeland security, ask the District not to provide a notice for any period of time and the District's notification process shall begin at the end of that time period.

895.507 Wis. Stats.

Adopted 2/21/07

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### **2240 - CONTROVERSIAL ISSUES IN THE CLASSROOM**

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

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

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

- A. is related to the instructional goals of the course of study and level of maturity of the students;
- B. does not tend to indoctrinate or persuade students to a particular point of view;
- C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. Issues pertaining to human growth and development, as defined by statute, are subject to 118.019 Wis. Stats.

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

In the discussion of any controversial issue in the classroom or in the course of professional duties, a teacher may not express a personal opinion.

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

(See also Policy [3310](#) – Freedom of Speech in Noninstructional Settings)  
Garcetti v. Ceballos, 126 S. Ct. 1951 (2006)

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### **2330 - HOMEWORK**

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The District Administrator shall develop administrative guidelines for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

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### **5330 - ADMINISTRATION OF MEDICATIONS**

#### Prescribed Medications

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their practitioner's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
  
- B. The Medication Request and Authorization Form 5330 F1 must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis, or more often if changes in dosage occur, and will include:
  1. student's name and date of birth;
  2. medication and dosage or procedure required;
  3. times required;
  4. special instructions including storage and sterility requirements;
  5. date prescribed medication will be started;
  6. date prescribed medication will no longer be needed;
  7. practitioner's name, address, and telephone number;
  8. probable side effects;
  9. authorization for school personnel to administer the prescribed medication, if necessary, but only in the presence of an authorized staff member or parent;
  10. agreement/satisfactory arrangement to deliver medication to/from school;
  11. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.

C. For each prescribed medication, the medication shall be in the original pharmacy-labeled package with the following information in a legible format:

1. student's name
2. practitioner's name
3. date
4. pharmacy name and telephone
5. name of medication
6. prescribed dosage and frequency
7. special handling and storage directions

D. All medications to be administered during school hours must be registered with the nurse's office. Upon receipt of the medication, the school nurse shall verify the amount of medication brought to the school and indicate that amount on the student's medication log sheet.

E. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. Two to four (2-4) weeks' supply of medication is recommended. Medication MAY NOT be sent to school in the student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications.

### **9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS**

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board of Education. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy [3122/4122](#).

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

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

#### **Guidelines for Matters Regarding a Professional Staff Member**

##### **A. First Level**

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

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

As appropriate, the staff member shall report the matter and whatever action may have been taken to the principal.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the principal.

B. Second Level

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

C. Third Level

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

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter.

The Board, after reviewing all material relating to the matter shall provide the individual(s) with a written response or grant a hearing, which may be held in closed session at the discretion of the Board when consistent with Wisconsin's Open Meetings law before the Board.

The individual(s) shall be advised, in writing, of the Board's decision no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

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

**Guidelines for Matters Regarding a Support Staff Member**

In the case of a support staff member, the matter is to be directed, initially, to the person's supervisor, and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".

**Guidelines for Matters Regarding District Services or Operations**

If the matter relates to a District procedure or operation, it should be addressed, initially, to the District Administrator and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".

**Guidelines for Matters Regarding Enrollment Disputes**

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

### **Guidelines for Matters Regarding the Educational Program**

If the matter relates to a District program, it should be addressed, initially, to the principal and then in subsequently higher levels as prescribed in "Matters Regarding a Professional Staff Member".

### **Guidelines for Matters Regarding Instructional Materials**

The District Administrator shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy [2414](#), AG [9130A](#) and [Form 9130 F3](#).

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

- A. The criticism is to be addressed to the principal, in writing, and shall include:
  1. author;
  2. title;
  3. publisher;
  4. the complainant's familiarity with the material objected to;
  5. sections objected to by page and item;
  6. reasons for objection.
- B. Upon receipt of the information, the principal may, and upon the District Administrator's approval, appoint a review committee consisting of:
  1. one (1) or more professional staff members including a District librarian;
  2. one (1) or more Board members;
  3. one (1) or more lay persons knowledgeable in the area.
- C. If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committee responsible for developing the human growth and development curriculum and advising the Board on the design, review and implementation of the curriculum. (See Policy [2414](#))
- D. The District Administrator shall be an ex officio member of the committee.
- E. The committee, in evaluating the questioned material, shall be guided by the following criteria:
  1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  2. the accuracy of the material
  3. the objectivity of the material
  4. the use being made of the material
- F. The material in question may be withdrawn from use pending the committee's recommendation to the District Administrator.
- G. The committee's recommendation shall be reported to the District Administrator in writing within fourteen (14) business days following the formation of the committee. The District Administrator will advise the individual(s), in writing, of the committee's recommendation and advise the Board of the action taken or

recommended.

- H. The individual(s) may appeal the District Administrator's recommendation within thirty (30) business days to the Board. The appeal shall be submitted in writing to the District Administrator within thirty (30) business days of receiving the District Administrator's recommendation. The written appeal and all written material relating to it shall be referred to the Board for consideration.
- I. The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable.

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

118.01, 118.019, Wis. Stats.  
20 U.S.C. 1232h

Revised 2/19/03  
Revised 3/05  
Revised 8/18/10  
Revised 11/20/13

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### **5136 - PERSONAL COMMUNICATION DEVICES**

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g. Kindles and similar devices), and cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)). Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

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

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

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.



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

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

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

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

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

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

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

Adopted 5/19/10

Revised 5/15/13

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## **9151 - USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS**

The Board of Education recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes the following locker room privacy policy for the School District of Crivitz. To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

**(NOTE:** Encourage the local press and student reporters to wait outside the doors of the locker room to get necessary interview/photograph.)

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution who violate State law.

Adopted 10/29/08

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## **2261 - TITLE I SERVICES**

The Board of Education elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement of 1965.

The District Administrator shall prepare and present to the Department of Public Instruction a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan.

A. **Assessment**

The District shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Public Instruction as well as those determined by the District professional staff, that will assist in the diagnosis, teaching, and learning of the participating students.

B. **Scope**

Each school shall determine whether the funds will be used to upgrade the educational program of an entire school and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The program, for an entire school and/or a Targeted Assistance School shall include the components required by law as well as those agreed upon by participating staff and parents.

C. **Participation**

The Title I program shall be developed and evaluated in consultation with parents and professional staff members involved in its implementation. Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section 1118 of the Act.

D. **Comparability of Services**

Title I funds will be used only to augment, not to replace, State and local funds. The District Administrator shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance.

The determination of the comparability of services may exclude, in accordance with Federal regulations, State and local funds spent on compensatory education programs, bilingual education programs, and programs for educationally-disabled students. The determination of comparability will not take into account unpredictable changes in student enrollments or personnel assignments.

In order to achieve comparability of services, the District Administrator shall assign teachers, administrators, and auxiliary personnel and provide curriculum materials and instructional supplies in such a manner as to ensure equivalence throughout the District.

E. **Professional Development**

The District Administrator shall develop administrative guidelines whereby members of the professional staff participate in the design and implementation of staff development activities that meet the requirements of Section 1119 of the Act and:

1. involve parents in the training, when appropriate;
2. combine and consolidate other available Federal and District funds;
3. foster cooperative training with institutions of higher learning and other educational organizations including other school districts;

4. allocate part of the staff development to the following types of strategies:
  - a. performance-based student assessment
  - b. use of technology
  - c. working effectively with parents
  - d. early childhood education
  - e. meeting children's special needs
  - f. fostering gender-equitable education
5. provide opportunities for paraprofessionals to work toward certification as professional educators.

F. **Simultaneous Services**

In accordance with law, a school offering Title I services may also serve other students with similar needs.

20 U.S.C. 2701 et seq., Elementary and Secondary Education Act of 1965

34 C.F.R. Part 200, et seq.

Revised 2/19/03

Revised 1/27/16

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**2261.02 - TITLE I – PARENTS’ RIGHT TO KNOW**

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the District Administrator shall make sure that all parents of students in that school are notified that they may request, and the District will provide the following information on the student's classroom teachers:

- A. whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.
- B. whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. the undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. the qualifications of any paraprofessionals providing services to their child(ren).

In addition, the parents **shall** be provided:

- E. information on the level of achievement of their child(ren) on the required State academic assessments;
- F. timely notice if the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not "highly qualified".

The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.

20 U.S.C. 6311, Elementary and Secondary Education Act of 1965

34 C.F.R. Part 200 et seq.

Adopted 2/19/03

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## **5350 - STUDENT SUICIDE**

The Board of Education recognizes that depression and self-destruction are severe problems among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.

All school personnel should be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

The District Administrator shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - Assessment of the Risk

Step 3 - Use of Appropriate Risk Procedure

Step 4 - Communication with Appropriate Parties

Step 5 - Follow-up

Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.

Any officer, employee, or volunteer of this Board who, in good faith, attempt to prevent suicide by a student is immune from civil liability for his/her acts or omissions in respect to the suicide or attempted suicide.

Using the Department of Public Instruction notice, the District Administrator shall annually inform the professional staff of the resources available from the Department and other resources regarding suicide prevention.

Kelson v City of Springfield, 767 F2d 651  
115.365(3), Wis. Stats.  
118.295, Wis. Stats.

Revised 10/29/08  
Revised 1/27/16

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## **5517 - STUDENT ANTI-HARASSMENT**

### **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 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 reoccurrence, 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 Characteristics. 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 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 work place, 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 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 Complaint Coordinator for receiving reports of harassment prohibited by this policy. At least one (1) Complaint Coordinator or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

### District Compliance Officers

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

Kelly Robinson, Principal 718 Hall Hay St Crivitz WI 54114 715-854-2721 krobinson@crivitz.k12.wi.us	Jeff Baumann, Principal 400 South Ave Crivitz WI 54114 715-854-2721 baumann@crivitz.k12.wi.us
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The names, titles, and contact information of these individuals will be published annually in the staff handbooks, in the School District Annual Report to the public and on the School District's website.

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

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

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the 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. 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 reoccurrence, 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 Complaint Coordinators, 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 copy and/or summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

48.981, Wis. Stats.

118.13, Wis. Stats.

P.I. 9, 41 Wis. Admin. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. 1415

20 U.S.C. 1681 et seq., Title IX of Education Amendments Act

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

29 U.S.C. 794, Rehabilitation Act of 1973

42 U.S.C. 1983

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

42 U.S.C. 2000d et seq.

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

34 C.F.R. Sec. 300.600-300.662

Revised 9/19/01

Revised 2/19/03

Revised 10/29/08

Revised 8/18/10

Revised 12/15/10

Revised 11/20/13

Revised 2/17/16

Please return this signed page to homeroom teacher by Friday, September 2, 2022.

STUDENT HANDBOOK - CONDUCT AGREEMENT

- These rules are in the Student/Parent Handbook.
- Please read these rules and check them off as you read them.
- Students must report to the office when directed and must identify themselves when asked by staff.
- No fighting, aggressive behavior, threats or intimidation toward anyone in school, on school property, on the way to or from school, or during after-school activities.
- No vandalism
- No swearing, name-calling or disrespectful language
- No food or drink in the hallways. No food may be taken out of the lunchroom.
- No horseplay, running, pushing, or yelling in the hallway.
- No possession or use of drugs, alcohol, tobacco, look alike drugs or drug paraphernalia
- No weapons (this includes pocket knives and look-alikes).
- No truancy from school or class or chronic tardiness.
- No gang symbols on books or school materials.
- No cell phones unless they are turned off and placed in locker.  
**TELEPHONE – Before 3:21 p.m. all telephone calls will be made and monitored in the office.**  
**These telephone calls are only for emergency use.**

Students are expected to demonstrate proper behavior, including, but not limited to the above stated rules. Other behaviors deemed to be detrimental to the good order of the school are unacceptable and will be dealt with accordingly. I HAVE READ THESE RULES AND UNDERSTAND THEM. I UNDERSTAND THAT IF THESE RULES ARE NOT FOLLOWED, I WILL FACE DISCIPLINARY ACTION BY THE SCHOOL.

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**Print Student Name**

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**Student Signature**

**Parent Signature**

**Date**