

# School District of Phillips

## 4K-12 Student Handbook & Technology Policy



**Phillips Elementary School (4K-5)**  
365 Hwy 100, Phillips, WI 54555



**Phillips Middle & High Schools (6-12)**  
990 Flambeau Avenue, Phillips, WI 54555

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## DISTRICT OVERVIEW

The School District of Phillips in Phillips, Wisconsin is a public school district with a total enrollment of approximately 670 students in Grades 4K-12. The School District of Phillips is part of the Marawood North Athletic conference and consists of 3 schools that are connected on one campus. Phillips Elementary and Middle School are Title I eligible. The school district offers a variety of educational experiences for students including access to the community pool and school forest.

### ***Phillips Community Pool***

The Phillips Community Pool is open to the public and receives programming support from the Phillips Area Aquatic Foundation, a non-profit, tax exempt organization. The pool consists of a regulation size lap pool, a 12-foot deep diving well, a large whirlpool, and a 1- foot deep wading pool. The pool also offers diving boards, a climbing wall, lap swimming equipment, water aerobic equipment, pool toys, spectator seating, private family locker rooms, lockers, showers, suit spinners, and a private space for hosting parties.



### ***School Forest***

The mission statement of the school forest committee is to provide youth of the School District of Phillips with educational opportunities that nurture personal growth of environmental knowledge and appreciation for nature while developing devoted citizens who will work individually and together to maintain a love and stewardship of our natural resources. The Phillips School Forests are currently under development with the help of the school forest committee, Price County Land Conservation, Price County Forestry Department, UW Extension, community partners, as well as private landowners.



## DISTRICT CONTACTS

| TITLE                                     | NAME                   | EMAIL ADDRESS                 | PHONE NUMBER |
|-------------------------------------------|------------------------|-------------------------------|--------------|
| SUPERINTENDENT OF SCHOOLS                 | RACHEL HOFFMAN         | RHOFFMAN@PHILLIPS.K12.WI.US   | 715-339-2419 |
| DIRECTOR OF FINANCIAL SERVICES            | MOLLY LEHMAN           | MOLEHMAN@PHILLIPS.K12.WI.US   | 715-339-2419 |
| DIRECTOR OF PUPIL SERVICES                | DR. KATHERINE PETERSON | KPETERSON@PHILLIPS.K12.WI.US  | 715-339-2419 |
| DIRECTOR OF TRANSPORTATION SERVICES       | JASON McMILLAN         | JMCMILLAN@PHILLIPS.K12.WI.US  | 715-339-3644 |
| PUPIL SERVICES - ADMINISTRATIVE ASSISTANT | HEATHER SOUKUP         | HSOUKUP@PHILLIPS.K12.WI.US    | 715-339-2419 |
| ACCOUNTING CLERK                          | RACHEL DAHLKE          | RDAHLKE@PHILLIPS.K12.WI.US    | 715-339-2419 |
| FOOD SERVICE DIRECTOR                     | ANDREA SIPPEL          | ANSIPPLE@PHILLIPS.K12.WI.US   | 715-339-2141 |
| ATHLETICS/ACTIVITIES DIRECTOR             | MIKE EGGBRECHT         | MEGGBRECHT@PHILLIPS.K12.WI.US | 715-339-2141 |
| BUILDINGS & GROUNDS                       | BRAD ZYDZIK            | BZYDZIK@PHILLIPS.K12.WI.US    | 715-339-2419 |
| COMMUNITY POOL AQUATIC DIRECTOR           | SARA HUGGARD           | STHUGGARD@PHILLIPS.K12.WI.US  | 715-339-2143 |

## SCHOOL BUILDING CONTACTS

### PHILLIPS ELEMENTARY SCHOOL - MAIN OFFICE 715-339-3393

| TITLE                    | NAME            | EMAIL ADDRESS              |
|--------------------------|-----------------|----------------------------|
| ELEMENTARY PRINCIPAL     | ERICKA PARKER   | EPARKER@PHILLIPS.K12.WI.US |
| ADMINISTRATIVE ASSISTANT | MARIANNE ASHLEY | MASHLEY@PHILLIPS.K12.WI.US |
| ADMINISTRATIVE ASSISTANT | STACI JO GRAPA  | SGRAPA@PHILLIPS.K12.WI.US  |

### PHILLIPS 6-12 SCHOOLS - MAIN OFFICE 715-339-2141

| TITLE                    | NAME            | EMAIL ADDRESS             |
|--------------------------|-----------------|---------------------------|
| 6-12 PRINCIPAL           | VINCE ROSS      | VROSS@PHILLIPS.K12.WI.US  |
| ADMINISTRATIVE ASSISTANT | STEPHANIE KOTKE | SKOTKE@PHILLIPS.K12.WI.US |

## BOARD OF EDUCATION

The School Board of the School District of Phillips is committed to excellence in education and preparation of all our students with the knowledge, skills, and ethics required for responsible citizenship, productive employment and a bright future.

| BOARD MEMBER                             | AREA     | TERM EXPIRES SPRING |
|------------------------------------------|----------|---------------------|
| AMY BURNIS - MEMBER                      | AREA II  | 2026                |
| BRITT BILGRIEN - BOARD PRESIDENT         | AREA II  | 2028                |
| KAYLA BUSHMAN - MEMBER                   | AREA III | 2028                |
| HAILEY HALMSTAD - MEMBER                 | AREA III | 2027                |
| MARTY KROG - BOARD CLERK                 | AREA II  | 2027                |
| JUSTIN LINDGREN - MEMBER                 | AREA I   | 2028                |
| EVAN LUND - BOARD VICE PRESIDENT         | AREA I   | 2026                |
| JON PESKO - BOARD TREASURER              | AREA I   | 2027                |
| KEVIN ROSE - MEMBER                      | AREA III | 2026                |
| *GAVIN ESTERHOLM - STUDENT LIAISON 25/26 | PHS      |                     |

- Area I includes Emery, Flambeau, and Worcester Townships
- Area II includes City of Phillips and Town of Elk
- Area III includes Villages of Catawba and Kennan, Township of Harmony and Parts of the Townships of Catawba, Georgetown, Hackett, and Kennan located within the School District of Phillips boundaries.

### MEETING INFORMATION

All School District of Phillips Full Board Meetings are held on the third Monday of each month at the Phillips High School Performing Arts Center. Meetings are scheduled to begin at 6:00 PM unless noted otherwise.

Board meeting agendas are posted on BoardDocs typically one week, but no less than 24 hours, prior to the meeting. Official minutes are available through BoardDocs after Board approval. BoardDocs is linked on the School District of Phillips website or at <https://go.boarddocs.com/wi/phillips/Board.nsf/Public>

### SCHOOL BOARD POLICIES INFORMATION

All School District of Phillips School Board Policies are available on BoardDocs under the Policies tab on the School District of Phillips website or at <https://go.boarddocs.com/wi/phillips/Board.nsf/Public>

# SCHOOL CALENDAR

## SCHOOL DISTRICT OF PHILLIPS 2025-2026

### School Year Calendar



| Su | M  | Tu | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
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|  |                                                  |
|--|--------------------------------------------------|
|  | New Staff Orientation                            |
|  | Staff Professional Development Day (No students) |
|  | End of 1st, 2nd, 3rd, and 4th Quarters           |
|  | First Day of School for Students                 |
|  | No School for Students or Staff                  |

| Events                |                                                    |
|-----------------------|----------------------------------------------------|
| August 18-20          | New Employee Orientation                           |
| August 25-28          | All District Employees Inservice                   |
| September 1           | No School - Labor Day                              |
| September 2           | First day of school for all students               |
| October 6             | Staff Professional Development Day                 |
| October 30            | Last day of 1st Quarter                            |
| October 31            | Staff Professional Development Day                 |
| November 24-28        | No School Students and Staff- Thanksgiving Break   |
| December 22-January 2 | No School Students and Staff- Winter Break         |
| January 22            | Last day of 2nd Quarter                            |
| January 23            | Staff Professional Development Day                 |
| February 26           | Staff Professional Development Day                 |
| February 27           | No School Students and Staff                       |
| March 26              | Last day of Quarter 3                              |
| March 27              | Staff Professional Development Day                 |
| April 3               | No School Students and Staff                       |
| April 27              | Staff Professional Development Day                 |
| May 25                | No School Students and Staff                       |
| May 29                | Last Day for Seniors                               |
| May 30                | Class of 2026 Graduation - 1:00 PM                 |
| June 3                | Last day of Quarter 4 - Early Dismissal at 1:00 PM |
| June 4                | Staff Professional Development Day                 |

|     |                     |
|-----|---------------------|
| 42  | Days in 1st Quarter |
| 44  | Days in 2nd Quarter |
| 42  | Days in 3rd Quarter |
| 45  | Days in 4th Quarter |
| 173 | Total School Days   |

Board Approved 6/16/2025

## PARENT TEACHER CONFERENCES

Parent/Teacher Conferences will be determined at the beginning of the school year and communicated out to families via ParentSquare and the school website.



## COMMUNICATIONS

### **BOARDDOCS**

The School District of Phillips utilizes BoardDocs for its school board meetings and policies. The public can view documents for each board meeting as well as school district policies through BoardDocs. This link will take you directly to BoardDocs on the district website: <https://go.boarddocs.com/wi/phillips/Board.nsf/Public> All documents associated with meetings are automatically archived and can be searched by meeting date or by using the search feature.

### **EMERGENCY WEATHER INFORMATION**

The Superintendent or designee, in consultation with the transportation supervisor, will make the determination to close school due to inclement weather. Decisions to close school will be made as early as possible in order to notify families and staff members. If schools are closed due to inclement weather, after school activities may also be cancelled.

Announcements of school closures due to inclement weather will be sent out to families via ParentSquare, as well as posted on the school website and Facebook page.

School closure announcements will also be reported to the following radio/TV stations:

- WKEB - Medford
- WSAW - TV Channel 7 - Wausau
- WJJQ - Tomahawk
- WJFW - TV Channel 12 - Rhinelander
- WAOW - TV Channel 9 - Wausau
- WEAU - TV Channel 13 - Eau Claire
- WCQM/WNBI - Park Falls
- WLDY - Ladysmith

### **PARENT COMMUNICATION**

The School District of Phillips utilizes ParentSquare to communicate with families about school events and activities as well as school closures due to inclement weather. ParentSquare sends mass notifications by email or to the number Parents/Guardians provide to the district in PowerSchool. Families are encouraged to log into their PowerSchool Family Access account to update their information annually.

Only legal parents/guardians will be granted access to receive ParentSquare notifications.

### **POWERSCHOOL FAMILY ACCESS**

The School District of Phillips utilizes PowerSchool for our student information system.

### **SOCIAL MEDIA**

The School District of Phillips utilizes FaceBook as the preferred social media platform to reach students, employees, and the greater community.



## ENROLLMENT AND REGISTRATION

### ***Enrolling a Student***

Enrollment in the School District of Phillips can be completed at the 4K-5 building or the 6-12 building. We are happy to assist families with the enrollment process. Enrollment applications can be completed by clicking [HERE](#) or by contacting the school office. If you have any questions regarding eligibility of resident and non-resident students, please refer to policy 5011.

**Phillips Elementary School, 365 Hwy 100, Phillips, WI**  
**Phillips Middle/High Schools, 990 Flambeau Ave, Phillips, WI**

**Elementary Main Office: 715-339-3393**  
**6-12 Main Office: 715-339-2141**

Documents needed for enrollment include:

- Official Birth Certificate
- Proof of Residency (Utility Bill, Lease Agreement, etc.)
- Parent/Legal Guardian Photo ID
- Child's Immunization Records

Wisconsin Immunization Law requirements apply to any student admitted to a Wisconsin public school. All children entering school in Wisconsin need to submit a "Student Immunization Record" within 30 days of admission. The number and types of vaccines the law requires vary with the age and the grade of the student. This record includes immunization the child has received since birth.

### ***4K Enrollment***

The School District of Phillips operates a voluntary 4- year old Kindergarten program for children who are four years old by the legally prescribed date of September 1st of the year they enroll. Our 4K program is an all day program that runs Monday-Thursday and follows the district school calendar.

### ***Age of Entrance into Kindergarten***

To be eligible for 5- year old kindergarten, a child must be 5 on or before September 1 of the school year. Parents need to provide verification of the child's age. This can be through birth certificate, passport, baptismal record, or other document the school district has indicated as acceptable.

### ***Address Changes***

Address changes may be made at the school. Proof of residency and parent/legal guardian photo identification is required for address changes.

### ***Phone Number Changes***

To change your phone number you may contact the school's main office or by accessing your parent portal in PowerSchool.

## STUDENT ATTENDANCE

### ATTENDANCE PROCEDURES

Regular daily attendance is expected of all students. The Laws of Wisconsin relating to school attendance shall be enforced. The responsibility for regular attendance of a child rests upon the child's parent(s)/legal guardian. Any legal proceedings brought against a child or against a child's parent or guardian shall be processed according to Wisconsin State Statutes. All teachers shall be required to submit to the attendance officer a daily attendance report on all students under their charge. Each absence shall be classified as excused or unexcused.

### PARENT-EXCUSED ABSENCE

Current state law provides that a parent or legal guardian may excuse his/her child from school for not more than ten (10) days during the calendar year. Parent excused absences beyond 10 may be allowed with a note from a doctor, death of an immediate family member, or for special circumstances that are approved in advance. The school administration may grant additional absences for extenuating circumstances per board policy.

### EXCUSED ABSENCE PROCEDURE

#### *Parent(s)/Legal Guardian Responsibility*

If a student is absent from school, the parents will call school before 8:00 a.m., 6-12 Building at 715-339-2141, ext. 5001, Elementary at 715-339-3393. Voicemail is available from 4:00 p.m. until 7:30 a.m. Parents must indicate who is calling, name of student, length of absence, reason for absence, and number calling from. If a question arises regarding legitimacy of the call, the attendance officer or principal will return a call for verification. Failure to contact the school will result in a telephone call to the home or work place of the parent(s)/guardian. If contact is not made, individuals listed on the emergency card will be called. If no information is obtained, the building administrator or designee (police officer or Human Services personnel help may also be contacted) will drive to the residence. Failure to identify the location of the student will result in the notification of law enforcement officials. Students whose parents called will be admitted to class without a written excuse. Their name will be on the excused list. For an anticipated absence, the parent(s)/legal guardian shall provide the attendance officer with a written explanation of the absence prior to the absence.

### STUDENT RESPONSIBILITY

Students without a parental call must report to the office on their return for a written excuse to allow them to return to class. If the parent did not call or send a note, the absence will be considered unexcused until proper documentation is received. Reasons for the absence must be documented with the office no later than the day following the first day of return to school. Any time after this, the absence will automatically be recorded as unexcused. It will be up to the student to clear this unexcused absence with the attendance officer or principal.

### UNEXCUSED ABSENCE:

An absence will be considered unexcused for the following reasons:

1. Prior written notice was not provided for a parent-excused absence.
2. The absence does not qualify as a school-excused or parent-excused absence.
3. Attendance procedures were not followed.

### PROCEDURE FOR MAKE-UP WORK (6-12 Building)

It is the responsibility of the student to contact teachers for the purpose of arranging make-up work assignments. The student will have the following time frame in which to make up the assignments:

Anticipated Absences: (any absence that has been arranged in advance, i.e. athletic events, class trips, parent-excused absences, etc.)

Assignments, including tests, are due on the day of return, unless previous arrangements have been made with the teacher.

Unanticipated Absences: (illness, emergency) The deadline for all make-up work will be equal to the number of days absent (i.e. a student who is absent for 3 days will have 3 days to make up the missed assignments). If a student is absent on the day of a test, the student will make up the test on the first day that he/she returns, unless other arrangements are made with the teacher.

Unexcused Absences: May result in a "o" for any work missed.

## **PERMITS TO LEAVE BUILDING (6-12 Building) (Green Slips, less than 1 full day)**

Permits to leave the building (green slips) will be issued for abbreviated absences with parent permission. The green slip must be signed with the appointment time indicated by the person the student has the appointment with, and returned to the office. Failure to follow this procedure may result in the absence being declared unexcused. Written requests for green slips, bus passes, and other permission requests should be turned in as soon as possible. Any student entering or leaving school other than at the regular time **MUST sign in or out in the office.** Students **MAY NOT** leave school without permission. Leaving without permission will result in the absence being declared unexcused.

**Pre-arranged absences (6-12 Building) (one full day or more):** Please complete a yellow work completion slip.

## **PROCEDURE FOR LATE ARRIVING STUDENTS**

All late arriving students should report to the office for a pass. Students arriving late to school due to transportation problems will fall into one of the following categories:

1. **Late Arrival Due to District Transportation System:** This category includes late running buses, mechanical problems with the bus, bus drivers missing stops, etc. Consequences: There will be no consequences for tardiness due to District-related transportation problems.
2. **Late Arrivals Due to Personal Reasons:** This category includes tardiness due to personal or family problems, or issues with other chosen options of transportation other than the District transportation offered. Examples include: dead batteries, going in the ditch, driving slow for icy conditions, etc. Consequences: These types of cases will be officially listed as 'tardy unexcused' or if 10+ minutes unexcused, since the student would have arrived on time with school transportation.
3. **Special Circumstances That Show Exceptional Cause:** This category is reserved for those exceptions to the rule decided at the discretion of the principal or attendance officer. This is for those extraordinary situations that do not fit the usual policy.

Students and parents are reminded that **if alternate transportation to school is chosen it is their responsibility to be here on time.** It is far too difficult and unfair for everybody to excuse some tardies and not others based on whether or not the school feels the excuse is legitimate. This policy is intended to eliminate the misuse of the "car trouble" excuse.

## **TARDINESS**

It is the student's responsibility to be in class on time.

## **TRUANCY**

Any student who is absent from a scheduled class for ten minutes or more without a legitimate excuse shall be declared unexcused and truant. Disciplinary action will be taken for these absences. A student who is absent from the school without an acceptable excuse for part or all of five (5) or more days on which school is held during a semester shall be declared a habitual truant per state statute. A student who is considered habitually truant will be referred to the Price County Law Enforcement Office and the District Attorney for legal action.

## **COMPULSORY SCHOOL ATTENDANCE**

Any child's parent or guardian, or the child if the parent or guardian is notified, may request the school board, in writing, to provide the child with program or curriculum modifications, as outlined in section 118.15(1)(d) of the state statutes. The decision making process to be used in responding to such requests are outlined in sections 118.15(1)(dm) and (e) of the state statutes. Contact the District office for more information.

## **PERFECT ATTENDANCE**

At the time of graduation, a student may receive a perfect attendance certificate if he or she has been absent from school for an aggregate total of less than one day during the four years of high school. Any student who has reached his/her senior year and who has a record of perfect attendance in high school shall be permitted to have one school day to visit a post-secondary institution without having that day count as an absence against his/her perfect attendance record. All of the regular school procedures must be followed if the absence is to be so classified.

*See board policy 5200 for complete attendance policy. See Section 118.15 Wisconsin Statutes on attendance & truancy.*

## **SCHOOL ATTENDANCE OFFICERS**

Phillips Elementary School - Grades 4K-5  
Phillips Middle/High School - Grades 6-12

Ericka Parker - Principal  
Vince Ross - Principal

## STUDENT DRESS CODE

The primary responsibility for a student's attire resides with the student and parents or guardians. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating environment for any student.



- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in the length on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
- Clothes must be worn in a way that all private areas are covered with opaque (non-see through) material.
- No blankets or items may be draped on or around your person.
- No hats and hoods are permitted unless needed for a specific class or celebration day.
- All students must wear\*:
  - Shirts
  - Bottoms \*\*
  - Shoes \*\*\*
    - \* Courses that include specific attire as part of the curriculum (for example professionalism, safety equipment, public speaking or performing, physical activity, and job readiness) may include assignment-specific dress.
    - \*\* Examples include jeans, shirts, shorts, sweatpants, dresses, leggings, etc.
    - \*\*\* Activity-specific shoes requirements are permitted (for example for Technical Education, Science, and Phy Ed classes).
- Any clothing or accessory that:
  - presents a safety risk to themselves or others:
  - covers the students eyes or face in an opaque way:
  - display suggestive, violent, profane, obscene, or sexually-degrading images or language:
  - pertains to drugs, alcohol, tobacco or other illicit products or paraphernalia:
  - or contains images or language that reasonably can be construed as discriminatory or oppressive or creates a hostile or intimidating environment is not permitted.

The school administration will use their discretion to make decisions regarding the appropriateness of each student's attire and possible consequences for violation of this policy. This policy is enforced during the school day and on school trips. Students that choose to violate this will be provided with clothing that meets these guidelines. Students will change in the office restroom and their personal clothing will be held in the office until the end of the day.

### School Board Policy 5511

The subject of student attire and grooming is determined to be a personal matter between child and parent or guardian; however, in those instances in which the safety of the health and welfare of the student or other students is jeopardized, or if educational distraction becomes a factor, or if damage to school property is involved, the principal shall determine the suitability of the attire and grooming.

## GENERAL ACADEMIC INFORMATION

### **PROGRESS REPORTS / WEBSITE ACCESS**

Parents now have the ability to access their students' grades, attendance and lunch balances via the internet. Usernames and passwords are mailed multiple times a year.

We are attempting to become more efficient by having guardians check their student's grades on Powerschool regularly. If you do not have access to the Internet you may contact the school or the public library to use a computer. A report card will be sent home at the end of each quarter.

### **PARENT TEACHER CONFERENCES**

Direct contact or e-mails to teachers regarding student progress can be made any time and is encouraged. Scheduled parent teacher conferences will be held throughout the year. There are limited school-wide scheduled Parent Teacher Conferences. Parents are encouraged to electronically monitor their children's progress and contact teachers as necessary.

### **INCOMPLETE GRADES**

A student may receive an incomplete grade on his/her report card for various reasons (illness, absence, failure to turn in required work, etc.). Incompletes must be made up within one week of the end of the grading period for credit to be given. Exceptions to this policy for extenuating circumstances must be approved by the principal.

### **ACADEMIC DISHONESTY**

Any student found cheating on a test, quiz, or homework assignment may receive the following consequences:

1st offense - zero - parents contacted

2nd offense - failure for the quarter

Individual classroom teachers may employ their own variations to this policy.

Additional consequences for athletes (see athletic handbook).

### **EXTRA HELP & LOGGER TIME (6-12)**

Students may always seek additional help from their teachers. Logger Time is designed for students to receive instruction and/or intervention based on student needs. Logger Time is Phillips' way to support student learning. This will be scheduled weekly on Tuesday, Wednesday, Thursday, and Friday. On Mondays, Logger Time sessions will be held. During Logger Time each teacher will be assigned groups of students. Social/emotional topics including goal setting, communication, teamwork, problem solving, adaptability, conflict resolution, critical observation, integrity, and Academic Career Planning will be explored. These activities are designed to bring the school and community together and promote shared understandings.

Students who need extra help should arrange a conference with their teacher before or after school or at a time convenient to both of them. A teacher may request a student to stay after school on an occasion if it is apparent the student is having difficulties with his/her work. This is not to be thought of as punishment, but rather a desire of the teacher to help the student progress academically. Special education services are available to students. For more information, contact the counselor. In some cases it may be possible to arrange tutoring before or after school for students needing extra help. Please stop in the counselor's office to make a request and check availability.

### **COUNSELOR'S OFFICE (6-12)**

The purpose of the school counseling program is to provide aid for students in the areas of educational, personal, and career concerns. All students should feel free to contact the counselor for information and support. Services available include: pre-admission and orientation services, a program of counseling services, the supplying of educational and vocational information, aiding the student in promoting personal and social guidance, and a program of placement and follow-up services. Other areas include student scheduling, school withdrawals, transfers, and academic progress.

### **LATE ASSIGNMENT PROCEDURES**

Faculty will establish consequences for assignments submitted after an announced deadline. This consequence may result in the student earning zero credit for the assignment.

**ACADEMIC CAREER PLANNING (ACP)**

The mission of the School District of Phillips is to inspire and empower all students to reach their greatest potential. We believe by implementing and cultivating a powerful Academic and Career Planning Program we continue to support our students, families, and our mission.

**Our Vision**

TO INSPIRE AND EMPOWER ALL STUDENTS TO REACH THEIR GREATEST POTENTIAL

ACP is a gradual process that builds from one year to the next and supports the unique development of each student’s academics, social-emotional skills, and career readiness.

- Gain a better understanding of their interests and how that relates to a career path.
- An increase in the ability to plan and follow through on goals.
- Be more involved in their academic plan to reach career goals.
- Build connections with local businesses and are more aware of opportunities in Price County that are in their career path.

**2025 ACP Goals**

- Improve our District's ACP Scope and Sequence
- Improve Family Engagement
- Middle School Specific: Integrate ACP/Career Readiness into all classrooms
- High School Specific: Improve ACP Career Readiness Professional Development for all staff in our district.

**ELEMENTARY SCHOOL ACADEMICS**

Students at Phillips Elementary School are graded on a Standards-Based Grading (SBG), which focuses on evaluating students mastery of specific learning goals rather than averaging grades on assignments. Standards-Based Grading emphasizes what students know and can do, providing a clearer picture of their progress towards grade-level strands. Standards-Based Grading allows students multiple opportunities to demonstrate their learning and receive feedback on their progress.

Report cards are issued at the end of each quarter. All courses are marked with a 1, 2, 3, or 4 to indicate proficiency levels on individual standards.

**MIDDLE SCHOOL ACADEMICS**

**REPORT CARDS**

Report cards are issued at the end of each quarter. All courses are marked with the standard grades of A through F.

|    |         |    |         |
|----|---------|----|---------|
| A  | (4.0)   | C  | (2.0)   |
| A- | (3.667) | C- | (1.667) |
| B+ | (3.333) | D+ | (1.333) |
| B  | (3.0)   | D  | (1.0)   |
| B- | (2.667) | D- | (.667)  |
| C+ | (2.333) | F  | (0.0)   |

Promotion criteria exists for middle school students. Pupil academic performance, recommendation of teachers based upon academic performance, and other academic criteria as outlined in the Board of Education “Promotion / Advancement Policy”. Parents are always involved in the decision if retention seems warranted. See District policy 5410

**HONOR ROLL**

A student with a grade point average of 3.35 or better is on the honor roll. Students with an average of 3.65 or better will be considered a part of the High Honors group, the highest honor at Phillips Middle School.

## HIGH SCHOOL ACADEMICS

### REPORT CARDS

Report cards are issued at the end of each quarter. All courses are marked with the standard grades of A through F.

|    |         |    |         |
|----|---------|----|---------|
| A  | (4.0)   | C  | (2.0)   |
| A- | (3.667) | C- | (1.667) |
| B+ | (3.333) | D+ | (1.333) |
| B  | (3.0)   | D  | (1.0)   |
| B- | (2.667) | D- | (.667)  |
| C+ | (2.333) | F  | (0.0)   |

### AWARDS AND HONORS

In the spring each year, an awards program is held during which scholarships and other awards are given. Many of these are the result of a cumulative accomplishment over the student's entire high school career. A partial list includes:

- College and Vocational Scholarships** - a number of scholarships are available from a variety of local and other sources. Some recipients are chosen by the organizations themselves, some by the faculty scholarship committee, and still others by a combination. Although each is different in its specific criteria, in general, these characteristics are considered: 4 year GPA, ACT score, involvement in school and community activities, citizenship and character, difficulty of curriculum, financial need. Most scholarships apply to accredited schools only.
  - Other Honors and Awards**

|                                      |                |
|--------------------------------------|----------------|
| Phillips High School Scholar Athlete | FBLA           |
| Badger State Boys/Girls              | High Quiz Bowl |
| Perfect Attendance                   |                |
  - Scholastic Honors** - students who achieve a cumulative GPA of 3.35 over the first seven semesters are considered HONOR STUDENTS of their class. As such, they are individually recognized at the awards assembly and on the graduation program. The students who finish first and second in their class are the Valedictorian and Salutatorian respectively. They are privileged to speak on behalf of their class at graduation. When there are multiple Valedictorians, a Salutatorian will not be named.
  - National Honor Society (NHS)** is an honorary organization which sophomores and juniors with cumulative grade point averages of 3.67 may be invited to join. NHS is a national organization whose membership is by invitation only; belonging is a significant achievement, one worth working for. Students must have been enrolled ONE academic year. The Induction Ceremony is held each spring with other awards presented.
- Students who aspire to these and other awards need to begin preparation in their freshman year.

### COURSE CHANGES AND WITHDRAWALS

It is anticipated that each student has given serious thought to his/her program of studies BEFORE registering for classes. We cannot make numerous class changes in the fall after teachers have been hired, class sizes determined and balanced, and books and materials ordered. In order to keep changes to a minimum, the following regulations shall be in effect:

- Class changes may be considered upon written request from parent or guardian. Errors, upgrading, counselor judgment for mental or physical reasons are allowed.
- Class changes will be handled through the counselor's office. Whether or not the change will be made will be determined on the basis of the reason for the change request, the class sizes involved, the counselor's recommendation, and the credit standing of the student.
- The deadline for considering changes will be **two weeks prior** to the beginning of that quarter.
- A student who withdraws or is removed from a course after the 15<sup>th</sup> day of the quarter, except for unusual circumstances, may receive an "F" grade for that course.

### CRITERIA TO BE USED TO BREAK A TIE FOR STATE ACADEMIC SCHOLAR AWARD

The designation of scholar will be awarded to the qualifying student(s) with the highest grade point average after the seventh



semester. The scholar's GPA shall be computed to as many places past the decimal point as necessary to determine a distinction between the scholars.

In the event of a tie in the GPA for the position of the top student, the student to receive the State Academic Excellence Scholarship shall be determined by using the following sequential criteria:

Step 1: Students will be given an opportunity to withdraw their names if they plan to attend school out of state or if they do not plan to attend a post high school training institution.

Step 2: ACT scores will be the next criterion to be used. The student with the highest composite ACT score (on a scale of 1-36) will be determined the recipient. Scores from ACT tests taken up to June 30 of the junior year will be considered. Any ACT taken after June 30 of the junior year will not be considered.

Step 3: If step two does not produce a recipient, the Superintendent will supervise a coin toss to determine the recipient.

If the student with the highest GPA decides to forfeit the scholarship due to attending an out-of-state school or not pursue further education, they would still be identified as an Academic Excellence Scholar for that high school and receive the issued certificate from Wisconsin Higher Education Aids Board. The next alternate, based on GPA, who is attending either a Wisconsin public university, private university, or public technical college would be awarded the scholarship money.

Except for the limitation on the number of designated scholars, the faculty of the high school shall select the applicable number of seniors for designation as scholars and shall certify, in order of priority, any remaining seniors with the same grade point average as alternates for the scholars or, if there is no remaining senior with the same grade point average, any remaining seniors with the next highest grade point average, but not less than 3.800 or the equivalent, as alternates for the scholars.

In order to be eligible for consideration of the Academic Excellence Scholarship, the student must have attended Phillips High School as a full-time student both semesters of their junior and senior years.

### ***DISTANCE EDUCATION (INCLUDING VIRTUAL SCHOOLS/ONLINE LEARNING)***

Students must be enrolled in the district to take advantage of online course work. Students must apply for permission to take online course work. The application must be completed by December 1 of each school year for second semester consideration. The deadline for the first semester is May 1 of the previous academic year. These dates may be modified for extenuating circumstances.

Students must complete prerequisites and provide teacher/counselor recommendations to confirm that the student possesses the maturity level needed to function effectively in an online learning environment. In addition, approval by the building principal shall be obtained before a student enrolls in an online course. Online course work as part of an educational plan (special education, gifted/talented, 504, at-risk, ESL) will have to be approved by the plan team.

Students may take online courses off campus, or on campus (with the approval of the building administrator or the director of pupil services). Students working on course requirements at home will be in compliance with the compulsory attendance law. To meet the minimum attendance requirements, students must comply with timelines that have been established by the course supervisor and approved by administration. See district policy #343.7 for complete description.

### ***GRADES AND HONOR ROLL***

Letter grades are awarded in each class at the end of each quarter for middle school students and semester for high school students. Credits and grade point average for record purpose are calculated at the end of each semester. To be eligible for the honor roll, a student must earn a 3.35 grade point average for the semester. A student's grade point average and class rank are important parts of his/her record and may have long-lasting influence on a student's acceptability for future occupational and educational opportunities.

Students who receive an F grade for a course do not receive credit and must repeat the course if it is a graduation requirement or prerequisite.

Letter grades are awarded for correspondence courses and for credits earned through the Start College Now or Early College Credit Program and are used in calculation of GPA, class rank, and honor roll.

## INDEPENDENT STUDY

The School District of Phillips Board of Education supports independent study programs to the extent that current staffing and other factors permit. Independent study courses are defined as courses that are either single section courses offered by our faculty that may not fit into the student’s schedule, single section specialized courses provided by our staff based on student need/interest (i.e. Botany, Advanced Anatomy & Physiology) or individually designed courses that are based on student and supervising teacher’s personal interest in the subject area (i.e. Health Media). Students will submit a proposal for Individually Designed classes.

## GRADUATION REQUIREMENTS

Beginning with the Class of 2019, in order to be granted a high school diploma the student must have completed 28.5 credits of coursework, been enrolled in a Board-approved activity for each class period of each school day during the high school grades, satisfied the following criteria, and been recommended to the School Board for a diploma by the Superintendent or his/her designee.

Each individual is personally responsible for ensuring that the courses they select meet the minimum credit requirements for their grade/class and for graduation. This includes the student’s responsibility for rescheduling into any failed classes. Any student who is not sure of their status should see the counselor as soon as possible. ACT prep will be incorporated in core classes.

### Required Courses/Credits

|                      |                                                                                                                                                                            |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English              | 4 credits including: English 9 (1), English 10 (1), English 11(1), English 12 (1) or AP English (1), or Written Communication (.5) and Oral Communication (.5)             |
| Social Studies       | 3.5 credits including: American Global Marketplace (.5), Civics (.5), US History I & II (1), Senior Leadership (0.5), and <b>ONE</b> credit of Social Studies elective (1) |
| Science              | 3 credits including: Science 9 (1), Biology 1 (1), and Chemistry <u>OR</u> Applied Physical Science (1)                                                                    |
| Math                 | 3 credits (including .5 credit math Senior year)                                                                                                                           |
| Family & Consumer Ed | 0.5 credit: Life Skills                                                                                                                                                    |
| Physical Education   | 1.5 credits: including PE 9 (0.5)                                                                                                                                          |
| Business Education   | 1 credit: Computer Applications (0.5) and Personal Finance (0.5)                                                                                                           |
| Health               | 0.5 credits: may be taken in 8th grade                                                                                                                                     |

TOTAL NUMBER OF CREDITS NEEDED TO GRADUATE -  
INCLUDING REQUIRED COURSES: 28.5 CREDITS

### Recommended For:

#### Freshmen – 8 credits

1 credit of English 9  
1 credit of Social Studies (Am. Marketplace & US I)  
1 credit of Science 9  
1 credit of Math  
0.5 credit of Life Skills  
0.5 credit of Personal Fitness  
0.5 credit of Computer Applications  
2.5 credits of Electives

#### Juniors – 8 credits

1 credit of English 11  
0.5 credit Social Studies  
1 credit of Applied Physical Science or Chemistry  
0.5 credit of Math  
4 credits of Electives

#### Sophomores – 8 credits

1 credit of English 10  
1 credit of Biology I  
1 credit of Phy. Ed. (recommended)  
1 credit of Math  
1 credit of Social Studies (Civics, US II)  
0.5 credit of College/Career Readiness  
3 credits of Electives

#### Seniors – 8 credits

1 credit of English 12 or AP English  
0.5 credit of Social Studies  
0.5 credit of Sr. Leadership Seminar  
0.5 credit Math  
5.5 credits of Electives

1. The student has earned at least 11 diploma credits from the following areas:

- o Elective credits: Credit will be awarded for each elective credit successfully earned beyond the 17.5 required credits.
- o Academic Performance: Students with exceptional educational interests, needs or requirements may be provided with an Individualized Education Program within their alternative education program for high school graduation. Such alternative education programs shall be established in accordance with state law requirements.

School administrators and staff shall help prepare students to satisfy the criteria, consistent with established District policies and procedures. The high school principal shall provide for a regular review of a student's progress toward meeting the established diploma criteria and shall keep students and their parents/guardians informed of the student's progress.

Accommodations to these requirements may be made for students with exceptional education interests, needs, or requirements consistent with state law and established District policies and procedures. A student who successfully completes an Individualized Educational Program will be granted a high school diploma.

Before a student is granted a high school diploma, the high school principal shall determine whether the student has satisfied the diploma criteria outlined in the policy and any other District policy applicable to high school graduation.

A student may be eligible for a diploma if he/she does not satisfy these credit requirements if he/she has been enrolled in a Board-approved alternative program and the Superintendent or designee determines that the student has demonstrated a level of proficiency in English, social studies, mathematics, science, physical education, and health education equivalent to the proficiency which the student would have attained if he/she had completed the regular credit requirements.

*See board policy 5460 for complete policy.*

## **DIPLOMAS**

Seniors need to be aware that diplomas will be withheld until all obligations have been met. These include fines, books and materials, disciplinary penalties, etc.

## **EARLY GRADUATION (07-20-98)**

Early graduation from high school is not permitted. All credits and attendance requirements must be met before a diploma will be granted.

## **START COLLEGE NOW PROGRAM (TECH) AND EARLY COLLEGE CREDIT PROGRAM (UW)**

Students who have attained junior status (earned a minimum of 14 credits) are eligible to enroll in courses through post-secondary educational institutions such as the University of Wisconsin or the Wisconsin Technical College System (WTCS). Courses taken through the Start College Now (SCN) or Early College Credit Program (ECCP) must **not** be comparable to courses offered by the high school. Students who wish to take courses must be in good academic standing and must not have a record of disciplinary problems. Applications for the program and additional information can be requested through the counselor or principal. Applications for the fall semester must be received in the principal's office by March 1, or by October 1 for the spring semester. Students, parents and/or guardians need to be aware that any course that is taken from a technical college, university or college is a start of their post-secondary career. Their grades will be recorded on a transcript at the technical college, university or college. This transcript will be requested when applying to a two-year or four-year institution following high school.

*See board policy 2271.01 for complete policy.*

# CODE OF CONDUCT AND STUDENT DISCIPLINE

## **STUDENT DISCIPLINE POLICY**

It is the responsibility of the school board, administrators, teachers, and employees to safeguard the health and safety of each student. Parents and guardians have the legal responsibility for the behavior of their children as determined by law and community practice. Parent(s)/legal guardians are expected to exercise the required controls so that student behavior will be conducive to the development of self-discipline, and will not be disruptive to the school's education program.

## **DISCIPLINE GUIDELINES**

Our goal in the School District of Phillips is to provide an environment that is conducive to both teaching and learning. All students have the right to a learning atmosphere that is free from disruption. Individual student behavior must be such that it does not interfere with another student's ability to learn or a teacher's ability to teach. We believe that having the chance to make choices teaches self-discipline and responsibility. Students must choose whether they will abide by the policies of the school and its teachers. Since students are held accountable for their actions, the choice students make determines whether consequences will be positive or negative.

### **Positive Behavior Interventions and Supports (PBIS)**

PBIS is a proactive, systematic approach for creating and maintaining safe and effective learning environments in school, and ensuring that all students have the social/emotional skills needed to support their success at school and beyond. PBIS is an approach where desired behaviors are taught. Student behavior is expected to be responsible, respectful, and safe. The objective of PBIS is to reduce problem behaviors and to improve students' adaptive skills. Ultimately PBIS may increase opportunities for an enhanced quality of life.

### **Goals of PBIS:**

- \*Consistent use of positive teaching and reinforcement strategies at school-wide, classroom and individual levels.
- \*Reduction in use of reactive discipline measures.
- \*Data-based decision-making as the core method of determining appropriate interventions.
- \*Implement effective supports/services/interventions for students.

### **Expected Student Behaviors:**

Expected student behaviors have been established on the Expected Behavior Matrix. All students have the social and emotional skills needed to ensure their success at school and beyond. To maintain a safe and effective learning environment the following behavior matrix has been established to inform students of expected behavior in school. This matrix will be on display in each classroom. Staff members will follow the Student Behavior Flow Chart in dealing with behavior that is not Respectful, Responsible and/or Safe. A list of unacceptable behaviors can be found on this chart. This is not an all-inclusive list. For teacher managed behaviors, teacher FYI forms will be sent to the office to be recorded; these forms usually are not sent home. For office managed behaviors, an office discipline form will be completed, recorded, and mailed home. Any teacher managed behavior may become office managed after repeated violations and after the teacher has tried to resolve the matter first in the classroom and with parents/guardians. Disciplinary action may include, but is not limited to, the following: detention, loss of school privileges, parent conference with school personnel, modified school program, removal from class, suspension (in- or out-of school), expulsion, and referral to law enforcement agencies. Acknowledgements will be in place for students displaying positive behavior.

For your convenience the Office Referral form, Teacher FYI form, Expected Behavior Matrix and Student Behavior Flow Chart are published in this handbook.

All referrals are recorded in our student information system. The purpose of this is to provide us with accurate, timely, and practical information for making decisions regarding behavior support systems, targeted interventions for problem areas, and individual student behavior support systems.

## **STUDENT CODE OF CLASSROOM CONDUCT (POLICY 5500)**

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

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

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. This Code of Classroom Conduct shall include the following items:

- A. specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
- B. other student conduct that may be used by a teacher as a basis to remove a student from class; and
- C. procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

The Code of Conduct, developed by a committee created by the Board for that reason consisting of parents, students, Board members, school administrators, teachers, student services professionals, and other appointed residents, and, once created, shall be reviewed by the Board periodically.

Removal of a student from a class that is consistent with the Code of Conduct does not constitute a report under Policy 8462.01 - Threats of Violence. If the staff member believes in good faith that the threat represents a serious and imminent threat to the health or safety of students, staff, or others, and the threat is a threat of violence made in or targeted at a school, staff must still report such threats as described in Policy 8462.01 - Threats of Violence.

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## **REASONS A TEACHER MAY REMOVE A STUDENT FROM CLASS**

A student may be removed from class for conduct or behavior which:

- a) which is incompatible with effective teaching and learning in the class;
- b) violates the behavioral rules and expectations set forth in the Behavior Matrix;
- c) is disruptive, dangerous or unruly or which otherwise interferes with the ability of the teacher to teach effectively;
- d) or violates the District's policies regarding suspension or expulsion.

Students who have been removed from class will be placed in the office. Attempt(s) will be made to contact parents/guardians.

## **SPECIFIC EXPLANATIONS**

### **ALCOHOL, TOBACCO, AND OTHER DRUG ABUSE BY PUPILS**

It is the policy of the School District of Phillips that pupils have the right to attend school in an environment that is free from the non-medical use of alcohol, tobacco (including e-cigarettes/vaping), other drugs, and mood-altering substances. These substances are harmful and interfere with the learning environment and performance of pupils.

The School District of Phillips prohibits the unlawful manufacture, distribution, sale, purchase, possession or use of illicit drugs, alcohol, or tobacco products (including e-cigarettes/vaping), in the school building or on school premises; in any school-owned vehicle or vehicle authorized to transport pupils to and from school or school activities; on or off school property during any school-sponsored or approved activity, event, or function where pupils are under the jurisdiction of the School District. The School District of Phillips is committed to a program to prevent the use/abuse of alcohol and tobacco products (including e-cigarettes/vaping), or the illegal use of a controlled substance by pupils.

All pupils enrolled in the School District of Phillips are required to abide by the terms of this policy. Any violation of this policy may result in disciplinary action including suspension, expulsion, and referral to law enforcement officials.

Any student exhibiting a continuing problem or suspected of being under the influence of drugs or intoxicants is to be referred to the building administrator.

For the first offense by a pupil, the building administrator will contact the pupil's parents, and may also suspend, refer to law enforcement officials, and/or recommend expulsion.

Subsequent offenses will result in parent notification and referral to law enforcement officials. The building administrator may also suspend and/or recommend the student be expelled.

According to the Board Policy 5530, students and parents should be aware that possession and/or consumption of alcohol on school premises or at school-sponsored events (football games for example) is BOTH A VIOLATION OF SCHOOL RULES AND OF CHAPTER 331 WISCONSIN STATUTES. **IT IS THE DISTRICT'S PRACTICE TO REFER SUCH INCIDENTS TO THE POLICE DEPARTMENT AS WELL AS APPLYING SCHOOL CONSEQUENCES. THE SCHOOL DISTRICT RESERVES THE RIGHT TO REQUEST THAT LAW ENFORCEMENT OFFICIALS ADMINISTER A BREATHALYZER TEST TO STUDENTS WHO DISPLAY EVIDENCE OF ALCOHOL CONSUMPTION.**

## **EXPULSION**

Under extremely serious circumstances, or when there is a gross violation of rules, or a pattern of incidents leads to the conclusion that there is habitual neglect of or unwillingness to accept school rules, the administration may recommend expulsion from school.

## **VANDALISM-DESTRUCTION OF PROPERTY**

In the case of accidental or intentional damage to school or personal property resulting from misbehavior, negligence, or carelessness, a student will be responsible for the financial reimbursement necessary to repair or replace the damage. Failure to provide restitution may result in extended detention or suspension, loss of extra-curricular activities, withholding of report cards, or referral to law enforcement/county court.

Vandalism (willful destruction of property) will result in penalties ranging from detention and clean up to AUTOMATIC SUSPENSION for more serious acts. The student and his/her parent(s)/legal guardian are responsible for the cost, in time and money, of repairing or replacing the damaged property. Serious incidents will require referral to law enforcement agencies. This includes vandalism to private as well as school property and damage done to school grounds.

### **Guidelines for Dealing with Vandalism**

1. Referral to law enforcement agencies, if the administration so determines.
2. Restitution for damages and/or expenses incurred by the school, school personnel, or school district. The amount of restitution shall be determined by either the administration or the courts or both, depending on the circumstances of the case. Expenses incurred will include the recovery of reward money paid out, where applicable.
3. Immediate suspension from school for up to five days.
4. Suspension from all participation in and, at the discretion of the administration, all attendance at extra-curricular activities for a period of up to 45 school days (the equivalent of one-quarter of the school year).
5. Up to 20 non-school hours to be spent helping to clean up the school in other ways. The hours must be completed within six months of the date on which the student was informed of the punishment.
6. Repeated offenses or extremely serious and dangerous acts will lead to additional punishment, up to and including the recommendation for expulsion from school.

## **WEAPONS**

Any student found in possession of a weapon, including laser pointers, at school, on the school bus, or at any school-sponsored activity is subject to the following:

1. Immediate confiscation of the weapon. The principal/designee shall determine whether or not the item is returned at a later date.
2. Parent/guardian notification.
3. Conference with the principal/designee. The principal/designee shall determine the degree of danger and severity of the weapon possession, as well as the intent of the student, and implement one or more of the consequences listed below:
  - a. Referral to counseling/school psychologist
  - b. Detention and/or suspension
  - c. Referral to law enforcement officials
  - d. Recommendation for expulsion

A weapon is defined as any object possessed or used that was designed or intended for injuring another person, whether accidentally or intentionally.

*See board policy 5772 for complete policy.*

### ***FIREARMS***

Any student found to be responsible in any way for a firearm being stored, possessed, or used on school property, school transportation, or at school events without the direct prior approval of the school administration shall be referred to the Phillips Board of Education for **expulsion** from school. The student will also be referred to law enforcement officials.

*See board policy 5772 for complete policy.*

### ***IMPROPER DISPLAY OF AFFECTION***

Students are expected to exercise self-control while choosing to share their affection with other students. Acceptable displays of affection are kind words and handshakes, holding hands is acceptable for high school students. More intimate touching and kissing will leave others uncomfortable. Students are expected to use common sense with their degree of intimacy. If faculty members feel that students are getting too intimate, they have been instructed to warn the students. If the problem occurs again, the students will be penalized. The school asks students to remember there is a time and place for everything. Habitual offenders or extreme situations will receive an office referral.

### ***DISCIPLINE REFERRAL FORMS AND PROCEDURES***

- Administrator-Managed (Major) Referral Form
- Staff Managed (FYI) Referral Form
- Student Behavior Management Flow Chart

# ADMINISTRATOR-MANAGED (MAJOR) REFERRAL FORM

Student: \_\_\_\_\_ Referred By: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

| LOCATION (choose one)                                                                                                                                                                                                                                                        | PERCEIVED MOTIVATION                                                                                                                                                                             | BEHAVIOR (choose one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                              | PREVIOUS ACTIONS FOR STAFF-MANAGED BEHAVIORS<br>(choose all that apply)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ___ Auditorium<br>___ Commons<br>___ Hallway<br>___ Classroom<br>___ Bathroom<br>___ IMC<br>___ Computer Lab<br>___ Gymnasium<br>___ Locker Room<br>___ Office<br>___ Bus<br>___ Event<br>___ Pool<br>___ Other<br><br>___ Outside, dismissal or arrival<br>___ Lunch recess | ___ Obtain Peer Attention<br>___ Obtain Adult Attention<br>___ Obtain items/activities/sensory<br>___ Escape/avoid tasks/activities/sensory<br>___ Avoid Peers<br>___ Avoid Adult<br>___ Unknown | ___ Abusive/Inappropriate Language/Profanity<br>___ Academic Dishonesty<br>___ Alcohol<br>___ Arson<br>___ Assault<br>___ Bomb Threat/False Alarm<br>___ Bullying<br>___ Cutting Class (Skipping)<br>___ Defiance/Insubordination/NonC<br>___ Disrespect<br>___ Disruption<br>___ Dress Code Non-Compliance<br>___ Fighting<br>___ Forgery/Theft<br>___ Gang Representation<br>___ Inappropriate display of affection<br><br><input type="checkbox"/> Documented Chronic Minor Behavior (3+)<br>_____ (list behavior) | ___ Inappropriate location/out of bounds<br>___ Harassment<br>___ Sexual<br>___ Verbal Threat<br>___ Physical Threat<br>___ Lying<br>___ Physical Aggression<br>___ Restricted<br>___ Substances/Drugs<br>___ Tardy to Class<br>___ Technology Violation<br>___ Electronics<br>___ Cell Phones<br>___ Computer Misuse<br>___ Tobacco<br>___ Truancy<br>___ Use/Possession of combustibles<br>___ Vandalism/Property Damage<br>___ Weapons<br>___ Other _____ | ___ 1 <sup>st</sup> Incidence<br>___ Warning<br>___ Verbal redirection<br>___ Guidance referral<br>___ Re-teaching/modeling<br>___ Required to continue activity<br>___ Modified assignment<br>___ Time-out in room (duration _____)<br>___ Separation of students<br>___ Lost time on recess/activity<br>___ Lost access to items<br>___ Guardian phone call<br>___ Date Attempted: _____<br>___ Date Left Message: _____<br>___ Date Made Contact: _____<br>___ Guardian conference<br>Date _____<br>___ Guardian email<br>___ Date Response back: _____<br>___ Other _____ |

DESCRIPTION OF INCIDENT \_\_\_\_\_

## ACTION TAKEN

- |                                                    |                                                      |                                                        |
|----------------------------------------------------|------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Detention*                | <input type="checkbox"/> Referral to Law Enforcement | <input type="checkbox"/> Conference with Student       |
| <input type="checkbox"/> In-School Suspension*     | <input type="checkbox"/> Recommend Expulsion         | <input type="checkbox"/> Phone call to Parent by _____ |
| <input type="checkbox"/> Out-of-School Suspension* | <input type="checkbox"/> Time in Office              | <input type="checkbox"/> Guidance Counselor Referral   |
|                                                    | <input type="checkbox"/> Loss of Privileges          | <input type="checkbox"/> Other _____                   |

\*Detention Dates and Hours \_\_\_\_\_

\*Suspension Dates & Hours \_\_\_\_\_

## Corrective Action Plan:

Principal/Designee Signature \_\_\_\_\_ Date \_\_\_\_\_



## STAFF-MANAGED (FYI) REFERRAL FORM

**Student:** \_\_\_\_\_ **Referred By:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

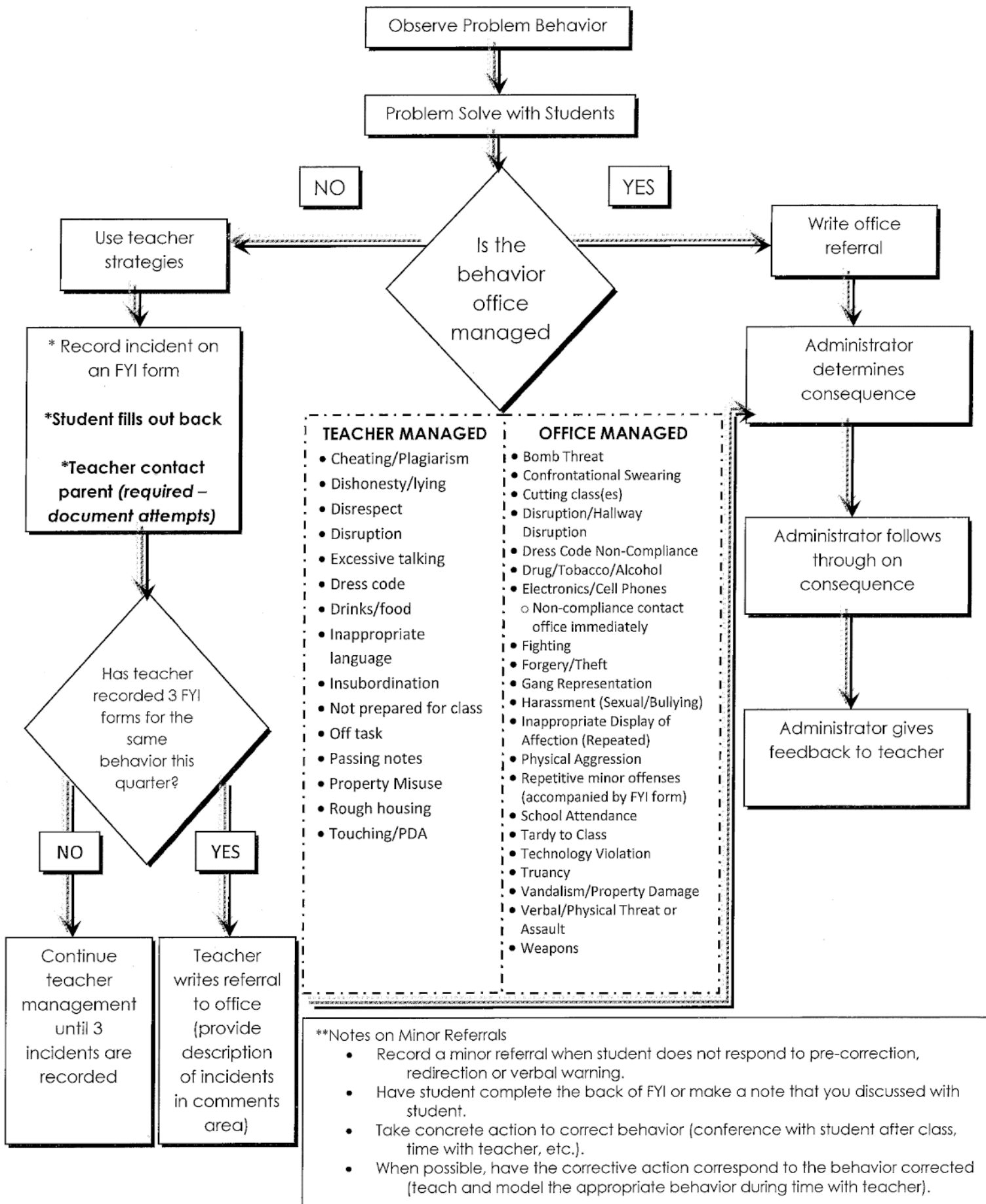
| <u>LOCATION (choose one)</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <u>PERCEIVED MOTIVATION</u>                                                                                                                                                                                                                                                                                                                                                       | <u>BEHAVIOR (choose one)</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <u>PREVIOUS ACTIONS FOR STAFF-MANAGED BEHAVIORS (choose all that apply)</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Auditorium<br><input type="checkbox"/> Commons<br><input type="checkbox"/> Hallway<br><input type="checkbox"/> Classroom<br><input type="checkbox"/> Bathroom<br><input type="checkbox"/> IMC<br><input type="checkbox"/> Computer Lab<br><input type="checkbox"/> Gymnasium<br><input type="checkbox"/> Locker Room<br><input type="checkbox"/> Office<br><input type="checkbox"/> Bus<br><input type="checkbox"/> Event<br><input type="checkbox"/> Pool<br><input type="checkbox"/> Other _____<br><div style="margin-left: 20px;"> <input type="checkbox"/> Outside, dismissal or arrival<br/> <input type="checkbox"/> Lunch Recess                 </div> | <input type="checkbox"/> Obtain Peer Attention<br><input type="checkbox"/> Escape/Avoid Tasks/Activities/Sensory<br><input type="checkbox"/> Obtain Items/Activities/Sensory<br><input type="checkbox"/> Obtain Adult Attention<br><input type="checkbox"/> Escape/Avoid Adult(s)<br><input type="checkbox"/> Escape/Avoid Peer(s)<br><input type="checkbox"/> Unknown Motivation | <input type="checkbox"/> Defiance/Non-Compliance <div style="margin-left: 20px;"> <input type="checkbox"/> Cheating/Plagiarism<br/> <input type="checkbox"/> Dishonesty/Lying<br/> <input type="checkbox"/> Drinks/Food<br/> <input type="checkbox"/> Insubordination                     </div> <input type="checkbox"/> Disrespect<br><input type="checkbox"/> Disruption <div style="margin-left: 20px;"> <input type="checkbox"/> Excessive talking<br/> <input type="checkbox"/> Not prepared for class<br/> <input type="checkbox"/> Off task<br/> <input type="checkbox"/> Passing Notes                     </div> <input type="checkbox"/> Inappropriate Language<br><input type="checkbox"/> Property Misuse<br><input type="checkbox"/> Physical Contact <div style="margin-left: 20px;"> <input type="checkbox"/> Touching/PDA<br/> <input type="checkbox"/> Rough housing                     </div> <input type="checkbox"/> Hall Pass Violation <div style="margin-left: 20px;"> <input type="checkbox"/> In hallway w/o pass<br/> <input type="checkbox"/> Abuse of pass (taking too long, not going to the correct area, etc)                     </div> <input type="checkbox"/> Dress Code Violation - Compliant | <input type="checkbox"/> 1 <sup>st</sup> Incidence<br><input type="checkbox"/> Warning<br><input type="checkbox"/> Verbal redirection<br><input type="checkbox"/> Guidance referral<br><input type="checkbox"/> Re-teaching/modeling<br><input type="checkbox"/> Required to continue activity<br><input type="checkbox"/> Modified assignment<br><input type="checkbox"/> Time-out in room <div style="margin-left: 20px;"> <input type="checkbox"/> (duration _____)                     </div> <input type="checkbox"/> Separation of students<br><input type="checkbox"/> Lost time on recess/activity<br><input type="checkbox"/> Lost access to items<br><input type="checkbox"/> Guardian phone call <div style="margin-left: 20px;"> <input type="checkbox"/> Date Attempted: _____<br/> <input type="checkbox"/> Date Left Message: _____<br/> <input type="checkbox"/> Date Made Contact: _____                     </div> <input type="checkbox"/> Guardian conference <div style="margin-left: 20px;"> <input type="checkbox"/> Date _____                     </div> <input type="checkbox"/> Guardian email <div style="margin-left: 20px;"> <input type="checkbox"/> Date Response back: _____                     </div> <input type="checkbox"/> Other _____ |

**DESCRIPTION OF INCIDENT** \_\_\_\_\_

**ACTION TAKEN** ☐ Conference with Student ☐ Other \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_

# Phillips 6-12 Campus Student Behavior Management Process



## ATHLETICS, EXTRA-CURRICULAR, AND SCHOOL ACTIVITIES

### **MIDDLE SCHOOL ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

The Phillips Middle School sponsors the following athletics and extra-curricular activities: Football, Cross Country, Volleyball, Basketball, Wrestling, Track, Baseball, Softball, eSports, Student Council (by election), Forensics, and Yearbook.

### **HIGH SCHOOL ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

The Phillips High School sponsors the following athletics: Football, Cross Country, Tennis (Girls), Volleyball (Girls), Basketball, Hockey (Boys), Wrestling (Boys and Girls), Track, Baseball, Softball, Soccer (Girls).

The Phillips High School sponsors the following extra-curricular activities:

|                                                |                               |
|------------------------------------------------|-------------------------------|
| Art Club.....                                  | Mr. Pipkorn                   |
| eSports.....                                   | Mr. Evenson                   |
| Forensics.....                                 |                               |
| High Quiz Bowl.....                            | Mr. Peterson                  |
| Mock Trial Team.....                           | Mr. Wirth                     |
| National Honor Society.....                    | Mr. Peterson                  |
| Prom.....                                      | Ms. Kleinhans                 |
| Future Business Leaders of America (FBLA)..... | Mr. Kovarik                   |
| Sources of Strength.....                       | Ms. Sidenbender & Ms. DeGroot |
| Student Council.....                           | Mr. Evenson & Ms. Knipp       |
| Teen Court.....                                |                               |
| Wabasso (Yearbook).....                        | Ms. Mollman                   |

### **2025-2026 CLASS ADVISORS**

| Senior         | Junior       | Sophomore     | Freshman      |
|----------------|--------------|---------------|---------------|
| Mr. Evenson    | Ms. DeGroot  | Ms. Mollman   | Ms. Hartmann  |
| Mr. Kovarik    | Ms. Knipp    | Ms. Poort     | Ms. Kleinhans |
| Mr. Peterson   | Mr. Makovsky | Ms. Schilling | Mr. McCardle  |
| Ms. Vollendorf |              | Mr. Winter    |               |

The chairperson's responsibility is to coordinate the efforts of the class and the advisory group. The chairperson is not the one to be left with all the work. All advisors are to help in the advising of the class and its endeavors. All advisors and class officers will be responsible for conducting orderly meetings.

### **HIGH SCHOOL CLASS DUES AND ACTIVITIES**

- Each class is responsible for electing its own officers. The offices are: President, Vice-President, Secretary, and Treasurer.
- Monies are needed by classes for the various responsibilities and activities. These monies may be raised by class dues and/or by a variety of fund raising activities. (see Fund Raising) Class monies are used for the following kinds of activities:
  - Donations or flowers on the death of a class member or in the immediate family of a classmate (all classes)
  - Expenses associated with dances and activities
  - Preparing homecoming floats
  - Prom expenditures
  - Graduation flowers and decorations
  - Most classes try to leave a small balance to cover such items as mailing expenses for class reunions, etc.
- Handling of class and organization funds is subject to AUDIT. Therefore, financial records must be carefully kept. Under no circumstances should class monies be carried around or left in lockers. Monies accumulated from class dues or activities should be deposited in the office DAILY or any time there is an accumulation of funds.
- The financial status of each class is maintained in the office. Before making expenditures, check the class's financial status.

4. Expenditures of class funds must be authorized by the principal. Projects should be authorized by the class advisors. All expenditures of class or organization money are subject to annual audit. Therefore, all such transactions need to be clearly approved and easily checked. Be sure pre-approval forms are used for all purchases. DO NOT BUY FIRST AND CHECK LATER!
  - a. Purchases by mail: All non-local purchases MUST BE PRE-APPROVED BY THE ADVISOR AND PRINCIPAL and sent out through the office with a copy of the purchase order retained in the office. Such purchase orders must clearly state the class/organization responsible. When the order is received, the advisor must check it in, and bills must be approved for payment by both the advisor and the principal.
  - b. Local Purchases: Local purchases for materials (for example, paper for decoration) require an AUTHORIZATION FORM from the office to be presented to the local merchant. DO NOT SIMPLY BUY SOMETHING AT A LOCAL STORE AND EXPECT THE CLASS TO REIMBURSE YOU.

## **DANCES**

All dances are closed with the exceptions of the Homecoming dance and Prom. The following rules apply to dances:

1. A dance request form must be completed and submitted to the principal prior to the dance.
2. Dances are for students of Phillips High School. Dates of students must be cleared with the principal for any exceptions to this rule.
3. All school rules will be fully enforced. Infractions of rules or misconduct may mean suspension from one or more dances at the high school or appropriate penalties on the following school day.
4. Doors will be locked 45 minutes after the doors open. Exceptions must be cleared with the advisors of the dance. There will be no entering and leaving the dance.
5. Dances will end at or before 12:00 midnight. Ordinarily dances are restricted to Fridays. The principal must approve any exceptions.
6. Infractions of rules or misconduct may mean suspension from one or more dances at the high school or appropriate penalties on the following school day.
7. Organizations or classes conducting a dance will be responsible for making arrangements with the principal for sponsoring the dance. Appropriate adult (parent/faculty) supervision must be arranged. Such dances require three adult chaperons and must include at least two faculty members. The principal must clear exceptions.
8. Any class or organization holding a dance is required to notify the city police in advance and provide them with a specific date and time for the dance. If an officer is not available to work the dance the school parking lot will be patrolled more frequently.
9. Students will not be allowed to carry in soda, juice, etc.
10. Inappropriate music will not be allowed.

## **SCHOOL-SPONSORED TRIPS**

Whenever students are on school-sponsored, chaperoned trips, the following rules will apply:

1. The chaperone's instructions will be followed in accordance with regular school rules.
2. Use or possession of alcohol or controlled substances is strictly prohibited; this rule applies to all students, regardless of age. Students who violate the above will be subject to the following:
  - a. The chaperone will refer the individual to police (chpt.31) and contact the parent(s)/legal guardian. It will be their responsibility to come and get the student.
  - b. School Board policies apply, including suspension, conference, possible mandatory counseling, and loss of privileges.
  - c. All awards or honors associated with the trip on which the violation occurred would be removed.
  - d. The student involved will be banned from all extracurricular trips for one calendar year from the date of the violation.
3. Students who are arrested or detained by police for other reasons (for example, shoplifting) will be subject to all of the provisions under 2.
4. Anyone who does not accept the direction of the chaperone will be subject to any of the above (2), depending on the severity of the behavior; and will be referred to the principal.
5. Students may NOT drive or ride in vehicles other than school or commercial transportation. (In unusual circumstances, exceptions may be granted only upon authorization of the principal.)
6. All students transported to a location by school transportation shall return on school transportation unless prior arrangements have been made for the parent or guardian to transport. The principal or designee may only authorize exceptions.
7. Teachers/chaperones will provide a list of names of those students attending at least 2 days prior to the trip. Attendance may be denied to a student at the request of any teacher.

8. School trips are on a tight schedule; any students who delay the schedule are subject to disciplinary action.

### **OVERNIGHT TRIPS**

All of the provisions above apply to overnight trips. In addition, the following special rules apply:

1. The chaperones will be responsible for and have authority to make rules of conduct as fit the situation.
2. The chaperones will establish a curfew time at which all students must be in and remain in their rooms. A suggested time is 10:00 p.m., although this may be adjusted to fit special circumstances.
3. If conditions warrant some “free” or unsupervised time, students must keep chaperones advised of their plans, and students **MUST** pair up so that they have a specific “buddy” who they will stay with until they report back to the chaperones.
4. Girls and boys shall be housed in separate, unconnected rooms, and a time shall be set after which there will be NO boys in girls rooms and vice-versa. At any time there are mixed students, room doors shall be open.
5. No outside or non-participating persons shall be permitted in any student rooms without specific permission of the chaperone; and except for parents, no outsiders are permitted in any student room after 9 p.m.

## **TRANSPORTATION**

The school bus policy requires suspension from riding for serious offenses and for chronic referrals in one school year. Parents will receive a copy of all bus referrals, and a conference with the driver and principal may be required.

### **BUS PASSES**

Students wishing to ride the bus to a destination other than home must have a written note from their parent(s)/legal guardian. Students will bring this note to the office to receive a bus pass. Students will not be allowed to ride the bus or get off at a different destination unless the pass is presented to the bus driver. If extenuating circumstances require you to call the office for a pass, please do so as early as possible.

### **BUS RULES**

- Obey the bus driver
- Occupy seats toward the front of the bus (the back two seats stay open)
- Remain seated while the bus is in motion ( seat to seat, back to back)
- The following will not be allowed:
  - Loud or profane language
  - Fighting
  - Throwing objects
  - Any food or beverages (unless bus driver gives permission)
  - Alcoholic beverages
  - Drugs
  - Tobacco products (including vapes)
  - Weapons
  - Any other items that may endanger the safety of oneself or others (matches, lighters, etc)
  - Any behavior causing the distraction of the driver
- Any damage to the bus by students will be paid for by the students causing the damage

1<sup>st</sup> offense: Warning by the driver

2<sup>nd</sup> offense: Driver reports student to the Transportation Supervisor for discipline by Principal and possible suspension of bus privileges.

Gross violation of the rules may result in automatic suspension of bus privileges.

### **STUDENT SPECTATOR BUSES**

In the interest of conserving energy and finances, no student spectator buses shall be authorized for out-of-town games unless at least 40 students will ride and pay the established fee.

## **DRIVING AND PERSONAL VEHICLE USE**

The student parking lot is to be used for student parking ONLY. SITTING IN PARKED VEHICLES OR LOITERING IN THE PARKING AREA IS PROHIBITED due to the difficulty of supervision. ALL CARS PARKED IN THE LOT MUST BE REGISTERED each year by filling out an application form in the school office. Parking must be in designated areas. Improperly parked vehicles will be subject to a fine. The school does not encourage the driving of cars to school, especially by underclassmen; however, recognizing that some students need to do so on a regular or irregular basis, the following rules apply to use of vehicles during the school day.

1. **UNDERCLASSMEN** - are not allowed to drive or ride in vehicles during the school day INCLUDING LUNCH PERIOD. Exceptions will be considered only with parent(s)/legal guardian consent for valid reasons.
2. **SENIORS** - are subject to the same restrictions except use of vehicles at lunch is permitted. Seniors caught transporting underclassmen may have their parking privileges revoked.

Student vehicles are to be parked in front of the 6-12 Campus in designated areas such that they do not interfere with normal traffic routes. At no time before, during, or after school should any student park behind the school.

Vehicles improperly parked will be fined. Unpaid fines will double and privileges will be revoked until paid. Students are expected to pay attention to the painted lines when visible. When snow or sand obscures the lines, students are still expected to use common sense and park responsibly. Fines may be assessed for any violation to this policy.

School parking areas, driveways, etc. are school property. The school reserves the right to deny privileges to those who operate their vehicles in unsafe or irresponsible ways. The service driveway behind the school and the staff parking area are off-limits for student vehicles, except by special permission. In the event of complaints about off school-premises driving, but related to the school day, i.e. lunch periods and entering or leaving school, parent(s)/legal guardian may be contacted. Among the possible consequences for rule violations are revocation of the privilege and referral to law enforcement agencies. **THE SPEED LIMIT IN THE PARKING LOT IS 15 MPH.** THE CHOICE TO USE THE SCHOOL PARKING LOT IS THE STUDENT'S, AND THE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR DAMAGE TO VEHICLES THERE. **VEHICLES ARE SUBJECT TO SEARCH UNDER THE REASONABLE SUSPICION SEARCH STANDARD.**

## HEALTH SERVICES

### IMMUNIZATIONS

All students must present evidence that they have received at least the first dose of each type of vaccine required for their grade level within 30 school days after admission to school. Waivers are available for health (signed by a physician), religious, or personal conviction (signed by parent) reasons.

*See board policy 5320 for complete policy.*

### ADMINISTERING MEDICINE TO STUDENTS

Medications should be administered to students at home rather than at school whenever possible. Designated school personnel may administer medications to students under established conditions. They shall not be required to administer medication to a student by any means other than ingestion.

**PRESCRIPTION MEDICATIONS:** those that are obtainable only by prescription of a licensed physician or health care professional. The following procedures will be followed in order to ensure that the prescribing physician retains the power to oversee the administration of prescribed medication:

1. **Consent Form:** No medications will be administered by school personnel or their agents until medication consent forms from the physician and parent/guardian are completed and returned to the office.
2. **Medication Information:** Medication to be administered at school must have the following information printed in language understandable to the lay person on the original prescription container: student's full name, name of drug and dosage, time and quantity to be given, physician's name, and date prescription was filled.
3. Personnel designated to administer medications may indicate a willingness to provide medications in an emergency by means other than ingestion. Such personnel shall receive appropriate instruction in administering medications by parental means.

A school employee may use an epinephrine auto-injector to administer epinephrine to any pupil who appears to be experiencing a severe allergic reaction if, as soon as practical, the employee reports the allergic reaction by dialing "911". **An employee is immune from civil liabilities for his or her acts or omissions in administering a drug to a pupil unless the act or omission constitutes a high degree of negligence.**

Students may self-administer certain emergency prescription medications such as epinephrine's for allergic reaction, and inhalers for asthma while at school or school activities only under the supervision of school staff. Medication consent forms must be completed as detailed above for prescription medications. Such medications may be kept in a secure place by the individual student, only if deemed appropriate by the student's teacher, principal and/or health services supervisor. In such cases where it is not deemed appropriate, the emergency medication will be kept in a secure place by the teacher or principal, taking into consideration the need for emergency access to the medication.

**NON-PRESCRIPTION MEDICATIONS:** those that can be obtained over the counter. Students in grades 9-12 may self-administer oral non-prescription medications while at school. The individual student may keep such medications. Parents may request school staff to monitor student self-administration. In such cases a medication consent form shall be completed by parent/guardian, and the medications shall be stored in the office. (Students in grades 6-8 should have a medication consent form completed. The medication will be kept in the office.)

The principal will designate a member of the office staff to be responsible for dispensing medication for students. Failure to provide the school with the documents listed above will result in the school returning the medication to the parent until such time as the requirements for administration of the medication are met.

### PROCEDURE IN CASE OF ILLNESS OR INJURY

**INJURIES SHOULD BE REPORTED AT ONCE TO THE OFFICE** If a student is injured or becomes ill while at school, they should notify the teacher in charge who will contact the office. If they become ill between classes, unless it is an emergency, they should go to their next class and inform the teacher. **THEY SHOULD NOT REPORT DIRECTLY TO THE OFFICE** unless it is a situation that demands immediate attention.

The sick room serves two major functions – the dispensing of minor first aid, and as a place for a student to wait while parents are coming. In the event that a student is too ill to attend class, if after 45 minutes the student remains ill, the parents will be notified and the student will be released to the parent. IN MOST CASES, IF A STUDENT IS UNABLE TO ATTEND CLASS, THE PROPER PLACE FOR HIM/HER IS AT HOME. If the illness or injury requires that the student leave school, they must check out through the office; THEY **MAY NOT JUST LEAVE!** The law requires that the school contact the parents before allowing a student to leave.

### ***PEDICULOSIS (HEAD LICE) (POLICY 8451)***

Head lice are present in the community at all times and can be particularly prevalent among pre-school and elementary school-age children. Lice are a nuisance, but do not spread disease. Control of lice infestation is best handled by adequate treatment of the infested person and their immediate household and other close personal contacts. Contracting head lice is not an indicator of cleanliness or socioeconomic status.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and the child. It is the responsibility of the parent(s) to check their child's head on a regular basis for signs of head lice and treat adequately and appropriately as necessary. Control depends on prompt case finding and effective treatment.

If a child in the District is found to have head lice or untreated nits, school staff will notify the parent and recommend to pick up the student immediately and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide), treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. If a student with live lice or untreated nits is not able to be picked up immediately, they may remain in the classroom for the remainder of the school day.

Students may return to the classroom after the appropriate use of an FDA-approved lice treatment (e.g., pediculicide/ovicide), or the Centers for Disease Control treatment options by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal.

### ***CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES (POLICY 8450)***

The Board recognizes that control of the spread of communicable disease through casual contact is essential to the well-being of the school community and to the efficient District operation. The District will handle information regarding students and staff with suspected or confirmed communicable diseases confidentially in accordance with State and Federal laws and Board policies.

For purposes of this policy, "casual contact communicable disease" shall include:

- A. diphtheria,
- B. scarlet fever and other strep infections,
- C. whooping cough,
- D. mumps,
- E. measles,
- F. rubella, and
- G. others designated by the Wisconsin Department of Health Services (DHS).

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual contact communicable disease spread through normal interaction in the school setting.

#### **Initial Exposure - Suspected Communicable Disease**

If a student exhibits symptoms of a communicable disease, a teacher, school nurse, office staff, or the Principal will isolate the student in the building and contact the parents and may choose to send the student home. The staff member shall notify the parent(s) of the student, the Principal, and also contact the Price County Health Department to report the incident. The health department officials shall be responsible for conducting any investigation deemed necessary and directing the District to follow specific protocols, including those established by the Wisconsin Department of Health Services.

#### **Protocols During a Pandemic/Epidemic**



The procedure described above pertains to an initial and/or isolated identification of the possible presence of a communicable disease in a school. In the event of an ongoing pandemic or endemic outbreak of a communicable disease, the Administration and Board shall develop protocols to manage school during a pandemic or epidemic. See Policy 8420.01 – Epidemics and Pandemics.

Protocols shall be developed with consideration for the following resources:

- A. Statewide declaration of emergency and related orders;
- B. guidance provided by medical and/or public health officials, such as the Centers for Disease Control and Prevention (CDC); Wisconsin Department of Health Services (DHS); Wisconsin Department of Public Instruction (DPI); American Pediatrics Association;
- C. local health department officials and local medical professionals;
- D. parent and/or student groups; and
- E. other resources developed for and specific to the circumstances facing the District.

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### ***DIRECT CONTACT COMMUNICABLE DISEASES (POLICY 8453)***

The Board seeks to provide a safe educational environment for students and staff. To this end, students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring, to the extent permitted by State communicable disease reporting requirements, the confidential status of individuals who may have been diagnosed with a contact communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);
- B. AIDS (acquired immune deficiency syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. other diseases that may be specified by the Wisconsin Department of Health Services (DHS) as contact communicable diseases.

The Board recognizes that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

With this in mind, the Board directs the District Administrator to develop programs for students and staff for the purpose of understanding the manner in which these diseases may be prevented and how they are transmitted. These programs should specify the risk factors involved, how to deal with those risks, and emphasize the fact that these diseases are preventable if basic precautions are taken.

The Board further directs the District Administrator to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality, their right to privacy and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and such individuals will also be provided reasonable accommodation as required by the Wisconsin Fair Employment Act and the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy dealing with Homebound Instruction.

The District Administrator shall also report communicable diseases and any removal from the school setting of students or staff suspected of having a communicable disease to appropriate authorities as provided under State law.

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# TECHNOLOGY

## **IMC - LIBRARY**

The IMC is a Reference Center. In order to go to the IMC, students must have a specific research purpose or task. Once that task is completed, students will be sent back to class. The rules of the IMC will be posted and/or distributed. If students violate these rules, they are subject to a loss of library privileges and/or detention, etc.

## **CELL PHONES/PERSONAL COMMUNICATION DEVICES**

Phillips School District recognizes the importance of communication and collaboration, and provides devices for students to be productive in the classroom. To keep the focus on academics and to reduce unnecessary distractions, the school enforces the following:

### **ELEMENTARY SCHOOL**

- Cell phones and mobile devices should not be sent to school. If devices are brought to school, they shall be kept in the student's backpack.

### **MIDDLE SCHOOL**

- Cell phones and all mobile devices shall be kept in a student's backpack, locker, or clothing pockets
- Cell phones and all mobile devices are not allowed to be used during the school day, unless directed by a teacher for educational purposes
- Cell phones and all mobile devices can be used at the end of school day to communicate directly with parents/friends who are assisting in transportation
- Cell phones and all mobile devices are not allowed to be used during transition times or between classes

If a student needs to make an emergency call during the day, they are to come up to the office

First offense....Device will be taken to the front office for the remainder of the day and may be picked up when a student is ready to leave school after communicating with an administrator about expectations.

Second offense....Device will be taken to the front office and must be picked up by a parent/guardian, communication about expectations will also be addressed.

Third offense....Device will be taken to the front office and a meeting will be set up and may result in the device to be left in the front office daily.

### **HIGH SCHOOL**

- Cell phones and devices must be silenced and out of sight in the classroom. Students are DISCOURAGED from bringing these devices to school. If a student chooses to bring the device to school, he/she is ultimately responsible for the security of that device. Students are encouraged to lock devices in their lockers. Students may use devices before school, after school and during lunch. High School students may also use devices during passing time. Students are expected to use devices appropriately. This means:
  - Get to class on time
  - Don't use device to bully or harrass
  - Don't use the device in the bathroom
  - Don't use the device in any way that disrupts the learning environment

The use of devices is a privilege that may be revoked. Coaches/supervisors or bus drivers may allow devices to be used on the bus.

## **VIDEO SURVEILLANCE**

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District, and on school buses.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceeding, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Access to and viewing of video recordings is limited to authorized personnel.

*See board policy 7440.01 for complete policy.*

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY (POLICY 7540.03)**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides technology resources (as defined in Bylaw 0100-Definitions) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136-Personal Communication Devices).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

The Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District Administrator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to confirm their agreement to abide by the terms and conditions of this policy during the annual student registration process.

Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Principals as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

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## SCHOOL SAFETY

### **SCHOOL SAFETY PROTOCOLS**

The district utilizes a set of standard response protocols which include: Hold; Secure; Lockdown; Evacuate; and Shelter. The administrative team may utilize a "Hold" when there is a situation occurring that requires students and staff to remain in their classrooms or stay out of the hallway or common areas. Some of the situations this may be used for include medical events, student issues or concerns, or law enforcement matters. "Secure" may be used if there is a wild animal or other threat outside the building. "Shelter" is used when there are weather related factors that require us to move to safer spaces within the building. The other protocols are used when a crisis response is needed.

### **FIRE AND TORNADO DRILLS**

By law, monthly fire drills must be held in each school. Students should note the evacuation directions posted in each classroom and the difference between the fire evacuation and tornado shelter areas. The school will have several drills throughout the year.

*See board policy 8420 for complete policy.*

### **BULLYING (POLICY 5517.01)**

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

#### **Definitions**

##### **"Bullying"**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a

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

Some examples of Bullying are:

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

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

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

Cyberbullying includes, but is not limited to, the following:

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

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

**"Staff"** includes all school employees and Board members.

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

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

## **Complaint Procedures**

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

should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

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

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

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

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

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

If, during an investigation of a reported act of bullying in accordance with this Policy, the Principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws, the Principal will report the act of bullying to one (1) of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity, or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one (1) or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

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

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

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

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

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

#### **Retaliation/False Reports**

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

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

### **Privacy/Confidentiality**

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

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

### **Notification**

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

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

### **Records and Reports**

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

### **Education and Training**

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

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## **SEARCH AND SEIZURE (POLICY 5771)**

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

### **School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property, and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers, and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the Principal to provide students with written notice of this policy at least annually and that routine inspections be done at the discretion of the Principal of all such storage places.

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

### **Student Person and Possessions**

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

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

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

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

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

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

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

### **Parking Permit Required**

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

### **Use of Dogs**

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

- A. the presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant;
- B. the dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog;
- C. the dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

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

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

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

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### ***SCHOOL RESOURCE OFFICER (SRO) PROGRAM (POLICY 8407)***

To promote a safe, secure, and supportive school environment, the Board believes it appropriate for the District to have a collaborative relationship with the law enforcement agency(ies) with jurisdiction in the District through a School Resource Officer (SRO) Program.

The SRO Program shall provide appropriate and relevant information, instruction, and resource services to students, teachers, and parents. These services, and the District's and the law enforcement agency's(ies') duties and obligations regarding the SRO Program, shall be set forth in an agreement between the District and the law enforcement agency(ies), including:

- A. placement of a designated School Resource Officer in specific schools on specific days and times;
- B. development of positive law enforcement officer/student relationships;
- C. investigation of alleged violations of law, consistent with the authority and duties of law enforcement officers, that involve student or staff conduct on or off of school property;
- D. educational presentations/discussions;
- E. preventative and/or informational discussions with students/parents;
- F. patrol and supervision of various school functions.

The building principal(s) shall serve as the designated liaisons between the District and the law enforcement agency(ies) and shall oversee the SRO Program as it pertains to the specific building(s). The District and the law enforcement agency(ies) shall collaborate in determining various responsibilities and requirements under the SRO Program, including programming services

and development of the school safety plan (See Policy 8420 - School Safety). Any services or activities provided or performed by the law enforcement agency(ies) via the SRO Program shall not serve as a substitute for any responsibilities assigned to District personnel. Appropriate District personnel remain responsible for all decisions relating to student and co-curricular discipline.

Sharing of confidential information and/or student record information with the law enforcement agency(ies) by the District shall fully comply with all relevant statutory provisions and District policies. Use of any devices by any member of the law enforcement agency(ies) to gather or store information in the course of an investigation (e.g., body camera footage) shall be done in full compliance with all law enforcement agency(ies) policies, as well as State and Federal law regarding the use of any such devices.

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## FOOD SERVICE

### **LUNCH PROCEDURES**

1. Students will deposit money into their lunch accounts in the school office. Students should bring cash or a check made out to the School District of Phillips. No change will be given for deposits into the lunch accounts. Parents may use efunts to deposit money using a credit card or checking account (see district webpage).
2. A series of letters will be sent to a student's parent(s)/guardian informing of negative lunch balances.
3. Families are encouraged to take advantage of the free and reduced lunch program if they are eligible. To determine eligibility the form included in the student packet should be filled out and sent back to school. Only one form per family is necessary. Families who qualify will be notified. Free and reduced applications are available in all school offices and online.
4. The School District of Phillips participates in the National School Breakfast program.
5. Each student is to use only his/her lunch ID number.
6. The lunch account balances carry over to the next school year. Balances will be returned to families that no longer have students in the school. Balances may be donated.

### **STUDENT NONDISCRIMINATION FOOD SERVICES**

Students in the School District of Phillips shall have an opportunity to participate in school lunch and milk programs. These programs shall be administered by the superintendent, or designee, in accordance with established guidelines.

Food service prices shall be established by the Board annually. In accordance with federal guidelines, the District shall offer free and reduced price food benefits to students who qualify.

Individual student account balances will be reviewed on a case-by-case basis. The director of food service in partnership with the building administration office staff will prepare a monthly report of all negative balances to the superintendent's office. Negative balance accounts determined to need communication will receive written notice of the account statement which will include the contact person assigned for assistance. Students in grades 4K- grade 8 will continue to receive school-provided meals during the process of review. Students in grades 9-12 may be denied access to school-provided meals only by the superintendent or his/her designee.

Vending machines may be installed in District schools when approved by the Board.

The School District of Phillips shall not discriminate in school-sponsored food service programs on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or handicap.

*See board policy 2260 for complete policy.*

## MISCELLANEOUS

### **STUDENT PASSES**

Students should have a pass to use the bathroom or move to another area when it is not a scheduled passing time. Students wishing to go to another classroom should have a pre-arranged pass from that teacher. If a teacher receives a written (e-mail or hard copy) list that requests students, the teacher will allow the student to leave with a pass. A pass will be required upon the student's return to class.

### **VISITORS**

All individuals not normally part of the routine operation of the school must report to the principal's office for permission to be on campus. A written pass will be given to these individuals if permission is granted by the principal office. Teachers should not permit visitors into their classes without a pass from the office. Non-students are not allowed in the student parking lot at any time without permission. Visitors who refuse or repeatedly fail to comply with this policy may be reported to law enforcement officials. Visitors should park in the upper parking lot or along the drive. All visitors must sign in and out of the office.

### **ANNOUNCEMENTS**

All announcements must be typed, signed by a faculty sponsor, and turned in to the office. Daily announcements will be read over the intercom each morning. Students are responsible to ensure that they are QUIET AND ATTENTIVE while announcements are read.

### **ASSEMBLIES**

Student attendance at assemblies is required.

### **FUNDRAISING**

*All class or organization fund raising must be cleared with the principal.*

Fund raising forms are available in the office. Common means of raising funds include dues, dances, car washes, selling items, etc. ANY FUND RAISING ACTIVITIES WHICH INVOLVE THE COMMUNITY (for example, selling items or requesting donations) MUST HAVE APPROVAL OF AND BE SCHEDULED BY THE SUPERINTENDENT.

*See board policy 6605 for complete policy.*

### **LOCKERS**

Lockers are the property of the school and are made available to students for storage of books, coats, etc. The school reserves the right to inspect lockers, individually or generally. For the student's protection, it is suggested that valuables and money NOT be kept in school lockers. If it is necessary for a student to carry a large amount of money for some reason, the school suggests to place it in the school safe. **PHYSICAL EDUCATION LOCKERS ARE ESPECIALLY VULNERABLE. THESE LOCKERS SHOULD BE LOCKED AT ALL TIMES!** STUDENTS SHOULD NOT GIVE THE COMBINATION TO OTHERS OR ALLOW PEOPLE TO WATCH OVER THEIR SHOULDER. Locks may be obtained in the office for a refundable \$5.00 deposit.

**Locker Searches:** School lockers are the property of the School District of Phillips. At no time does the School District of Phillips relinquish its exclusive control of lockers provided for the convenience of students. Periodic, general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. **LOCKERS ARE SUBJECT TO SEARCH UNDER THE REASONABLE SUSPICION SEARCH STANDARD.**

### **PERSONAL ITEMS AND VALUABLES**

The school is not responsible for any lost or stolen property. Therefore we encourage students to leave all personal items and valuables at home.

## TITLE I INFORMATION

### **SCHOOLWIDE TITLE 1 COMPACT**

Phillips Elementary School (PES) has qualified for the Title I schoolwide program. Schoolwide programs are designed to generate high levels of academic achievement for all students, especially those most in need of additional support. All staff, resources, and classes are part of the schoolwide program, and it serves all the children in a school. This means that all students are considered Title I students and can receive help from Title I staff anytime they show a need for it. All parents are asked to complete a “compact” (agreement) indicating that they are a part of a schoolwide program. The compact below outlines the responsibilities of the student, parent, and school district staff.

#### Student Responsibilities

- Be respectful of others and myself
- Assume responsibility/ ownership for my own actions, words, and attitude
- Listen to directives of all Phillips teachers and support staff
- Appropriately communicate my needs to other students and adults in a courteous manner
- Put forth my best effort daily

#### Parent Responsibilities

- Emphasize the importance of education
- Promote and encourage good school habits by:
  - Providing a quiet place to do homework
  - Allowing time each evening to review homework assignments
  - Discussing the importance of good attendance
- Support PES attendance, academic, and behavioral student expectations
- Communicate with my child’s teacher about concerns and questions
- Continue to work with my child and teaching staff to establish goals for student success

#### Staff Responsibilities

- Provide a challenging environment for the student to facilitate the learning process
- Provide a safe learning environment for the students, fostering respect for others
- Support the PES attendance, academic, and behavioral expectations
- Work with the student and parents to establish individual goals

### **TITLE I - PARENTS' RIGHT TO KNOW (POLICY 2261.02)**

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).
- E. In addition, the parents shall be provided:
  1. information on the level of achievement of their child(ren) on the required State academic assessments;
  2. 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".

## IMPORTANT STUDENT POLICIES

### ***NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (POLICY 2260)***

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

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

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

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

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

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

#### **District Compliance Officers (hereinafter referred to as the COs)**

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

Katherine Peterson  
Director of Pupil Services  
715-339-2419  
990 Flambeau Avenue  
Phillips, WI 54555  
kpeterson@phillips.k12.wi.us

Vince Ross  
MS/HS Principal  
715-339-2141  
990 Flambeau Avenue  
Phillips, WI 54555  
vross@phillips.k12.wi.us

## Investigation and Complaint Procedure

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

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

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

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of work assignment or class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the District Administrator.

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

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

The investigation will include:

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

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

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

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

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

integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator 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 by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a grievance utilizing the District's grievance procedure as outlined in Policy 3340 or Policy 4340.

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

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

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

## ***STUDENT ANTI-HARASSMENT (POLICY 5517)***

### **Prohibited Harassment**

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

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

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

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

### **Other Violations of the Anti-Harassment Policy**

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

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



- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment complaints comprises part of one's duties

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

## **Bullying**

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

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

## **Harassment**

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

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

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

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice.

## **Sexual Harassment**

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

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

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

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

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

Examples are:

- 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- 2. rating a person's sexuality or attractiveness;
- 3. staring or leering at various parts of another person's body;
- 4. spreading rumors about a person's sexuality;
- 5. letters, notes, telephone calls, or materials of a sexual nature;
- 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

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

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

- 1. hugging, kissing, or other physical contacts with a student;
- 2. telling sexual jokes to students;
- 3. engaging in talk containing sexual innuendo or banter with students;
- 4. talking about sexual topics that are not related to the curriculum;
- 5. showing pornography to a student;
- 6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- 7. initiating or extending contact with students beyond the school day for personal purposes;
- 8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
- 9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- 10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- 11. going to a student's home for non-educational purposes;
- 12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
- 13. giving gifts or money to a student for no legitimate educational purpose;

14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior.

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

- K. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- L. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- M. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

#### **Race/Color Harassment**

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

#### **Religious (Creed) Harassment**

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

#### **National Origin/Ancestry Harassment**

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

#### **Disability Harassment**

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

### **Anti-Harassment Compliance Officers**

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

Katherine Peterson  
Director of Pupil Service  
715-339-2419  
990 Flambeau Avenue  
Phillips, WI 54555  
[kpeterson@phillips.k12.wi.us](mailto:kpeterson@phillips.k12.wi.us)

Vince Ross  
MS/HS Principal  
715-339-2141  
990 Flambeau Avenue  
Phillips, WI 54555  
[vross@phillips.k12.wi.us](mailto:vross@phillips.k12.wi.us)

### **Reports and Complaints of Harassing Conduct**

Reporting procedures are as follows:

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

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

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

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

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

### **Filing a Complaint and Initial Processing of a Complaint**

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

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR") and/or other applicable government agency. Web: <http://www.ed.gov/ocr>.

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

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

### **Complaint and Investigation Procedure**

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

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

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

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

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

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

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

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

The investigation generally will include:

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

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

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

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

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

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

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

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

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

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### ***PROGRAMS FOR STUDENTS WITH DISABILITIES (POLICY 2460)***

The Board shall provide a free, appropriate public education to all eligible disabled persons ages three (3) through twenty-one (21) which complies with Federal and State laws and guidelines

The District provides a continuum of special education services. The determination of the need and extent of services provided shall be subject to the Individual Educational Program (IEP) developed for the child.

The District adopts the Wisconsin Department of Public Instruction Special Education Model Forms and Policies and Procedures Manual as the Board's official policy in all practices and procedures relating to the education of children with disabilities in this school District, in compliance with State and Federal laws and regulations. The Board further assures that all District employees shall comply with the procedures and responsibilities laid forth within this manual as updated periodically by the Wisconsin Department of Public Instruction.

The Board and Administration supports the requirements of State and Federal law that students with disabilities be educated, to the maximum extent appropriate, with children who are nondisabled. The Board further supports the State and Federal requirement that a continuum of alternative placements be available to meet the needs of students with disabilities eligible for special education services under the Individuals with Disabilities Education Act (IDEA).

The District identifies, locates, and evaluates all children with disabilities, regardless of the severity of the disability, who are in need of special education and related services. This includes children attending private schools, who are not yet three (3) years of age, highly mobile children such as migrant children and children and youth in transition, and children who are suspected of being a student with a disability even though they are advancing from grade to grade.

Students with disabilities will take State required tests unless otherwise prescribed in their IEP. Test administration procedures may be modified as indicated in a student's IEP.

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### ***STUDENT COMPLAINTS (POLICY 5710)***

The Board recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.

The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the District Administrator. Multiple policies provide complaint procedures available to students which include but may not be limited to:

- A. Policy 5517.01 - Bullying;
- B. Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability;
- C. Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity;
- D. Policy 5517 - Student Anti-Harassment; and
- E. Policy 9130 - Public Requests, Suggestions, or Complaints.

If a student has a complaint which does not appear to fit any of the above categories or another adopted policy of the Board, the student should present the complaint to the student's Principal or the District Administrator for review and response.

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