

# HEMLOCK CREEK ELEMENTARY SCHOOL



STUDENT-PARENT HANDBOOK  
2024-2025  
KINDERGARTEN-4TH GRADE

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#### **SCHOOL BOARD POLICIES:**

PUBLIC NOTICE OF NONDISCRIMINATION  
 SURVEILLANCE CAMERA USE  
 STUDENT ATTENDANCE AND TRUANCY  
 STUDENT NONDISCRIMINATION  
 BULLYING  
 ELECTRONIC DEVICES  
 CONTROLLED SUBSTANCES  
 WEAPONS  
 PROGRAMS FOR GIFTED STUDENTS  
 COMPUTER NETWORK AND INTERNET USE

#### **SCHOOL FORMS:**

SCHOOL SUPPLY LIST

#### **STATE STATUTES**

The West De Pere Elementary School and its students are required to follow Wisconsin State statutes 115.30, 118.07, 118.125, 118.15, 118.16, 120.13, 125.09, 161.41, 176.31, 939.48, 393.49, 939.50, 939.51, 939.60, 940.26, 941.12, 943.61, 947.013, 947.05 and any other which is deemed necessary by the State of Wisconsin.

The administration of West De Pere Elementary School reserves the right to make changes or corrections in any school policy or rule addressed in this agenda. In addition, items not addressed in this agenda book are left up to the discretion of the administration.

Dear Families,


It is our pleasure to welcome you to Hemlock Creek Elementary School! This year will be an exciting educational year for your child. Hemlock Creek Elementary has over 770 students in Grades K – 4. The staff and Parent Teacher Organization are committed to providing the best possible educational programs that our talent and resources allow.

This handbook is intended to provide quick reference information for our parents and students regarding the policies, practices, and procedures in the school district as well as at Hemlock Creek. Please take a few minutes to go over the handbook with your child. More details and specifics can be obtained by contacting your child's teacher, the school office, on Twitter, or the district website at <http://www.wdpsd.com> Please keep this handbook in a place where you can refer to it when necessary and feel free to contact us if you ever have any questions or concerns.

We are proud of our school, faculty, students and staff! We look forward to working with you this year in providing the best educational program possible for your child.



Kathleen Held, Principal



Mike Kowalczyk, Associate Principal

## **MISSION STATEMENT FOR HEMLOCK CREEK ELEMENTARY SCHOOL**

**The mission of Hemlock Creek Elementary is to create an educational community and climate that, recognizing each student's talents and individual learning needs, is dedicated to student success and lifelong learning.**



## 2024-2025 WEST DE PERE SCHOOLS

### **BOARD OF EDUCATION**

Ms. Jenni Fuss	President
Mr. Ryan Van Den Heuvel	Vice President
Mr. Scott Borley	Treasurer
Ms. Barb Van Deurzen	Clerk
Mr. Jason Dorn	Member

### **ADMINISTRATION**

Dr. Jason Lau Superintendent	337-1393
Mr. Jason Melotte Business Manager	337-1393
Ms. Amy Schuh Director of Student Services	337-1393
Ms. Kristin Krahn Westwood Elementary Principal	337-1087
Mr. Jay O’Konski Westwood Associate Principal/	337-1087
Mrs. Kathleen Held Hemlock Creek Elementary Principal	425-1900
Mr. Michael Kowalczyk Hemlock Creek Assoc. Principal/4K Director	425-1900
Mr. Scott Marsden Intermediate School Principal	425-1901
Mr. Chuck Brehm Intermediate School Associate Principal	425-1901
Dr. Jim Finley Middle School Principal	337-1099
Mr. Jason Zielinski Middle School Assoc. Principal/Activities Director	337-1099
Dr. Russell Gerke High School Principal	338-5200
Mr. Justin Heraly Associate High School Principal	338-5200
Mr. Scott Eggart High School Activities Director/Associate Principal	338-5200
Dr. Amy LaPierre Director of Curriculum	337-139

## Hemlock Creek School Staff List 2024-25

### Principal

Mrs. Kathleen Held

### Associate Principal

Mr. Michael Kowalczyk

### Address / Phone / Fax

1900 Williams Grant Drive

Phone: (920) 425-1900

Fax: (920) 425-1914

Enrollment: 818 (4K-4), 752 (K-4)

### Hours of Operation

Student Hours: 8:40am - 3:30pm

Office Hours: 7:30am - 4:00pm (M-Th)  
7:30am - 3:30pm (Fri)

Teacher Hours: 7:55am - 3:40pm

### Kindergarten

Mrs. Heidi Herlache

Mrs. Rochelle Loch

Mrs. Kris Neuens

Mrs. Ginny Pierce

Mrs. Courtney Rohr

Mrs. Pam Sands

Ms. Brittney Stumpf

Mrs. Julia Walker

### Grade 1

Mrs. Kiley Dunathan

Mrs. Becky Erdmann

Mrs. Tracy Hopkins

Mrs. Tanya Kussov

Mrs. Jennifer Lambrecht

Mrs. Kelsey LaPierre

Mrs. Stephanie Roth

### Grade 2

Mrs. Aubrey Adler

Mrs. Mary Bixby

Ms. Emily Ellenbecker

Ms. Sherri Legois

Mrs. Morgan Linssen

Mrs. Megan Luce

Mrs. Nicole Schoenwalder

### Grade 3

Mrs. Andrea Hebl

Mrs. Stephanie Krahn

Mrs. Tanya Lynn

Mr. Nick Prebelski

Mrs. Megan Raschke

Ms. Katie Ribarchek

Ms. Ashley Seidl

### Grade 4

Mrs. Emily Brossard

Mr. Blake Fietzer

Ms. Lexi Ford

Ms. Nicole Glaeser

Mrs. Amy Sampe

Mrs. Megan Schmidt

### Art

Mrs. Kimberly Janssen

Ms. Emily Coveyou

### Music

Mrs. Kelsey Allen

Mr. Kadin Yach

### Physical Education

Mrs. Andrea Brehm

Mr. Bob Hagenow

Mrs. Kris Luebke

Ms. Angela Moeller

### Student Services

Mrs. Heather Mackesy

Mr. Andrew Olks

Mrs. Kristi Ryan

Mrs. Melanie Senerchia

Mrs. Carly Shier

### Speech and Language

Mrs. Jordan Angst

Mrs. Leah Vertz

### Math Intervention

Mrs. Kim St. Juliana

### Reading Intervention

Mrs. Laura Devine

Mrs. Sarah Kennedy

### Literacy Coach

Mrs. Jessica Budek

### School Counselor

Mrs. Danielle Hettmann

Mrs. Cheryl Crozier

### School Psychologist

Mrs. Brittney Schwantes

### Library Media Coordinator

Mrs. Jennifer Gossen

### ELL Teacher

Ms. Heather Leitzke

### OT TEACHER

Mrs. Erin Diedrick

### DHH TEACHER

Ms. Billie Jo Havinga

### Administrative Assistant

Mrs. Julie Nolan

### Secretary

Mrs. Jamie Schnurer

### Police Liaison

Officer Sarah Manning

### District Social Worker

Ms. Sabrina Esala

### Title VI Home School Liaison

Ms. Pamela Ninham

### Maintenance

Mr. Matt Eichhorst

### School Nurse

Ms. Michelle Neumann

### Support Staff

Jessica Aerts

Michelle Alberts

Kara Bartoszek

Ashley Broeske

Jessica Burdsall

Melissa Bushmaker

Anusha Chilukuri

Mindy Colucci

Alessandra Cudicio

Lyndsee Elm

Holly Fey

Jennifer Golueke

Amie Gordon

Lisa Kornowski

Naga Krothapalli

Dana Kucksdorf

Megan Laha

Amy Lange

Katie Natzke

Shelly Raasch

Carrie Spoerl

Neha Upadhyay

Melissa VerBoort

Dana Wunderlich

### Kitchen

Cindy Jaworski

Kate Leahy

Jennifer Mayer

Lori Nelson

Terri Ropson

Jeanne Zeitler

9/23/24

## IMPORTANT DATES FOR 2024-2025

Please refer to the following dates if you have any questions regarding special days and vacation.

<b>NO SCHOOL</b>	September 2, 2024
First Day of School	September 3, 2024
<b>Early Dismissal (11:50 AM, No 4K)</b>	September 20, 2024
<b>Early Dismissal (11:50 AM, No 4K)</b>	October 17, 2024
Parent Teacher Conferences	October 17, 2024 (1:00-8:00 pm)
<b>NO SCHOOL</b>	October 18, 2024
<b>Early Dismissal (11:50 AM, No 4K)</b>	November 8, 2024
<b>Early Dismissal (11:50 AM, No 4K)</b>	November 27, 2024
End of First Trimester	November 27, 2024
<b>NO SCHOOL</b>	November 28, 2024
<b>NO SCHOOL</b>	November 29, 2024
Report Cards Go Home	December 10, 2024
Holiday Vacation <b>NO SCHOOL</b>	December 23, 2024 – January 1, 2025
<b><u>CLASSES RESUME ON: Thursday</u></b>	January 2, 2025
Parent Teacher Conferences - Teacher invite	February 20, 2025 (4:00-8:00 pm)
<b>Early Dismissal (11:50 AM, No 4K)</b>	February 21, 2025
End of Second Trimester	March 7, 2025
<b>Early Dismissal (11:50 AM, No 4K)</b>	March 7, 2025
Report Cards Go Home	March 18, 2025
<b>Early Dismissal (11:50 AM, No 4K)</b>	March 21, 2025
<b>NO SCHOOL 4K – 4 (Spring Break)</b>	March 24 – March 28, 2025
<b><u>CLASSES RESUME ON: Monday</u></b>	March 31, 2025
<b>NO SCHOOL</b>	April 18, 2025
<b>Early Dismissal (11:50 AM, No 4K)</b>	May 2, 2025
<b>NO SCHOOL</b>	May 26, 2025
Student Last Day of School <b>K-4</b>	June 6, 2025
End of Third Trimester	June 6, 2025
Teacher Last Day	June 6, 2025

### **ACADEMIC LEARNING TIME (ALT):**

Hemlock Creek Elementary School faculty and staff will make every effort to reduce disruptions to the school day, and we ask parents to do the same. Extra activities must relate to the curriculum standards, and benchmarks as well as the school's mission statement.

### **ACADEMIC PROGRAM**

All elementary students receive instruction in reading, writing, language, math, science, and social studies. Students also participate in weekly classes of physical education, art and music. Second grade is the transition year for learning cursive writing. Keyboarding begins in third grade. Students visit the library on a weekly basis and receive instruction from the counselor every other week.

### **ACTIVITIES**

#### **Before/After School Care**

The YMCA operates a Before/After School Care Program at both elementary schools. The program runs on the school calendar during the hours of 7:00-8:40 a.m. and 3:30- 6:00 p.m. It provides activities for children of elementary age.

For rates and additional information about the program please call (920) 436-9675.

#### **Boy Scouts and Girl Scouts**

These organizations are very active in our area. The PTO and school support these worthwhile groups. Many groups meet at school.

#### **Destination Imagination**

This is an after school program often coached by parents. It is designed to stimulate and develop the students' creative problem solving skills. Teams are formed in the fall with a competition in March.

#### **Kids for Running Program**

Available for grades 3-4 in Spring.

#### **Student Council**

We have class elections for Student Council (Grades 3-4) in the fall of the year. Our council members assist with the Adopt a Family Holiday Activity, PTO Book Distributions, monthly Hemlock Creek Happenings (video), assist in determining school spirit days and other activities to promote student activities.

### **ARRIVAL AT SCHOOL**

Students are not to arrive at school before supervision is provided. Supervision for students begins at 8:20 a.m.

### **ATTENDANCE AND TRUANCY**

Children are expected to attend school everyday unless they are ill. Please notify the school promptly by phone in case of illness. By state law, regular school attendance is the joint responsibility of the parents and school. You can cooperate and improve attendance by observing the following guidelines.

1. Please call the office stating the reason for the absence. The school will contact parents if a call is not received. If a student is going to be late arriving at school, please call the school indicating when they will arrive and why they were late. Regular and punctual attendance is necessary to assure success and establish good work habits.
2. Children absent with a serious illness, skin condition or other communicable disease, and under a doctor's care, should have a statement signed stating it is permissible to re-enter school.
3. Requests to take a child out of school should be directed to the homeroom teacher. The teacher then will refer this note to the school office/principal so that they are aware of students who will be leaving throughout the day. Examples of these requests may be for doctor's appointments or family emergencies.
4. Before we send home a child who becomes ill in school, we must contact the parent or the emergency phone contact. If you work and are away from home a great deal, it is especially important to have an **alternate** phone number and person that we may contact. If you happen to have an unlisted phone number, please notify the office so that it can be confidential. Also, if your phone number is changed at any time, **PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY.**
5. Remember, the best place for your child to recover from any illness is in the home under your care, not in the school building where other people might be susceptible to the illness.
6. If your child has missed school and needs to make up some of his/her work, notify his/her teacher and arrangements can be made to complete the work. **YOU MUST CALL BY 9:00 a.m.** if you desire homework by 2:00 that day.

### **ATTENDANCE AND TRUANCY - REFER TO BOARD POLICY 5113**

#### **Excessive Absenteeism**

High absenteeism due to conditions of health are to be verified by a person legally certified to perform medical services. Without such certification, the school will likely treat such future absenteeism as truancy.

### **Work Missed Due to Absence**

Students are responsible for making up work that is missed during their absence and have as many days to get their work made up and turned in, as they were absent. Parents/guardians making homework requests should do so by 9:00 A.M. This will ensure all teachers have adequate time to prepare lessons that can be picked up at 2:00 P.M. in the school office.

Students who are truant/unexcused, or suspended will be required to make up all work missed.

**Students who are truant/unexcused, or suspended will be required to make up all work missed.**

**PRE-EXCUSED ABSENCE** If a student plans to be absent from school for a reason other than illness, he or she should present a written parent permission slip or email to the office, or call the office requesting the student be released for a pre-excused absence. The excused or unexcused nature of the absence will depend on the reasons presented. [Students will be issued a pre-excused absence form for excusable absences.] The student is to take the form to the teacher to obtain the requested information. The completed pre-excused form should be taken home and reviewed and returned with a parent/guardian signature. The completed form is to be returned to school two days prior to the planned absence. Without a pre-excused absence form, the above absences will be considered unexcused or truant.

### **AWARDS AND INCENTIVES**

#### **Phantastic Phantom Slips**

Consistent positive reinforcement of appropriate behavior is part of our Positive Behavior Intervention and Support (PBIS) System. All staff members who observe students following the four behavior expectations will issue Phantastic Phantom Slips. Students can receive tickets daily and put them into their classroom box for weekly prize drawings. Phantastic Phantom Slips will be calculated toward a bi-monthly goal as well for school wide celebrations.

### **BICYCLES**

Bicycles are not to be ridden on the grounds during school hours. Students will lock and put their bicycles in the racks. Bike racks are off limits during the school day. Bike racks located by door #7 near the back playground.

### **BIRTHDAYS, PARTIES, AND INVITATIONS**

Please contact your child's teacher for appropriate guidelines if you are planning on celebrating a birthday at school.

Invitations to after school or weekend birthday parties **MAY NOT** be handed out at school. Please ask your teacher for a listing of classroom names and information that can be shared.

### **BUS TRANSPORTATION**

If at any time you do not want your child to ride the bus home after school, please call school or send a note to his/her teacher so that proper arrangements can be made. Also, if you qualify, but choose not to ride the bus, call Lamers so their name does not appear on the route list.

Students who normally **do not** ride the school bus, **may not** "catch" a ride with a friend for the purpose of going to his/her house after school. If you already ride a bus and want to "catch" a ride on another bus, you may only do so if the driver consents and there is room. If your child is going to a friend's home, please make your own arrangements for transportation. If you do not qualify for transportation provided by the school district and wish to have your child ride the bus to or from school, please call Lamers Bus Lines at (920) 336-0565 or (920) 496-3600 to make the necessary arrangements.

A code of conduct is sent home with students each fall.

1. To handle the cases of misconduct, the following procedures will be followed
  - a. The driver will fill out a misconduct report. This report must be given to the school within forty-eight hours of the offense. The misconduct report shall at least state the date of the offense, student's names, offense committed and driver's signature and route number.
  - b. The following action will follow the issue of a misconduct report.
    - i. First offense – The school official will inform the parent or guardian of the offense and discuss what disciplinary measures the parents or guardian and school deem necessary to correct the situation.
    - ii. Second offense – The school official will inform the parent of the offense and the student will be denied transportation for five school days.
    - iii. Third offense – The school official will inform the parent of the offense and the student will be denied transportation for thirty school days.
    - iv. Any subsequent offenses will result in denial of transportation for the balance of the school year.
  - c. Parents are responsible for transporting the student to school during the suspension period.
2. Parents or guardians are to be aware that in any of the above actions, they have the right to due process. Contact the building principals.\
3. Drivers may refuse to transport pupils only if an immediate report of the circumstances is made to the school principal on the next trip to the school. No pupil shall be put off the school bus except at school or at their home. The driver may not put students off the bus unless authorized by the building principal.
4. A school administrator or bus driver has authority to assign riders to designated seats.

(Board Policy 3541.1, 3541.2, 346.0)

### **CARE OF SUPPLIES AND EQUIPMENT**

The school district furnishes many materials to aid the child in learning. These materials include textbooks, library books, computer disks, science equipment, tape recorders, and the like. Students that are misusing or causing serious damage to any materials or equipment will be expected to pay for repairing and/or purchasing new items. Parents can help by keeping a close eye on materials brought home from school that should be returned for other students to use.

### **CHANGE OF STUDENT INFORMATION**

Any time during the school year when there are changes in student info (address, phone numbers, etc.), please notify the office immediately so that our records can be updated.

### **COMMUNICATION**

Tuesday is note day. Most notes and communication will be sent home via email to families each week on Tuesday. There is also the possibility that some materials will need to come home as a paper copy. Your child is responsible for bringing this information home. If you do not have access to email, paper copies can be requested in the office.

### **CONFERENCES**

Parent-Teacher conferences will be held twice a year. Fall conferences are for all students. Later in the year, conferences are designated for students who may have missed fall conferences or for students where an update of progress needs to occur. Notification of online scheduling for conferences will be sent home in Tuesday notes. Please take the opportunity to talk with your child's teacher about their progress.

### **DRUG FREE SCHOOL ZONE**

It shall be the policy of the School District of West De Pere to adopt and maintain drug-free facilities and programs. The use of tobacco in the buildings, on district property and on school sponsored activities/field trips is prohibited. Use or possession of illicit drugs and/or alcohol by students, staff, or citizens will not be tolerated and will be punished to the fullest extent of existing laws.

### **DUE PROCESS**

The following due process procedure is available to any student, parent, or resident who wishes to challenge a school policy or decision:

1. The complaint or concern will be discussed between the student and his/her parent if necessary and the building principal.
2. Parents and student will be informed that their challenge or complaint can be brought to the Superintendent. At this level, the student and the parents will be asked to put the complaint or challenge into writing. The Principal will also submit a written statement explaining the school's position. The Superintendent will confirm or reject the principal's decision within ten calendar days from the date when the student and parents contacted the Superintendent. The Superintendent's decision will be communicated verbally and in writing.

### **DUPLICATE CORRESPONDENCE**

It is the policy of Hemlock Creek Elementary School to provide duplicate copies of official records regarding students whose parents or guardians have special needs and who request this service in writing. The most common reasons for requesting this service include the separation or divorce of the parents. Persons who wish to receive a duplicate copy of correspondence or records concerning a student should contact the office to complete a form. Your request will be honored when the form is completed and returned to Hemlock Creek Elementary School, and is approved by the Elementary Principal.

### **ELECTRONIC COMMUNICATION DEVICES (INCLUDES CELL PHONES AND CELLULAR WATCHES)**

Electronic recording devices are prohibited from use and display while in district facilities or while in attendance at district sponsored activities in places where others have a reasonable expectation of privacy to include, but not limited to, locker rooms and restrooms.

If a device is confiscated for disruptive use, it will be held by school officials for return to parents(s)/guardian(s) of the student, retained for disciplinary reasons, or turned over to law enforcement officers. Students will be disciplined in accordance with procedures specified in relevant District policies, school handbooks, and State and Federal Statutes. Use or possession of an electronic device is allowed if the school board or its designee determines that the device is used or possessed for medical, school, educational, vocational, or other legitimate use. Students violating this policy may be subject to suspension, expulsion, or other penalties. Students shall be informed of this policy through publication in the student handbook. (Refer to Board Policy 5130)

## **FEES**

Students in grades K-4 are assessed a fee to help cover the cost of the consumable materials and resources used throughout the year. Kindergarten students and those in grade one are charged \$40.00 and grades two through four are charged \$45.00. These fees include a \$10 technology fee. The fee for students in grades 2, 3, and 4 covers the cost of a student planner. A form is available for parents to apply for a waiver of the fees. Parents will be notified whether or not their fees will be waived as soon as their application is reviewed.

## **FIELD TRIPS**

During the course of the school year, your child will have the opportunity to go with their classmates and teachers on various educational field trips. A permission slip is completed during the online registration process. The teacher will send home a note before the field trip takes place to explain the trip. Parent chaperones will need a current completed and approved background check. Please be aware that the deadline for registering to volunteer and having a background check processed for the 2024-2025 school year will be March 21, 2025.

## **FIRE DRILLS**

Wisconsin State statutes require that we conduct at least one fire drill during each month of the school year. Students will exit in an orderly fashion, follow teacher directions, and return to the building with the teacher after the all clear signal is heard.

## **FIRST AID**

If a student becomes ill or is accidentally injured at school, the teacher or supervisor needs to be informed and the office notified. The student will be sent to the office unless the student cannot be moved. Phone calls to parents concerning illness or injury are made by office personnel. The office will contact parents or parties listed on the emergency record so the student may be taken home. If the illness or injury is serious and no one listed on the emergency record can be reached, school officials will act in the best interest of the child. In this case, they may call the rescue squad (911) for transportation to the hospital emergency room for care. Efforts to contact parents will continue. A student will not be sent home without consulting an adult.

## **GENERAL HEALTH AND EMERGENCY INFORMATION**

At the beginning of each school year, an emergency and health form is sent home with the students. The school must have current home, work and emergency phone numbers of all students in order to contact a parent or responsible person in case of an emergency or illness. This is your opportunity to update us on any significant changes in your child's health, to alert us to any potential health problems with your child and to furnish us with information that could be crucial in an emergency situation. Please make sure that any emergency numbers you give us belong to people who are usually home and willing to take responsibility for your child. Please keep the office updated on changes during the school year.

## **GIFTED AND TALENTED PROGRAM**

**Refer to Board Policy 5400.6 – Programs for Gifted Students, 5400.6 (E) SDWDP Talent Development Plan**

## **HEALTH CONDITIONS**

If your student has a health condition, the parent is responsible to contact the District School Nurse for development of an Individual Health Plan or an Emergency Action Plan of Asthma, Seizure, or Allergy. Health plans are updated annually and completed by your healthcare provider and District Nurse. If your student requires any medical accommodations in the classroom, your healthcare provider must provide the school with written medical orders annually. Forms are available in the school office or the School Nurse Web Page.

## **Illness/Communicable Disease**

The School District of West De Pere strives to keep all our students healthy and able to attend school.

**If you student becomes ill during the school day, the following general guidelines will be used by school staff to determine if student should be sent home:**

- Fever of 100.4 or greater.
- Vomiting or diarrhea.
- Contagious illnesses such as chickenpox, strep throat, “pink eye” conjunctivitis, impetigo, scabies, live head lice or other determined by healthcare provider
- Rashes of unknown origin
- Incident/accident requiring care of parent/guardian.
- General discomfort such that the student cannot participate in class.
- Other concerns determined by school staff. **Please keep your student home if they are sick!**

When a student is suspected of having one of the following more common communicable diseases, it is the responsibility of the parent to take their student to their healthcare provider for treatment before the student can return to school. Listed below are the more common childhood communicable diseases that may help guide you if your student should or should not return to school. The complete listing of Wisconsin Childhood Communicable Diseases can be viewed at:

<https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf>

Condition	Exclusion Criteria	Authorization Note Required from Healthcare Provider to return to school
Conjunctivitis ( <b>Pink Eye</b> )	None, unless fever or behavior change, antibiotics not required for return  Signs and Symptoms: Bacterial: red/pink itchy eye(s), green/yellow eye discharge Viral: pink, swollen eye(s), light sensitivity	No  Note: Viral infections often improve without medical intervention; however, remain contagious when drainage or discharge is present.
<b>Other Viral Respiratory Illnesses or Respiratory Illness of Unknown Cause</b>	Exclude until fever-free for 24 hours without the use of fever-reducing medication.	No
<b>Diarrhea</b> of unknown cause	Exclude until no symptoms from the last episode of diarrhea for 24 hours.	No
<b>Fever</b>	Exclude until fever has resolved for 24 hours without the use of fever reducing medications.	No
<b>Fifth's Disease</b>	none	No
<b>Gastroenteritis (Stomach flu)</b>	Exclude until student has no symptoms for 24 hours. Norovirus exclude for 48 hours.	No
<b>Hand-foot- and mouth Disease</b>	None, unless fever present or child cannot maintain hygiene or avoid close contact with others.	No
<b>Impetigo</b>	Exclude until after initiation of appropriate antibiotic treatment (24 hours) and lesions are covered or crusted.	Yes
<b>Influenza</b>	Exclude until fever resolved for 24 hours without the use of fever reducing medications.	No
<b>Lice (Pediculosis)</b>	Any student found with live lice will be excluded.	Provider note is not required; however, must be rechecked and found to be free of live lice.
<b>MRSA (Methicillin-resistant Staphylococcus aureus)</b>	Student is excluded from school until treated with a prescription antibiotic for 24 hours or if drainage from lesions cannot be contained.	Yes. Draining lesions must be covered.
<b>Ringworm</b>	Exclude until treatment is initiated or lesions are covered.	No
<b>Streptococcal Infection (Strep)</b>	Student is excluded from school for at least 12 hours after initiation of appropriate antibiotic and fever-free for at least 24 hours without the use of fever-reducing medications.	Yes
<b>Staphylococcal Infections (Staph)</b>	Student is excluded from school until treated with a prescription antibiotic for 24 hours.	Yes
<b>Vomiting</b>	Exclude until vomiting resolved for 24 hours from the last episode.	No

**PLEASE CALL SCHOOL BY 8:00 A.M. IF YOU'RE CHILD WILL NOT BE IN ATTENDANCE.**

Please contact the school nurse at ext. 8031 if you would like to schedule a meeting or if you have any questions.



## HOMEWORK

Our staff has developed belief statements to help guide the topic of homework. Homework can be a hot topic in education and there can be varying views with the very opposite viewpoints. Here are our guiding belief statements for Hemlock Creek.

- We believe it is important to have a **growth mindset** in learning. Through hard work and effort, you can get better. This takes persistence, stamina and a desire to embrace challenges rather than giving up.
- Teachers at Hemlock Creek provide homework that is **purposeful, manageable and meaningful**.
- We believe that homework should be about the **practice** of something the kids understand and not about a new skill.
- We believe that homework or “practice” may be **different** depending on the child, subject area and developmental level.
- We know that there may be times when students and parents have **questions and concerns** regarding homework/practice. With this in mind, we remind families of the importance of **reaching out to teachers**.
- We believe that communication about what your **child is doing in school** is shared through teacher communications such as emails, newsletters, Seesaw or letters home. Check your child’s take-home folder or student agenda book.
- We believe in addition to any night’s homework, children should be reading at minimum 15 minutes nightly. We encourage them to read at home, book they have selected. Nightly reading will help to build a love of reading while increasing fluency, comprehension, and stamina. Did you know that the volume of reading is the single more important factor to increase reading achievement? We encourage our students to make individual reading.

## IMMUNIZATIONS

### **What do parents need to do?**

- Have your student vaccinated **or complete a waiver** according to their grade level requirements.
- Contact your healthcare provider or your local Public Health Department to obtain a vaccine your student may need.
- Please forward all immunization forms to the school office.

### **2024-2025 School Year Requirements**

**The following are the minimum required immunizations for each age/grade level.**

Age/Grade	Number of Doses					
Pre K (2 yrs. through 4 yrs.)	4	DTP/DTaP/DT	3	Polio	3	HepB 1 MMR 1 Varicella or chickenpox history
Grades K through Grade 4	4	DTP/DTaP/DT/Td	4	Polio	3	HepB 2 MMR 2 Varicella or chickenpox history

Parents are responsible for fulfilling the immunization requirements for their student in accordance with Wisconsin State Law. Any student admitted to an elementary school within 30 school days after the date on which the student is admitted, present written evidence to the school of having completed the first immunization for each vaccine required for the student’s grade and being on schedule for the remainder of the basic and booster immunization series for mumps, measles, rubella, diphtheria, pertussis (whooping cough) polio, tetanus or shall present a written waiver. Students are now required to provide a doctor’s signature for proof of chickenpox. Previously a parent report was acceptable. Those who have a previous parental report of the disease do not need to do anything but moving forward new students will need to either have a doctor sign stating they have had the disease, show proof of vaccination, or sign a waiver. Immunization requirements can only be waived if a properly signed health, religious, or personal conviction waiver is filed with the school.

**For more information, please go to:** <https://www.dhs.wisconsin.gov/immunization/childhood.htm>

## INCLEMENT WEATHER

Please remember to listen to local radio or television stations for school delays, early closing, and cancellations. The School District of West De Pere is implementing a SchoolMessenger broadcast system which enables school personnel to notify all households and parents by phone, email and text within minutes of an emergency, inclement weather, unplanned event or other school communication.

In an effort to ensure you receive these communications, please note the following:

1. **Contact** information: Please make sure the school’s office has updated contact information on file. The information that is PowerSchool will be used to contact you for events and notifications.
2. **Caller ID:** This is the number that will be used for all notification calls: 920-337-1393, 920-425-1900
3. **Live Answers:** SchoolMessenger uses voice detection technology so you only need to say “hello” once. The message will usually begin in a few seconds after it detects your voice. Please note that multiple “hellos” will delay the message.
4. **Answering Machines/Voicemail:** The system also detects answering machines and voice mailboxes and will deliver the recorded message. Please note that the recommended number of rings for answering machines is four and be sure that recordings are free of any “pauses.”
5. **Text Messages:** Due to FCC regulation changes, in order to receive text messages on your mobile device each device will need to text "Y" or "Yes" to 68453. This will enable your device to receive important messages from your child's school. If you wish to stop receiving messages at any time simply text "Stop" to 68453.

Please do not call the school unless it is an emergency. Calling the schools hinders our efforts to communicate the news effectively. Parents are asked to have alternate plans for their children's supervision and care in the event school is closed early due to inclement weather or other emergencies. Remember that buses will probably run a little late when the roads are in poor condition.

### **INSTRUCTIONAL MEDIA CENTER (IMC)/ LIBRARY**

Students may check out up to five books. Fines or replacement costs will be charged for damaged or lost books.

### **INSURANCE**

The school district offers a student insurance policy to cover individual accidents. Information on this voluntary policy is available online during the registration process. The school district **does not** carry comprehensive insurance; it is recommended that you give the policy serious consideration.

### **INTRA-DISTRICT ENROLLMENT**

Parents who would like to have their child attend a school within the district and are not in that school's attendance area, may apply for intra-district transfer. For information about intra district transfer, please contact the school office. Applications are due by January 31st.

### **LOCKERS/CUBBIES**

A locker will be assigned to each student on the first day of school. Lockers are expected to be kept clean and in good order. No stickers or adhesives may be used on the inside of lockers. Locker inspections may be conducted at any time throughout the year. Lockers and desks are property of the West De Pere School District and are subject to search. No locks are permitted on lockers.

### **LOST AND FOUND**

Each year we give a charitable organization much excellent clothing that is left behind by children. Please label all clothing. Misplaced items are available and can be viewed during school hours. It is strongly recommended that the child's name be fixed in their outer garments such as hats, coats, mittens, shoes, etc. to assist in finding them in the event they are lost.

### **MEDICATION AT SCHOOL**

*All medication should be administered to students at home whenever possible. Medication consents, Asthma Action Plans (inhaler) Seizure Action Plans (emergency medication), Food Allergy Action Plans (Epipen) are available on the School Nurse Web page or in the school office if needed. In order to administer medication at school, the following criteria must be met:*

- ❖ **Prescription medication:** Medication Request/Consent Form is signed by your healthcare provider and parent/guardian authorizing school personnel to administer medication. Form is completed annually by your healthcare provider.
  - Prescription medication must be supplied by parent/guardian in the original pharmacy-labeled package, the package must specify name of student, prescriber's name, the name of the drug, the dose, the route, time, the effective date and the directions in a legible format.
  - Inhalers and Epinephrine Auto-injectors must be labeled per pharmacy.
- ❖ **Over the Counter (non-prescription) medication:** Medication Request/Consent Form will be completed by the parent authorizing school personnel to administer medication. Form is completed annually by your healthcare provider.
  - Non-prescription drug products must be supplied by the student's parent/guardian in the original manufacturer's package and the package must list the ingredients and recommended therapeutic dose in a legible format.
  - A student may be administered a nonprescription drug product in a dosage other than the recommended therapeutic dose only if written approval of the healthcare provider is obtained.
- ❖ Medication arriving in improperly labeled or unlabeled containers will not be administered by school personnel.

Medication refills will not be accepted in baggies or Ziploc containers. Medications cannot be transferred from bottle to bottle. Medications brought in this manner will not be given to a student.

- ❖ No medication will be given to students if the medication form is incomplete. Both nonprescription and prescription drugs must be recognized as drugs in the official U.S. Pharmacopeia and national formulary or official Homeopathic Pharmacopoeia of the United States or any supplemental publication to these references. Medication will not be provided by the school district.

## **MOVIES IN THE CLASSROOM**

Although we do not believe in using instructional time for movies, there are times when a movie will be used as a reward or shown during indoor recess. You may have noticed, as we have, that most children's movies are now rated PG. (Even family favorites like Happy Feet, Madagascar, Hop, and The Muppets.) Know that our staff will use professional judgment whenever a movie is chosen to be shown in the classroom. Please alert your child's homeroom teacher at this time through email if you do not want your child to view any PG-rated movies. You need only respond if you **DO NOT** want your child to be a part of the classroom when a movie is being shown. This note will be sent out yearly.

## **OPEN ENROLLMENT**

- Wisconsin's inter-district public school open enrollment program allows parents to apply for their children to attend school districts other than the one in which they live.
- Wisconsin residents in grades 4 year old kindergarten to 12 may apply to participate in open enrollment. Students in 4 year old kindergarten may participate in limited circumstances; parents should call their resident school district administrator to find out if their 4 year old kindergarten -aged children qualify.
- Parents must submit application forms to nonresident school districts no earlier than the first Tuesday in February through April of the current school year.

**If you are moving during the school year:** Current residents of the West De Pere Schools who anticipate moving out of the district and wish your child(ren) to be considered to remain at a West De Pere school, must apply through open enrollment.

## **PARKING**

If you are dropping your child off in the morning, you may pull all the way through the front circle and drop them off or park in the lot and walk them to the playground area. The front circle area must remain moving before and after school. IT IS AN EMERGENCY LANE and there is NO PARKING. It provides access to the building in case of an emergency and must remain clear for everyone's safety. The circle lane is not a parking area but rather a drop off lane. If you are waiting for your child at the end of the day, please park in the designated parking areas. To the north of the building, there is a bus lane. There is no parking in this lane. Thank you for helping us keep our children safe.

- Please drop children off at curbside only in the semi circle drive.
- Do not PARK in the semi circle drive area – it is a FIRE LANE.
- Always pull as far forward as you can and drive slowly and cautiously at all times.
- For safety reasons, particularly with the buses, please cross at designated crosswalks.
- Please be patient and extend courtesy to other drivers. Your cooperation is appreciated for the safety of all children.

## **PET VISITS**

Due to student health issues, we ask that no pets be brought to school for sharing without prior approval.

## **PHYSICAL EDUCATION**

All students in grades K-4 are expected to have tennis shoes to wear in the gymnasium during physical education classes and activities.

## **PTO**

The Parent Teacher Organization meets throughout the school year and offers programs which are of interest to the parents in the district. The purpose of the organization: "create a family time while improving our schools with fun and educational materials." Notes are sent home to the parents notifying them of the meeting, place, date, and program. We urge you to show an interest in your schools by attending the scheduled PTO meetings and their events. You can also find them on Facebook and request to join the group at: Hemlock Creek PTO.

## **PROHIBITED ITEMS**

The following have no place at school or school related activities: knives, weapons of any kind, look alike guns, cigarettes, drugs, look alike drugs/alcohol, water guns, hard balls, or other paraphernalia not conducive to a safe orderly environment. These items, plus anything else which could cause problems of control at school, will be taken from students. The West De Pere School District prohibits students from possession and/or usage of laser pointers or any other instrument of distraction at any time on school property or at any school sponsored event, either at home or away. Students in possession of laser pointers or any other instrument of distraction shall have the instrument confiscated and parents will be notified. Repeated violations will lead to disciplinary action including possible suspension from school. (Policy 5135)

## **PROPERTY DAMAGE**

Damage to school property or materials must be paid for by the student or parents of the student(s) involved.

## **REPORT CARDS**

Report cards are issued on a trimester throughout the school year. In these reports, the teacher will assess the progress your child has made in the subject areas and personal growth. If a parent-teacher conference day is not scheduled close to when report cards are issued and the parents have a specific concern, arrangements should be made with the teachers in order to discuss and clarify the situation. Report cards will be sent home electronically for parents to access. Distribution dates will appear on the monthly calendar. On these dates, report cards will be sent home with students. Two parent households may request a copy emailed or to be sent.

**K-4 Report Cards**-Our standards based report card is a tool that is used to communicate to students and parents student academic progress towards meeting the standards and for guiding future instruction.

### **Report Card Scoring Guidelines**

<b>S (Secure)</b>	<b>The child can apply the skill or concept correctly and independently.</b>
<b>D (Developing)</b>	<b>The child shows some understanding. However, errors or misunderstanding still occur. Reminders, hints, and suggestions are needed to promote child's understanding.</b>
<b>B (Beginning)</b>	<b>The child shows little understanding of the concept or skill. Child requires additional time and significant support to complete work.</b>
<input type="checkbox"/>	<b>If box is empty, learning target is not being evaluated at this time.</b>

**Effort:** is defined as the ability to stick with a task, continually challenge one's own learning, and try even when learning becomes difficult.

## **SCHOOL DISTRICT OF WEST DE PERE SCHOOL NUTRITION PROGRAM**

The School District of West De Pere uses Meal Magic in all schools for students K-12. The School Nutrition software runs as a **student** based account system. Breakfast, lunch, and milks are available on the first day of school. For the 2022-2023 school year, breakfast for students in grades K-4 will be \$2.00 per day, grades 5-8 will be \$2.10 per day, and grades 9-12 will be \$2.20 per day. Lunch prices for students in grades K-4 will be \$3.00 per day, grades 5-8 will be \$3.50 per day, and grades 9-12 will be \$3.60 per day. Milk only purchases will cost \$0.50 per milk.

The student ID number will be the student's account number and will remain the same until the student has left the district. Deposits can be made to this account by sending payments in any amount (**checks payable to The School District of West De Pere, and are preferable to cash for safety reasons**) in an envelope marked with the Student Name and ID number to the student's school. Each school has a locked box in the office for students to deposit money. Our system withdraws money from the account on the same day it is received. **Payments can also be made online at [westdepere.familyportal.cloud](https://westdepere.familyportal.cloud), mailed to, or dropped off at The School District of West De Pere, 400 Reid Street, Suite W, De Pere, WI 54115.**

Account balance information can be obtained online at [westdepere.familyportal.cloud](https://westdepere.familyportal.cloud), by students as they pass through the lines for lunch, or by calling **Ellen at our District Office at 920-337-1393 x8023**. Families who provide an email address will be sent a negative balance email daily when the student account falls below \$0.00 and a low balance email shortly before the balance reaches \$0.00. Negative accounts will also receive a nightly automated phone call to remind families that a payment is needed on the account.

### **NEGATIVE BALANCES**

**STUDENT ACCOUNTS ARE NOT CHARGE ACCOUNTS. Students will be expected to carry positive balances to participate in the School Nutrition Program. STUDENTS WITH BALANCES LOWER THAN NEGATIVE \$25.00 MAY NO LONGER MAKE CHARGES TO THE ACCOUNT. Cold lunches must be provided from home or cash must be used for each day's purchase until the negative balance is paid in full, the family qualifies for free or reduced priced meals, or a payment plan is in place. While we will certainly work with families who ask for extra consideration, we cannot allow unlimited charges to these accounts.**

### **FREE/REDUCED PROGRAM**

Our Free/Reduced meal applications are emailed to each parent/guardian address on file prior to the first day of school and you may also apply online at [westdepere.familyportal.cloud](https://westdepere.familyportal.cloud). Paper copies of the Free/Reduced applications are also available in the school office and district office. You may also print a paper copy of the application at [wdpsd.com>departments>school nutrition>free and reduced meals>free and reduced meal application](https://wdpsd.com/departments/school-nutrition/free-and-reduced-meals/free-and-reduced-meal-application). Complete the application and return it to your student's school office or mail it to The School District of West De Pere, 400 Reid Street, Suite W, De Pere, WI 54115. Students approved for the free or reduced program are eligible to receive one free or reduced priced breakfast per day and one free or reduced priced lunch per day which includes one ½ pint milk. **Additional meal or milk purchases, as well as milk only purchases, will be charged to the student account at the full price.** These procedures are regulated by Federal guidelines. Should you have any additional questions regarding student accounts or free/reduced meal applications, please contact **Michael at 920-337-1393 x8023**. If you have any questions regarding the School Nutrition Department, please contact **Ellen at 920-337-1393 x8045**.

### **SCHOOL NEWSLETTER AND CALENDAR**

A monthly newsletter and calendar is available to view online via the school website on the last Tuesday of the month. If you would like a paper copy, please request by contacting the office at 425-1900. It contains news and information for the next month. Along with the newsletter we may send home parent information regarding a variety of topics.

### **SCHOOL NURSE FOR THE WEST DE PERE SCHOOL DISTRICT**

The school nurse's role is to promote a healthy school community to promote successful student learning. The school nurse is available to consult with parents upon request. The school nurse assesses individual student health needs, plans for students with disabilities and chronic health conditions, coordinates prevention and control of communicable diseases, and participates in health education programs. The nurse can be contacted at 425-1900 ext. 8031.

### **SCHOOL PICTURES**

School pictures will be taken in the fall. To view and order pictures, a note with a QR code will be sent home with your child. There is a barcode number that will come home with your child to view pictures. Images will be available to view three business days after picture day. The finished pictures are then delivered to school and handed out to the students to bring home

### **SCREENING**

Students will be screened in the following grades or by teacher referral:

Vision: 4K-2

Hearing: K

Screening does not substitute for a professional exam. Any possible concerns will be referred to parent/guardian for further evaluation by their Healthcare Provider.

### **SKATEBOARDS/ROLLERBLADES/WHEELED SHOES**

They are NOT to be used on school property. Shoes with wheels in them are not to be worn in school.

### **SOCIAL MEDIA**

We invite you to like and follow us on Facebook, Hemlock Creek Elementary. If you wish your child's picture or first name not be included in our social media posts, please put that in writing for the principal.

### **STANDARDIZED TESTING AND DISTRICT ASSESSMENT**

The State of Wisconsin requires testing of all elementary students in grades 4K-4. State required tests in 2024-25 will include Pearson's aimswebPlus literacy screener, FastBridge literacy diagnostic tests (for selected students), and the Wisconsin Forward Exam which is given each spring to 3rd and 4th grade students. For 3rd grade students, the Forward Exam will include Math and English Language Arts, and 4th graders will be tested on those core subjects in addition to Science and Social Studies. In an effort to develop a more robust data set to guide instruction, West De Pere elementary schools will use additional assessments including the FASTBridge computer adaptive screener in grades 2-4 and the Forefront math screener in grades K-1. District assessments are given three times each year, although building timelines may be slightly different. Only results from state required tests are routinely sent home.

### **STUDENT DRESS**

Clothing and other items our students wear should not create safety concerns, distractions, or disrupt the educational process. Students are expected to wear comfortable, clean, and appropriate clothing for an elementary school that will allow them to actively play. Popular fashions may not be appropriate for an elementary school.

The following are some examples of types of apparel that may be considered inappropriate school dress:

- clothing that causes a disturbance or distraction, or promotes anti-social behavior, or is disparaging or demeaning to others such as racial, religious, sexist, gender related or ethnic epithets, vulgarity or advocating pain, death, suicide, or use of drugs or alcohol.
- Wearing caps and hats, in the building except on designated dress up days

If a teacher feels that a student is inappropriately dressed, the teacher or another trusted adult will have a confidential conversation with the student. If the student's appearance causes a disruption of normal school activity, the school, the student, and the student's parents will work collaboratively to remedy the situation. Please refer to board policy 5132

### **STUDENTS LEAVING THROUGHOUT THE DAY**

If a student leaves school before dismissal time, the person picking up the student has to stop in the office. Please refrain from picking up your child early. Instructional time is very important.

## **STUDENT RECORDS**

Parents have the right to inspect, review and obtain copies of their student's records. School Board Policy 5120 contains the policy and procedures regarding student records. Copies of this policy can be obtained from the district office at 400 Reid Street, Suite W. West De Pere Public Schools designate as directory data a student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the student. This directory data shall be considered public information and may be released to appropriate persons and media unless parents or adult students refuse the release, in writing, of their own initiation. Refusal of such release must be made no later than two weeks after the opening of school or of enrolling in school in the case of those entering West De Pere Schools after the school year has started. This exception to the policy shall be published in a local newspaper annually along with information relating to the opening of school. You have the right to file a complaint with the Family Policy and Regulations Office of the U.S. Department of Education.

## **TECHNOLOGY**

District policy sets standards for proper use of technology by students. A **User Agreement** signed by the parent and student will be on file while the child attends school in the West De Pere System.

## **TELEPHONE**

We discourage children from making telephone calls from the elementary office unless it is an emergency.

## **USE OF TOBACCO**

State Statute 41.23 prohibits smoking on premises owned or rented by or under the control of a school board. No persons may smoke or possess a lighted cigar, cigarette, pipe or other instrument with which to smoke tobacco or other product or place any tobacco product in one's mouth. Students are not allowed to use or possess tobacco in the building or on school property at any time. This also pertains to co-curricular activities. Student possession or use will result in a school suspension. Tobacco products will be confiscated and parent notified, and referred to the police liaison officer. Wisconsin law also provides penalties. Students who violate Wisconsin statutes will be referred to appropriate authorities.

## **VISITORS**

Visitors on school premises are required to come to the school office, identify themselves, state the purpose of their visit, and sign in our visitor's book. You will also be asked to wear a name tag for security reasons. If in the opinion of the Administration the stated reasons are not proper, the visitors will not be allowed to proceed.

## **VOLUNTEER PROGRAM**

Many volunteers are needed in the course of the school year. We utilize volunteers to help with classroom activities, as chaperones, to assist with PTO projects, to read with or help small groups, or to chaperone field trips.

Volunteers are expected to follow school rules and guidelines within the volunteer handbook and practice confidentiality regarding students and complete a background check.

The presence of volunteers and the assistance they provide is greatly appreciated and valued by school personnel. We ask that volunteer's sign-in each time they arrive and sign out when they leave. In this way we are aware of your presence and are able to keep a cumulative record of how many volunteer hours people are donating to our schools. From time to time grant monies are made available to assist schools in the development of these programs. It is essential that logs (sign in) and other records are kept for these programs. Please contact the school if you would like to help.

If you would like to be considered as a volunteer, please click on the Background Form below.

Backgrounds are processed every **3 years** prior to 2/1/23 or **5 years** after 2/1/23. **No need to apply every year.**

### **[School District of West De Pere Volunteer Form](#)**

\*Background checks are processed once you have been selected to participate.

#### **Requirements:**

Volunteer support is appreciated and encouraged. School wide opportunities are distributed through the office and classroom support is solicited through the individual teachers. For safety reasons, anyone requesting to volunteer within the school must complete a Background Check Application, two weeks prior to the event and be approved prior to volunteering, unless previously approved. Requirements of volunteers vary based on the duties and interactions with students. The table below indicates three levels of volunteers

<b>Level of Volunteer Activity</b>	<b>Description of Volunteer Type</b>	<b>Requirements</b>
<b>Level I Volunteer</b>	A volunteer assisting with a one-time event that does not have one-on-one contact with a student, and works under the supervision of a district employee: PTO events, guest speaker/presenter, ticket taker, concession stand worker, etc.	Supervision of School District of West De Pere employee
<b>Level II Volunteer</b>	A volunteer that works under the supervision of a district employee: Classroom volunteer, field trip chaperone, tutoring, presenter working directly with students	Completed WDPSD Background Application Full Background Check CCAP Alert screenings Background good for 5 years
<b>Level III Volunteer</b>	A volunteer that works directly with students without direct supervision of a district employee: non-paid coaches, advisors, mentors	Completed WDPSD Background Application Full Background Check Interview with the program supervisor CCAP Alert screenings Background good for 5 years

**Volunteer Expectations:**

As a volunteer for the WDPSD, you are a valuable asset in the safety, education, and enrichment of our students. Your role, when volunteering, is to support the teacher and the students. Please follow the teacher's direction, maintain attention towards the task at hand, support students doing the work themselves, and use encouragement and a positive attitude to contribute to a healthy learning environment.

Any discipline issues should be brought to the attention of the teacher. Remember, do not discuss any information you learn about an individual student's academic or social behavior outside of the classroom. Confidentiality helps maintain a culture of trust and learning in the classroom. Please sign in and out at the front office before volunteering to get a guest pass.

Thank you again for your support!



# HEMLOCK CREEK LITERACY BILL OF RIGHTS

OUR LITERACY BILL OF RIGHTS GUIDES OUR WORK WITH STUDENTS AS READERS AND WRITERS. THIS IS THE PROMISE THAT WE MAKE TO EVERY CHILD AND EVERY PARENT ABOUT THE LITERACY EDUCATION STUDENTS WILL RECEIVE AT HEMLOCK CREEK ELEMENTARY.

- STUDENTS WILL HAVE READING AND WRITING EVERY DAY!
- STUDENTS WILL HAVE INDEPENDENT READING TIME TO BUILD STAMINA.
- STUDENTS WILL HAVE OPPORTUNITIES FOR CHOICE IN READING AND WRITING.
- STUDENTS WILL RECEIVE HIGH-QUALITY READING INSTRUCTION THAT FOCUSES ON LANGUAGE COMPREHENSION AND WORD RECOGNITION (DECODING).
- STUDENTS WILL HAVE OPPORTUNITIES TO TALK AND WRITE ABOUT TEXTS.
- STUDENTS WILL RECEIVE SUPPORT ACROSS DIFFERENT GENRES IN READING AND WRITING.
- STUDENTS WILL RECEIVE INSTRUCTION TO REFLECT BOTH STRUCTURED AND BALANCED LITERACY COMPONENTS.
- STUDENTS WILL HAVE ACCESS TO HIGH-QUALITY TEXTS IN A VARIETY OF GENRES THAT REFLECT THE WORLD AROUND THEM.
- STUDENTS WILL HAVE TEACHERS WHO HAVE A STRONG KNOWLEDGE OF THEIR STUDENTS' READING BEHAVIORS AS WELL AS A SKILLED REPERTOIRE OF TEACHING STRATEGIES TO MAKE THE MOST IMPACT ON READING ACHIEVEMENT.



## **West De Pere Elementary School Safety**

The West De Pere School District has implemented a new safety plan for all schools in the district. We have revised the way we conduct school safety drills. We are training all staff and students in ALICE. ALICE is a system of proactive strategies that helps people respond proactively during an emergency situation. Each letter in ALICE represents one of the proactive strategies.

**A - Alert L - Lockdown I - Inform C - Counter E - Evacuate**

Throughout the school year, elementary teachers will conduct “When/Then Drills” with their students. The purpose of the When/Then Drills is to provide students and staff an opportunity to practice and plan ahead so they are able to make informed decisions in the unlikely event of an unsafe and/or unexpected situation. The When/Then Drills introduce students to scenarios in which they may find themselves in an unsafe situation. The teacher will walk them through what to do in unsafe situations so they understand how to use proactive safety strategies which may save their lives.

Our school liaison officer, Angel Van Noie, and counselors work with classroom teachers and students to present the ALICE information. We will have two building wide safety drills by the end of the school year.

**Here is a brief description of some of the wording that will be used with students:**

**Evacuate (Run)** Students will leave the building and run/walk to the rally point.

**Rally Point** The safe place students will go in the event of an emergency at school. It has been selected with great consideration for student safety and proximity to each building.

**Barricade** Students and teachers will place items in front of classroom doors to prevent an intruder from entering the classroom.

**Counter** Students will learn distraction techniques in order to flee a dangerous situation. For example: throwing things at an intruder to distract him/her in order to give students more time to flee the room.

As always, please feel free to call or email your school principal with any questions.

Hemlock Creek Elementary School  
Positive Behavioral Interventions and Supports (PBIS)

**Overview:** Hemlock Creek has implemented a character education program PBIS (Positive Behavior Interventions and Supports) to benefit our entire student population. We believe that schools can only be successful when they help children grow academically, socially, and emotionally. In order for this to happen, it is important that we establish a safe environment that allows students to grow. It is our goal to create an atmosphere for learning by setting clear expectations and directly teaching students about our expectations. Here are the key points of PBIS:

- We have four clearly defined expectations: Be Respectful, Be Responsible, Be Safe, and Be a Problem Solver. If students can show those expectations they will have success. Every student will be taught our four expectations in multiple settings throughout our school. Students will be instructed as to what the expectations look and sound like. It will not be assumed that student know this information.
- We will continually self-evaluate our culture to effectively meet the social and emotional needs of all students.
- We have established a behavioral continuum to encourage the expected behaviors of being respectful, being responsible, being safe, and being a problem solver. These are called Phantom Cool Tool Lessons.
- Our PBIS team will meet regularly to look at our behavior data. The system is a work in progress and will continue to be altered as needs arise.
- We have reduced the need to always be reactive by replacing it with a more proactive approach to teaching students our first expectations.
- PBIS reminds us that growth must occur for all students even in situations of misbehavior.
- Research has shown that PBIS not only improves a school culture, but it will also improve academic performance.

**Purpose Statement:**

Hemlock Creek Elementary has adopted Positive Behavior Interactions and Supports (PBIS), to create a positive climate and an effective learning environment for all students. We will define appropriate behavior expectations helping to provide consistency with all staff. We will teach and practice expected behaviors and use data to guide our decision making to identify all students in need of support. Through PBIS, teachers will have more time to teach and students will have more time to learn!

**Teacher and Staff Responsibilities:**

- Teachers and staff will teach, model and practice each of the behavioral expectations throughout the year.
- Teachers and staff will acknowledge student behaviors that meet our four expectations – Be Respectful, Be Responsible, Be Safe, and Be a Problem Solver.
- Teachers and staff will follow the Six Components of the School Wide PBIS philosophy:
  - Select and define expectations and routines. Expectations and routines need to be Observable, Acknowledgeable, and Teachable.
  - Teach behaviors and routines directly in all settings.
  - Actively monitor behavior.
  - Acknowledge appropriate behavior.
  - Review data to make decisions.
  - Correct behavioral errors.

*When a child doesn't know how to read, we teach.  
When a child doesn't know how to add, we teach.  
When a child doesn't know how to spell, we teach.  
When a child doesn't know how to behave, we TEACH.*

**Behavior Matrix** – This outlines four main rules for everyone to abide by - ***Be Respectful, Be Responsible, Be Safe, and Be a Problem Solver.*** It is our goal to make the understandings of these beliefs as clear and easy for students as possible. The matrix outlines the four expectations for areas around the school. The matrix will be posted in each classroom and in areas around the school. Each teacher will then create with students the behavioral expectations for their classroom. This will be shared and posted in the classrooms.

**Cool Tools** – One of the most important parts of the PBIS system is that behavior and expectations are taught directly to the students. In this way, students know exactly what is expected of them and how we expect them to behave at school. The teaching of these expectations will occur during our annual KICKOFF the first few weeks of school. The students will model and practice how to behave at lunch, in the classroom, hallways, bathrooms, assemblies, bus, and the playground. This will continually be reinforced throughout the school year. All students will be taught these Cool Tools that impact our school and are based upon the needs of our students.

**Acknowledgement System** - Consistent positive reinforcement of appropriate behavior is another part of PBIS. All staff members who observe students following the four behavior expectations will issue a **Phantastic Phantom** slip. All students should be receiving a Phantastic Phantom slip for demonstrating good behavior. Student can earn a Phantastic Phantom slip in all areas of the school (classroom, lunchroom, playground, etc.) and from all staff members. Research shows us that positive reinforcement is one of the best ways to not only change poor behavior but also to maintain appropriate behavior. The Hemlock Creek staff is committed to making sure that all students who demonstrate positive behaviors will receive Phantastic Phantom slips.

Phantastic Phantom slips will be drawn weekly in each classroom. Tickets are collected each week and are counted towards a bi-monthly school wide celebration. A classroom from each grade level will be recognized each week with a traveling Phantastic Phantom trophy for meeting expectations. In Grades K-3, classrooms will be recognized daily for meeting lunchroom expectations with the award of the “golden spatula.”

**Classroom Referral and Office Referral** – Unfortunately, there will be times some students misbehave even though we have explicitly taught them our expectations, offered reminders of the expected behaviors, and used the positive reinforcement system. When this occurs, staff will use a referral form. These forms document incidents. Minor incidents will be dealt with by the classroom teacher/staff and re-teaching will occur. Major infractions are automatically referred to the office. Repeated minor infractions will be referred to the principal/associate principal in the form of an office referral. The referral form documents what has occurred in writing so that you have a copy and can speak to your child about the behaviors. Teachers and/or administration will make contact with parents for every major infraction. Minor incidents will be addressed quickly between the student and the teacher/staff. Students who engage in repeated minor infractions may have their parents contacted so that a plan can be formulated that brings home and school together to correct the behaviors of the student. Our goal is to keep the lines of communication open between school and home.

## The Phantom Way: Be Respectful! Be Responsible! Be Safe! Be a Problem Solver!

Expectations	Playground	Hallways	Bathrooms	Cafeteria	Bus/Field Trips	Arrival/Dismissal	Assemblies	Indoor Recess	Classroom
<p><b>We will Be Respectful</b></p>	<p>*Listen to adults</p> <p>*Show good sportsmanship</p> <p>*Be considerate of others</p>	<p>*Use appropriate voice level (0-3)</p> <p>*Yield to others</p> <p>*Use our own locker</p>	<p>*Use appropriate voice level (0-3)</p> <p>*Use time wisely</p> <p>*Respect the privacy of others</p>	<p>*Use appropriate voice level (0-3)</p> <p>*Listen to adults</p> <p>*Use good table manners</p>	<p>*Use appropriate voice level (0-3)</p> <p>*Listen to adults</p> <p>*Be considerate of others</p>	<p>*Yield to others</p> <p>*Listen to adults</p> <p>*Follow directions</p> <p>*Be polite</p>	<p>*Listen to the speaker</p> <p>*Be a good audience</p> <p>*Keep quiet feet</p>	<p>*Use appropriate voice level (0-3)</p> <p>*Show good sportsmanship</p> <p>*Listen to adults</p>	
<p><b>We will Be Responsible</b></p>	<p>*Line up when we hear the signal</p> <p>*Put equipment away</p> <p>*Dress for the weather</p>	<p>*Keep hallways clean</p> <p>*Go straight to destination</p> <p>*Stay with our group</p>	<p>*Flush</p> <p>*Keep bathroom clean</p> <p>*Wash hands</p> <p>*Use resources wisely (2 soap squirters, 2 paper towels)</p>	<p>*Clean up after yourself</p> <p>*Follow directions</p>	<p>*Stay with group</p> <p>*Clean up after self</p>	<p>*Remember belongings</p> <p>*Dress for the weather</p> <p>*Go straight to destination</p>	<p>*Follow directions</p>	<p>*Help clean up when we hear the signal</p> <p>*Take care of equipment</p>	
<p><b>We will Be Safe</b></p>	<p>*Use equipment properly</p> <p>*Stay in designated areas</p> <p>*Keep hands, feet, and objects to ourselves</p>	<p>*Walk in line</p> <p>*Use railings</p> <p>*Keep shoelaces tied</p> <p>*Face forward</p> <p>*Keep hands, feet, and objects to ourselves</p>	<p>*Report problems immediately to an adult</p> <p>*Keep hands, feet, and objects to ourselves</p>	<p>*Walk at all times</p> <p>*Stay in seat</p> <p>*Use both hands on tray, face forward</p> <p>*Keep hands, feet, and objects to ourselves</p>	<p>*Sit appropriately</p> <p>*Keep hands, feet, and objects to ourselves</p>	<p>*Walk on sidewalk</p> <p>*Watch for vehicles</p> <p>*Keep hands, feet, and objects to ourselves</p>	<p>*Walk up and down bleachers</p> <p>*Keep hands, feet, and objects to ourselves</p>	<p>*Stay in designated areas</p> <p>*Keep hands, feet, and objects to ourselves</p>	
<p><b>We will Be a Problem Solver</b></p>			<p>*Think it through</p>		<p>*Wait and Cool off</p>			<p>*Talk it out</p>	

**PUBLIC NOTICE OF NONDISCRIMINATION****[To be published annually in Fall district newsletter, student and staff handbooks, and district website]**

The Board of Education supports an educational environment that is free of discrimination of any form. It is the policy of the district that neither students nor employees will be allowed to engage in any form of discrimination (including harassment and intimidation) toward other students or school employees.

It is the policy of the West De Pere School District that no person may be denied admission to any public school in this district, be denied participation in, or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, gender identity, sexual orientation, or physical, mental, emotional or learning disability, or homelessness as required by Sec. 118.13, Wis. Stat.

For the purpose of addressing disability nondiscrimination, the district also has the following handbooks in place: School District of West De Pere Procedural Guidelines For Implementing Section 504 of the Rehabilitation Act of 1973, and School District of West De Pere Parent Guide To Section 504 of the Rehabilitation Act of 1973. These are available from each school counselor.

The district encourages informal resolution of complaints. A formal complaint resolution procedure is available, however, to address allegations of discrimination in the West De Pere School District; and can be obtained from any school facility office. Complaints of discrimination brought by a person of student-age see Policy 5117: Student Nondiscrimination Complaints of discrimination brought by a person beyond student-age see Policy 4117: Staff Nondiscrimination

Any questions concerning discrimination on the basis of disability sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, gender identity, or sexual orientation should be directed to:

Director of Student Services or designee  
School District of West De Pere  
400 Reid Street, Suite W  
De Pere, WI 54115  
(920) 337-1393

**[To be included in course selection handbooks, catalogs, announcements, application forms, and other published materials distributed to the public describing school activities and opportunities]**

The School District of West De Pere does not discriminate against: students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, gender identity, sexual orientation, or physical, mental, emotional, or learning disability, or homelessness in any of its educational programs or activities; or persons on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, religion, sexual orientation, disability, arrest record, conviction record, membership in the national guard, homelessness or by any other criteria as specified by state and federal law.

REVISED: 12/15/94, 3/18/98, 11/19/98, 3/18/99, 3/14/00, 3/15/04, 2/20/13, 12/5/19

Reviewed: 4/13/11, 12/19/19

READOPTED: 7/19/11, 3/20/13, 1/27/2020

**SCHOOL DISTRICT OF WEST DE PERE**  
**SURVEILLANCE CAMERA USE**

**3519**

The West De Pere Board of Education supports an educational environment that provides a safe and secure environment for all persons on its premises or attending any of its activities or functions. Surveillance cameras may be used under the supervision of the School District of West De Pere for the purpose to promote the order, safety, and security of students, staff, visitors, and property.

Procedures:

1. Cameras will be placed in locations where they enhance the District's efforts to provide a safe and secure environment.
2. Cameras will be visible, unless otherwise authorized by the Superintendent.
3. Cameras shall not be placed in any area where the public, students and staff have a reasonable expectation of privacy, such as restrooms and locker rooms.
4. Cameras shall not be placed in a classroom without the consent of the Superintendent.

CROSS REFERENCE: Handbooks, 3545 - Use of Video Monitoring Systems Aboard School Buses

ADOPTED: 3/21/05  
REVISED: 1/12/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**STUDENT ATTENDANCE AND TRUANCY**

**5113**

**A. Attendance and Excuses**

The primary legal and moral responsibility for student attendance rests with the parent (or guardian) and the student. The School District of West De Pere will work cooperatively with the parent or responsible adults to teach students the importance of daily and timely school and class attendance. Effective instruction is an important part of this process; however, it is the position of the West De Pere Board of Education that the climate for instruction begins with regular attendance. When students are absent from class, they miss integral and essential parts of the learning process. Instructional activities, such as discussions, videos, and the participation of guest speakers can never be made up or replicated. It is the student's responsibility to participate and contribute in the classroom learning process.

Excessive absences and trancies have a detrimental effect on other students as well as on the process of instruction. Absences and trancies do harm to the process of education by placing greater demands on the time of teachers for make-up assignments and assistance to truant or absent students. This demand is an infringement upon the rights of other students for equal attention of the teacher.

Furthermore, there are direct relationships between school attendance habits, the incidence of student dropout, and post-secondary success, whether it be in advanced training opportunities or on the job. Students, therefore, are expected to be in attendance every day except as noted below.

**B. Compulsory Attendance Age**

1. In accordance with state law, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse. s.118.15(l)(a)
2. Upon the child's request and with the written approval of the child's parent or guardian, any child who is 16 years of age may be excused by the school board from regular school attendance if the child and his or her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation. s.118.15(l)(c)
3. Upon the child's request and with the written approval of the child's parent or guardian, any child who is 17 years of age or over may be excused by the school board from regular school attendance if the child and his/her parent or guardian agree, in writing, that the child will participate in a program or curriculum modification leading to the child's high school graduation or leading to a high school equivalency diploma under s.115.29(4) s.118.15(l)(c).

**SCHOOL DISTRICT OF WEST DE PERE**  
**STUDENT ATTENDANCE AND TRUANCY**

**5113 cont'd**

4. A child, under the age of 18, requesting withdrawal from school attendance should remain in school until the end of the term in which the request is made. Likewise, any person requesting re-admittance should wait until the beginning of the next term to return to school.

**C. Truancy and Absences Defined**

1. Truancy S.118.16(1)(c)

- a. "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s.118.15.
- b. Students who are truant (unexcused) as defined by Wisconsin Statute 118.16 will be subject to disciplinary action.

2. Habitual Truancy S.118.16(1)(a)

- a. "Habitual truant" means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.

3. "...Absence of *part* of one or more days..." is defined as follows:

- a. Elementary School (K- 4) more than 15 minutes but less than three-fourths of a school day
- b. Intermediate school (5-6) – more than 15 minutes but less than three-fourths of a school day.
- c. Middle School ( 7-8) - one to eight class periods in any given school day ( 9 period day)
- d. High School (9-12) - one to four class periods in any given school day (5 period day)

4. "...Absence of *all* of one or more days..." is defined as follows:

- a. Elementary School (K-4) - three-fourths or more of a school day
- b. Intermediate School (5-6) - three-fourths or more of a school day



**SCHOOL DISTRICT OF WEST DE PERE**  
**STUDENT ATTENDANCE AND TRUANCY**

**5113 cont'd**

- c. Middle School ( 7-8) - nine class periods in any given school day (9 period day)
- d. High School (9-12) - five class periods in any given school day (5 period day)

5. Contributing to Truancy S.118.16(2)(cg)4

In accordance with state law under S.118.15(5), penalties may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under S.118.15(1)(a) and (am).

6. Excused Absences

- a. Students may be excused from school for the following reasons:
  - i. *Personal illness.* When absences for personal illness are prolonged or chronic, the building administrator has the authority to request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical condition of the child.
  - ii. *Funerals and religious services* as requested by the parent (or guardian).
  - iii. *Medical appointments* that could not be scheduled outside of the regular school day.
  - iv. *Serious personal or family crisis.*
  - v. Student that is *not in proper physical and/or mental condition* to attend school in accordance with Statute 118.15(3)(a).
  - vi. *Family vacations*, which must be pre-arranged through the school office; preferably as many days prior to leaving as the length of the vacation. Family vacations also include activities that parallel or are related to activities that are part of the school district's curriculum or co-curricular program. The absence will be excused in these cases if the parent request for a pre-excused absence has been completed and is on file in the school office prior to the absence.
  - vii. *Other circumstances*, deemed as an acceptable excuse per school officials, such as: medical quarantines, extreme weather conditions, court appearances, etc.

**SCHOOL DISTRICT OF WEST DE PERE**  
**STUDENT ATTENDANCE AND TRUANCY**

**5113 cont'd**

- b. Students who are absent from school for reasons other than illness shall present an excuse prior to the absence. The absence will be determined to be excused or unexcused depending upon the reason presented. Failure to abide by this procedure will result in an unexcused absence. Emergencies will be considered at the time presented.
- c. Each principal shall work with staff to develop incentives and/or opportunities for recognition for outstanding attendance.

The Superintendent shall cause development of administrative rules relating to this policy.

**D. Attendance Officer**

- 1. The principal or the principal's designee at each of the district's schools is designated to deal with matters relating to school attendance and truancy.
- 2. The "School Attendance Officer" of each school shall determine daily which pupils enrolled in the school are absent from school and whether that absence is excused. s.118.16(2)(a)
- 3. In cases of truancy, the school attendance office shall follow the administrative rules for handling truancy.

**E. Teacher Responsibility**

- 1. Teachers are required to submit daily attendance reports to the School Attendance Officer on all pupils under their charge. s.118.18
- 2. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the effect class attendance has on student progress. However, no pupil shall be denied credit in a course or subject solely because of his/her unexcused absence from school.

**CROSS REFERENCE:** Administrative Rule - 5113(R)  
Student Handbooks

**LEGAL REFERENCE:** Section 118.15, 118.16 Wisconsin Statutes

**ADOPTED:** 10/15/80

**REVISED:** 1/14/81, 1/15/87, 11/16/89, 5/20/99, 3/16/11, 10/18/11, 9/18/12, 9/17/2020, 7/19/2023

**SCHOOL DISTRICT OF WEST DE PERE**  
**STUDENT ATTENDANCE AND TRUANCY**  
**ADMINISTRATIVE PROCEDURES**

**5113 (R)**

**ATTENDANCE AND EXCUSES**

**A. Procedures:**

1. Attendance will be taken each period in grades 7-12. The absence will be recorded in the attendance office for each period. At grades K-6, attendance will be taken daily, a.m. and p.m., with absences being recorded in the office and reported to the principal.
2. Each secondary school and teacher will prepare and keep a listing of all absences for each class period.
3. Upon returning to school following an absence, students are required to present a written explanation of their absence from their parent or guardian. Phone calls from parents/guardians will also be accepted within a reasonable amount of time, as defined by each building site.
4. A letter regarding a student's absence is to be sent to the parents or guardians after seven (7) days and again after ten (10) days of accumulated absence (discretion should be used by the principal in cases where they are aware that the student has been under a doctor's treatment, or other relevant excused circumstances).
5. Students are responsible for making up work that is missed during their absence and have as many days to get their work made up and turned in as they were absent.
6. State law provides that a school may not deny a student credit in a course solely because of the pupil's unexcused absences. A student may be failed if he/she does not satisfactorily complete the make-up work assigned due to his/her absences. Students who are truant will be required to make up all work missed, including examinations.
7. After three consecutive weeks of being absent without showing intent of returning, the student will be exited as of the date of the first day of the consecutive absences.

**B. Consequences: Truancy**

1. For All Incidents of Truancy
  - a) Parents or guardians are notified by phone as soon as truancy is determined, and directed to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused

**SCHOOL DISTRICT OF WEST DE PERE      5113 (R) cont'd**  
**STUDENT ATTENDANCE AND TRUANCY**  
**ADMINISTRATIVE PROCEDURES**

- b) absence and may be delegated to office staff. A written record will be maintained for phone contacts related to truancy.
- c) At grades 7-12, the student may be assigned detention in an amount as determined at each building site.

2. **Third Incident of Truancy**

- a) A referral will be made to the child's school counselor to:
  - i) Provide an opportunity for educational counseling to determine whether a change in curriculum would resolve the child's truancy and to consider curriculum modifications possible within the current school program.
  - ii) Request that the counselor consult with the appropriate school staff in an effort to determine whether learning or social/emotional problems may be a cause of the child's truancy, and, if so, make appropriate referrals and/or recommendations.
- b) The attendance officer will send a letter to the parent or guardian outlining the provisions of the attendance law, and informing them that their child is in danger of violating the state's "habitual truant" law and the district's open enrollment policy regarding open enrollment. The parent or guardian will be encouraged to come in for a meeting to discuss the student's welfare.

3. **Fifth Incident of Truancy**

- a) The attendance officer will send a letter by first class mail to the parent or guardian. The notice shall say:
  - i) A statement outlining the provisions of the attendance law, and informing them that their child is now in violation of the state's "habitual truant" law.
  - ii) A statement of the parent's or guardian's responsibility, under s. 118.15 (1.) (a), to cause the child to attend school regularly.
  - iii) A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk under s. 118.15 (3) (c).
  - iv) A request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy. The notice shall include:
    - The name of the school personnel with whom the parent or guardian should meet;
    - The date and time of the meeting;
    - The name, address and telephone number of a person to contact to arrange a different date, time, or place.
  - v) S. 118.16(2)(cg)4. A statement of the penalties, under s. 118.15(5), that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under s. 118.15(1)(a) and (am).
  - vi) A statement detailing how and where the parent or guardian may view the pupil's attendance record.
  - vii) A statement notifying the parent or guardian that habitual truancy may affect the status of an open enrolled student.

**SCHOOL DISTRICT OF WEST DE PERE**  
**STUDENT ATTENDANCE AND TRUANCY**  
**ADMINISTRATIVE PROCEDURES**

**5113 (R) cont'd**

- viii) The attendance officer will send a letter by first class mail to the parent or guardian. The notice shall include:
    - i) A statement outlining the provisions of the attendance law, and informing them that their child is now in violation of the state's "habitual truant" law.
    - ii) A statement of the parent's or guardian's responsibility, under s. 118.15 (1.) (a), to cause the child to attend school regularly.
    - iii) A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk under s. 118.15 (3) (c).
  - b) A referral will be made to the police liaison officer for municipal court proceedings, in compliance with Wisconsin Statutes Chapter 118, after the following have been completed:
    - i) Met with the child's parent or guardian to discuss the child's truancy or have attempted to meet with the child's parent or guardian and been refused.
    - ii) Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications possible within the current school program.
    - iii) Referred the child to the building's Student Study Team to determine whether learning or social/emotional problems may be a cause of the child's truancy and, if so, have taken appropriate action or made appropriate referrals. The Student Study Team shall maintain documentation regarding its findings/recommendations and review them with the building principal/designee.
4. Following receipt of evidence that the above activities have been met, the school attendance officer may file information on any child who continues to be truant with the court assigned to exercise jurisdiction under Chap. 48 in accordance with s. 48.24. Filing information on a child under this subsection does not preclude concurrent prosecution of the child's parent or guardian under S. 118.15(5) and S. 938.342.
5. Every Tenth Incident of Truancy
- a.) One every tenth incident of truancy (e.g., 10, 20, 30, etc.) a letter will be sent to Brown County Social Services informing them of the student's status as a habitual truant, that chronic truancy persists, and accompanied by a copy or listing of the student's attendance history. A copy of this letter will be sent to the parent or guardian of the student.

ADOPTED: 11/16/89

REVISED: 5/20/99, 3/16/11, 9/23/15, 9/17/2020, 11/16/2022, 7/19/2023

**STUDENT NONDISCRIMINATION**

[To be published annually in student and staff handbooks]

**I. POLICY**

It is the policy of the School District of West De Pere that no person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, color, gender identity, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or homelessness.

**II. DESCRIPTION**

The School District of West De Pere shall strive to remove any vestige of discrimination in: admission to any school, class, program, or activity; standards and rules of behavior, including student harassment; disciplinary actions, including suspensions and expulsions; acceptance and administration of gifts, bequests, scholarships and other aids, benefits, or services to pupils from private agencies, organizations, or persons; selection of instructional and library media materials; methods, practices, and materials used for testing, evaluating, and counseling pupils; facilities; opportunity for participation in athletic programs or activities; and school sponsored food service programs.

The School District of West De Pere acknowledges gender identity of a student that has held the belief deeply, followed the belief consistently over a period of time, is supported by the student's parents or guardian, and for which the student has sought guidance or counseling in coming to the decision will be permitted to access the restrooms that correspond to the gender identity that the student consistently asserts at school and elsewhere. A student who does not wish to use the binary restrooms may be given access to unisex restrooms if such a facility is reasonably available. When an issue or concerns arises, the Administration will work to address the needs and concerns of each student with consultation from parents/guardians where appropriate.

Individuals who upon investigation are determined to have engaged in discriminatory behavior shall be subjected to disciplinary action. In the case of students, discipline may include, but is not limited to reprimand, suspension or expulsion. In the case of others engaged in such conduct while participating in district programs and activities, discipline may include removal and prohibition from participation in such activities or programs.

**III. HARASSMENT**

Harassment is considered a form of discrimination.

<u>Student harassment is...any behavior directed toward a student</u>	<u>based in whole or part, on membership in a protected class</u>	<u>which substantially interferes with a student's school performance, or creates an intimidating, hostile, or offensive environment.</u>
Can include: name-calling, making threats, spreading rumors, telling jokes, making fun of someone, gestures, physical intimidation, hitting, touching, pranks or hazing, vandalism or destruction of property.	sex, race, color, gender identity, religion, national origin, ancestry, creed, pregnancy, material or parental status, sexual orientation or physical, mental, emotional or learning disability, or homelessness.	the behavior is so severe (can be one incident of a more serious nature) or pervasive (occurs frequently, is part of a pattern of behaviors, permeates the atmosphere) that it has a strong negative effect.

**SCHOOL DISTRICT OF WEST DE PERE**  
**STUDENT NONDISCRIMINATION**

**5117 cont'd**

Sexual harassment is often rationalized as a part of normal adolescent development, and so socially prevalent that it is acceptable. The School District of West De Pere does not tolerate sexual harassment or any other form of discrimination. The law protects both male and female students from sexual harassment, regardless of who the harasser is (another student, staff person, visitor) or their actual or perceived gender. Sexual harassment can be student-to- student, staff-to-student, or student-to-staff; and can be inter- or intra-gender.

Examples of inappropriate conduct that would be considered sexual harassment are:

- A. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual.
- B. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment (e.g. better grade) or negative consequence concerning one's organizational, academic, or educational status.
- C. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- D. Engaging in any type of sexually oriented conduct that would unreasonably interfere with a student's learning environment. This includes extending unwanted sexual attention to someone such that the student's participation in any program or activity is negatively affected.
- E. Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts or attention.
- F. Creating an environment that is intimidating, hostile or offensive because of the existence on school premises or during school activities of sexually oriented materials including, but not limited to, photographs, or other offensive sexually graphic materials.

When similar behaviors to those above are based upon any of the other protected classes (e.g. race, religion, etc.), this would constitute discriminatory behavior in violation of this policy.

#### **IV. COMPLAINT PROCEDURES**

Any person who believes he or she has been discriminated against (including harassment) in violation of the terms of this policy, or is witness to discriminatory actions against another shall report it and is encouraged to follow the complaint procedures below.

##### **A. INFORMAL COMPLAINT PROCEDURES**

- 1. The person who believes they are being subjected to discrimination is encouraged, but not required, to advise the person who is engaging in such conduct of their objection to the physical or verbal acts of discrimination.
- 2. If the person being discriminated against is unable or unwilling to discuss the matter of their objections with the person committing the discrimination, or the discrimination continues after completion of step 1, the person shall advise their principal or counselor of the allegations. A parent or legal guardian is able to register a complaint on a student's behalf. If the person is not

**SCHOOL DISTRICT OF WEST DE PERE**  
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comfortable with making a complaint to the principal or counselor, the complaint may be made to any staff person. That staff person must then report the complaint to the building principal. The principal or counselor shall conduct an initial investigation, and discuss the allegations with the complainant and accused to attempt to affect relief. This initial investigation and follow-up will occur within ten (10) days of the complaint. If a staff person observes behavior that they believe meets the policy definition of student discrimination (including harassment), they are obligated to report it to the building principal, even if no student complaint is brought forth.

3. If, in the judgment of the complainant, step 2 would be ineffective or the complainant does not wish to discuss the matter with the principal or counselor, or the results of step 2 are unsuccessful, a complaint shall be filed according to the formal complaint procedures within fifteen (15) days of the original complaint.

**B. FORMAL COMPLAINT PROCEDURES**

The District Administrator or designee shall be responsible for processing formal discrimination complaints and shall be further responsible for coordinating state and federal regulations concerning discrimination.

1. The person who believes they are being subjected to discrimination is encouraged, but not required, to advise the person who is engaging in such conduct of their objection to the acts of discrimination.

If the person being discriminated against is unable or unwilling to discuss the matter of their objections with the person committing the discrimination, or the discrimination continues after completion of this step, the person shall submit a formal complaint.

2. The formal complaint shall be submitted in writing to the District Administrator or their designee in such matters. The complaint report shall include the name, address, and phone number of the complainant, the name of the victim (if different), the name(s) of the person(s) who engaged in the alleged discrimination, and others who may be a witness or have knowledge. The complaint shall also include the specific nature of the discrimination and should detail, in so far as possible, the times, dates, locations and other details of the alleged discrimination, and a description of any relief sought. The complaint shall be signed and dated by the complainant. If the complainant is a minor, the complaint shall be co-signed by a legal guardian. Complaint forms are available in each school office, from a school counselor, or the district office.
3. The complaint will be acknowledged in writing within a reasonable timeframe (maximum is 45 days of receipt). This acknowledgement will typically include a requested day and time to meet with the district-appointed investigator.
4. The complaint shall be thoroughly investigated. This will occur in an expeditious yet methodical manner so as not to compromise the integrity of the investigative process. In doing so, he/she will notify the person accused of the complaint and the specifics thereof.



**SCHOOL DISTRICT OF WEST DE PERE**  
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The accused individual shall be permitted to respond to the allegations either verbally or in a signed statement at his/her discretion. If in the judgment of the investigator a meeting of involved parties is necessary or appropriate to clarify or resolve the matter, a meeting will be conducted.

5. The investigator shall notify, in writing, the complainant and accused of the final determination of the investigation. This must occur within 90 days of receipt of the formal complaint. This final determination must also include a list of actions taken, if any, to resolve the matter and an explanation of the complainant's appeal rights. A copy of the final determination will be maintained in the district office.
6. If the complainant is not satisfied with the final determination, he/she may submit a written appeal to the Superintendent. The appeal shall be filed with the Superintendent within ten (10) working days of receipt of the final determination. The appeal shall include the nature of the disagreement with the final determination and the complainant's underlying reason for disagreement. The individual accused of discrimination shall be notified of the consideration of appeal. The Superintendent shall respond, in writing, to the complainant and accused within twenty (20) working days of the hearing with respect to the findings and determination in the matter of the appeal. A copy of the Superintendent's findings will be maintained in the district office.
7. If the complainant is not satisfied with the Superintendent's appeal determination, he/she may submit a written appeal to the Board of Education. The appeal shall be filed within ten (10) working days of receipt of the Superintendent's determination.
  - a. The appeal shall be filed with the Superintendent who shall transmit the appeal to the Board of Education for placement on a closed session agenda at the next regularly scheduled board meeting. If the appeal is filed less than five (5) working days before a regularly scheduled meeting, the matter will be considered at the next successive regular board meeting.
  - b. The appeal shall include the nature of the disagreement with the most recent determination and the complainant's underlying reason for disagreement. The complainant may request and shall be granted the right to be present during discussion of the appeal and shall be permitted to present their reasons for disagreement. The individual accused of discrimination shall be notified of the consideration of appeal and may be present and shall be permitted to present their response.
  - c. Both the complainant and the accused may be represented during the Board's informal appeal consideration.
8. The Board shall respond, in writing, to the complainant and accused within twenty (20) working days of the hearing with respect to the Board's findings and determination in the matter of the appeal. A copy of the Board's findings will be maintained in the district office.

The District Administrator and/or the Board of Education reserves the right or may have the legal duty to refer matters of discrimination to appropriate legal authorities in such cases where child abuse may be a factor or in such cases where reasonable belief exists that a criminal act may have occurred.

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9. If the complainant is not satisfied with the Board's determination, he/she may submit a written appeal within thirty (30) days to the State Superintendent of Public Instruction [State Superintendent, Wisconsin Department of Public Instruction, 125 S. Webster St., P.O. Box 7841 Madison, WI 53707]. This appeal must contain the same components as the original complaint (the district's complaint form may be used for this appeal).

**C. EXCEPTIONS**

1. Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with disability shall be processed in accordance with established appeal procedures outlined in the district's special education handbook and special education rights pamphlet.
2. Discrimination complaints relating to programs specifically governed by federal law or regulation (e.g., EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.
3. Nothing in these procedures shall preclude individuals who feel they have been discriminated against on the basis of the protected classes of sex, disability, race, creed, or national origin from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to: Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8<sup>th</sup> Floor, Chicago, IL 60606.

**V. RETALIATION**

- A. Retaliation against an individual for filing a discrimination complaint or for participating in a discrimination investigation will not be tolerated, and will be grounds for disciplinary action.

LEGAL REFERENCE: Wisconsin Statute 118.13

Wisconsin Administrative Code Chapter PI9

Title VI of the Civil Rights Act of 1964

Title IX of the Educational Amendments of 1972 Section 504 of the Rehabilitation Act of 1973 McKinney-Vento Homeless Assistance Act

CROSS REFERENCE: 1113 - Nondiscrimination, 4117 - Staff Nondiscrimination

ADOPTED: 5/19/94

REVISED: 3/14/00, 3/15/04, 3/20/13, 5/20/15, 7/16/15, 12/11/19, 1/27/2020, 4/12/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**TITLE IX DISCRIMINATION COMPLAINT FORM**

**4117/5117 (E)**

## Title IX Discrimination Complaint Form

*Title IX of the Education Amendments of 1972 (20 U.S.C § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. **When the form has been completed and signed by you, and then signed by the Title IX Coordinator, your complaint has been properly received and noted by the district.** We will provide you with a copy of this form as well as complete information about the Title IX complaint process.*

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*The Title IX Coordinator and/or designee investigate complaints by parent, staff and students who believe themselves to be harmed by sexual harassment or discrimination and harassment related to gender.*

I am filing this complaint as a: check one (✓)

☐ Parent      ☐ Staff      ☐ Student

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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**Complainant:** Individual who is alleged to be the victim of conduct that could constitute sexual harassment (*if different from person completing form*).

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**If student, grade:** \_\_\_\_\_ **School:** \_\_\_\_\_

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**Respondent:** person or persons you believe committed the offense against you and how you have contact with them, e.g., supervisor, co-worker, peer, teacher.

**Name:** \_\_\_\_\_

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**Complaint:** Describe your complaint related to the complainant's participation or attempt to participate in the school's educational program or activity. Please summarize below and attach additional pages describing your complaint if necessary.

**Date(s):** \_\_\_\_\_ **Time:** \_\_\_\_\_

**SCHOOL DISTRICT OF WEST DE PERE      4117/5117 (E) cont'd**  
**TITLE IX DISCRIMINATION COMPLAINT FORM**

**Location:**

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**Description of  
incident:**

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**Witnesses** (The relationship information requested means co-worker, supervisor, peer, teacher, etc)

1. \_\_\_\_\_  
Name Relationship Telephone number

2. \_\_\_\_\_  
Name Relationship Telephone number

3. \_\_\_\_\_  
Name Relationship Telephone number

**I certify the aforementioned is true and correct.**

\_\_\_\_\_  
Your signature Date

**This completed, signed form should be delivered to the Title IX Coordinator by mail, email or in-person.**

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**For the Title IX Coordinator and/or Designee only**  
**Complaint taken by:**

\_\_\_\_\_  
Signature Print Name Date

Received by:

☐ In-person    ☐ Mail    ☐ Email

**SCHOOL DISTRICT OF WEST DE PERE**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**PROGRAMS OR ACTIVITIES: TITLE IX**

**5117.5**

This policy pertains to sex discrimination, including sex-based harassment, which occurs on or after August 1, 2024. Allegations of sex-based harassment that occur on or before July 31, 2024, shall be addressed pursuant to Policies 4117 AND 5117. Throughout this policy, unless expressly stated otherwise, reference to “Title IX” includes and incorporates the 2024 Title IX regulations (also known as the “2024 Final Rule”). The Title IX regulations are found at 34 C.F.R. Part 106. References solely to Title IX (20 U.S.C. §§ 1681 – 1688) are denoted as “Title IX (Statute).” In this policy, unless the context otherwise requires, words importing the singular include the plural and vice versa.

For more information concerning the use of this policy and the grievance procedures set forth herein, as opposed to Policy 4117/5117 and the grievance procedures contained in it, refer to the first few paragraphs of the Grievance Procedures section located below.

**NONDISCRIMINATION**

**Overview:** The Board of the School District of West De Pere (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

The Board is committed to maintaining an education and work environment that is free from sex discrimination (including sex-based harassment), responding promptly and effectively when it has knowledge of conduct that reasonably may constitute sex discrimination, and addressing sex discrimination in its education program or activity. Persons who commit sex-based harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced sex-based harassment ongoing remedies as reasonably necessary to restore or preserve access to the District’s education program or activity.

**KEY DEFINITIONS**

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

**Complainant** means:

1. a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
2. a person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in the District’s education program or activity at the time of the alleged sex discrimination.

**SCHOOL DISTRICT OF WEST DE PERE** **5117.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**PROGRAMS OR ACTIVITIES: TITLE IX**

**Complaint** means: an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged discrimination under Title IX.

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

**Disciplinary sanctions** means: consequences imposed on a respondent following a determination under Title IX that the respondent violated the Board’s prohibition on sex discrimination.

**Education program or activity** refers to: all the District’s operations including, but not limited to, in-person and online/remote educational instruction, employment, extracurricular activities, athletics, performances, and community engagement and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes events and circumstances that take place off school property/grounds but over which the District asserts disciplinary authority.

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

**Exculpatory evidence** means: evidence that is favorable to a respondent because it helps excuse, justify, or absolve a respondent of alleged wrongdoing and tends to establish a respondent did not engage in sex discrimination.

**Inculpatory evidence** means: evidence that links a respondent to alleged wrongdoing and tends to establish a respondent engaged in sex discrimination (i.e., has culpability).

Parental status means: the status of a person who, with respect to another person who is under the age of eighteen (18) or who is eighteen (18) or older but is incapable of self-care because of a physical or mental disability, is:

1. a biological parent;
2. an adoptive parent;
3. a foster parent;
4. a stepparent;
5. a legal custodian or guardian;
6. in loco parentis with respect to such a person; or
7. actively seeking legal custody, guardianship, visitation, or adoption of such a person.

**SCHOOL DISTRICT OF WEST DE PERE** **5117.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**PROGRAMS OR ACTIVITIES: TITLE IX**

**Party** means: a complainant or respondent.

**Peer retaliation** means: retaliation by a student against another student.

**Pregnancy or related conditions** means:

1. pregnancy, childbirth, termination of pregnancy, or lactation;
2. medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
3. recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

**Relevant** means: related to the allegations of sex discrimination under investigation as part of the Board's grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision-maker in determining whether the alleged sex discrimination occurred.

**Remedies** means: measures provided, as appropriate, to a complainant or any other person the District identifies as having had their equal access to the District's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the District's education program or activity after the District determines that sex discrimination occurred.

**Respondent** means: a person who is alleged to have violated the Board's prohibition on sex discrimination.

**Retaliation** means: intimidation, threats, coercion, or discrimination against any person by the District, a student, a Board employee, or any other person authorized by the Board to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 2024 Title IX regulations.

**Sex-based harassment** prohibited under this policy and the 2024 Title IX regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex – including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity – that is:

1. Quid pro quo harassment. An employee, agent, or other person authorized by the Board to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.

**OR**

**SCHOOL DISTRICT OF WEST DE PERE** **5117.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**PROGRAMS OR ACTIVITIES: TITLE IX**

2. Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
  1. the degree to which the conduct affected the complainant's ability to access the District's education program or activity;
  2. the type, frequency, and duration of the conduct;
  3. the parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
  4. the location of the conduct and the context in which the conduct occurred; and
  5. other sex-based harassment in the District's education program or activity.

**OR**
3. Specific offenses.
  1. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  2. Dating violence meaning violence committed by a person:
    1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
      1. the length of the relationship;
      2. the type of relationship; and
      3. the frequency of interaction between the persons involved in the relationship.
  3. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
    1. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction in which the District is located, or a person similarly situated to a spouse of the victim;
    2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
    3. shares a child in common with the victim; or
    4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the applicable jurisdiction.
  4. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
    1. fear for the person's safety or the safety of others; or
    2. suffer substantial emotional distress.



**SCHOOL DISTRICT OF WEST DE PERE** **5117.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**PROGRAMS OR ACTIVITIES: TITLE IX**

**Student** means: a person eligible to enroll in, attend, or participate in an elementary (including preschool) or secondary school in the District and who is enrolled in, attending, or participating in, or is seeking/attempting to enroll in, attend, or participate in the District's education program or activity.

**Student with a disability** means: a student who is an individual with a disability as defined under Section 504 of the Rehabilitation Act of 1973, as amended ("Section 504"), or a child with a disability as defined under the Individuals with Disabilities Education Improvement Act ("IDEA").

**Supportive measures** means: individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

1. restore or preserve that party's access to the District's education program or activity, including measures that are designed to protect the safety of the parties or the District's educational environment; or
2. provide support during the Board's grievance procedures or an informal resolution process.

**Parental, Family, or Marital Status**

The Board will not adopt or apply any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats such student differently on the basis of sex.

**Pregnancy or Related Conditions**

**Students:** The Board prohibits discrimination in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The Board will permit a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of the District's education program or activity provided the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

A student who is pregnant or experiencing related conditions shall receive comparable treatment to those with temporary medical conditions. In other words, to the extent not otherwise addressed above, the Board will treat pregnancy or related conditions in the same manner and under the same policies as any other medical condition with respect to any medical or hospital benefit, service, plan, or policy the Board administers, operates, offers, or participates in with respect to students admitted to the District's education program or activity.

The District will not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the District's class, program, or extracurricular activity unless:

1. the certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;

**SCHOOL DISTRICT OF WEST DE PERE** **5117.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**PROGRAMS OR ACTIVITIES:TITLE IX**

2. the District requires such certification of all students participating in the class, program, or extracurricular activity; and
3. the information obtained is not used as a basis for discrimination prohibited by Title IX or this Policy.

**District's Responsibilities with Respect to a Student's Pregnancy or Related Conditions**

When a Board employee is informed of a student's pregnancy or related conditions by the student or a person who has a legal right to act on behalf of the student, the employee shall promptly provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity, unless the employee reasonably believes the Title IX Coordinator has already been notified.

Once a student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions, the Title IX Coordinator shall promptly take the following specific actions to effectively prevent sex discrimination and ensure equal access to the District's education program or activity:

1. Inform the student and, if applicable, the person who notified the Title IX Coordinator of the District's obligations to:
  1. prohibit sex discrimination under this policy, including sex-based harassment;
  2. provide the student with the option of reasonable modifications to the Board's policies, practices, or procedures because of pregnancy or related conditions;
  3. allow access, on a voluntary basis, to any separate and comparable portion of the District's education program or activity;
  4. allow a voluntary leave of absence;
  5. provide lactation space; and
  6. maintain grievance procedures that provide for the prompt and equitable resolution of complaints of sex discrimination, including sex-based harassment.
2. Provide the student with voluntary reasonable modifications to the Board's policies, practices, or procedures because of pregnancy or related conditions.
3. Allow the student to take a voluntary leave of absence from the District's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a Board maintains a leave policy for students that allows a greater period of time than the medically necessary period, the Board shall permit the student to take leave under that policy instead if the student so chooses. When the student returns to the District's education program or activity, the student will be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the leave began.
4. Provide lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

**SCHOOL DISTRICT OF WEST DE PERE** **5117.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**PROGRAMS OR ACTIVITIES: TITLE IX**

**Employees:** The Board will not adopt or implement any policy, practice, or procedure, or take any employment action, on the basis of sex:

1. concerning the current, potential, or past parental, family, or marital status of an employee or applicant for employment, which treats persons differently; or
2. that is based upon whether an employee or applicant for employment is the head of household or principal wage earner in such employee's or applicant's family unit.

The Board also will not make a pre-employment inquiry as to the marital status of an applicant for employment, including whether such applicant is a "Miss or Mrs."

Similarly, the Board will treat pregnancy or related conditions as any other temporary medical conditions for all job-related purposes, including commencement, duration, and extensions of leave; payment of disability income; accrual of seniority and any other benefit or service; and reinstatement; and under any fringe benefit offered to employees by virtue of employment.

If an employee has insufficient leave or accrued employment time to qualify for leave under the Board's leave policy, the Board will treat pregnancy or related conditions as a justification for a voluntary leave of absence without pay for a reasonable period of time, at the conclusion of which the employee shall be reinstated to the status held when the leave began or to a comparable position, without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

The Board will provide reasonable break time for an employee to express breast milk or breastfeed as needed and will provide the employee with access to a lactation space, which must be a space other than a bathroom that is clean, shielded from view, free from intrusion from others, and may be used by an employee for expressing breast milk or breastfeeding as needed.

The Board designates the Director of Student Services as the coordinator who is ultimately responsible for oversight over the Board's compliance with its responsibilities under Title IX. The Title IX Coordinator may delegate specific duties to one (1) or more designees.

The Title IX Coordinator shall report directly to the District Administrator except when the District Administrator is a party to a complaint (i.e., either the complainant or the respondent). Under such circumstances, the Title IX Coordinator shall report directly to the Board's Legal Counsel until the matter in which the District Administrator is a party is concluded.

Questions about this policy and Policies 4117 and 5117 should be directed to the Title IX Coordinator. The Title IX Coordinator shall monitor the District's education programs and activities for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX, and take steps reasonably calculated to address such barriers.

**SCHOOL DISTRICT OF WEST DE PERE** **5117.5 cont'd**  
**NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION**  
**PROGRAMS OR ACTIVITIES: TITLE IX**

**Notice of Nondiscrimination** The District Administrator shall provide a notice of nondiscrimination to students, parents, guardians, or other authorized legal representatives of elementary and secondary students; employees; and applicants for admission and employment; and all unions and professional organizations holding collective bargaining or professional agreements with the Board. Specifically, the District Administrator shall post the notice of discrimination on the District's website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to the persons listed above, or which are otherwise used in connection with the recruitment of students or employees. See policies 4117 and 5117.

**GRIEVANCE PROCEDURES**

**Overview:** The Board adopts the following grievance procedures to provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the District's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX.

These grievance procedures shall be used for all complaints of sex discrimination, including sex-based harassment, involving conduct alleged to have occurred on or after August 1, 2024. These grievance procedures also may be used, at the discretion of the Title IX Coordinator, to investigate, address, and remedy (as necessary) conduct alleged to have occurred before August 1, 2024, that does not involve sex-based harassment, but some other form of sex discrimination prohibited by Title IX (Statute) – e.g., claims of unequal athletic opportunities, admissions discrimination, discrimination in courses or academic programs (i.e., excluding students from certain classes or programs based on their sex), pregnancy discrimination, unequal treatment based on parental, family, or marital status, discrimination in employment (including in hiring, promotion, and compensation), and retaliation. If the Title IX Coordinator elects not to use these grievances procedures to investigate and resolve such claims, the Title IX Coordinator will still need to implement some procedures to assess – in a prompt, effective, and equitable manner – whether Title IX (Statute) was violated, and, if it was, how best to end the sex discrimination in the District's education program or activity, prevent its recurrence, and remedy its effects.

Reports and Formal Complaints of "Sexual Harassment" (as defined in Policies 4117 and 5117) involving conduct alleged to have occurred prior to August 1, 2024, are subject to the grievance procedures outlined in Policy 4117 and 5117.

Under all circumstances, the Title IX Coordinator shall offer and coordinate supportive measures, as appropriate, in accordance with these policies if the Report or Formal Complaint involves "Sexual Harassment" alleged to have occurred prior to August 1, 2024.

If the conduct giving rise to a report or complaint of sex discrimination is alleged to have occurred both before and after August 1, 2024 (i.e., is part of a pattern of sex discrimination), the Title IX Coordinator

**SCHOOL DISTRICT OF WEST DE PERE** **5117.5 cont'd**  
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shall determine, after consulting with the Board's Legal Counsel, whether to use the grievance procedures contained in this policy or the grievance procedures contained in Policy 2266. The Title IX Coordinator will notify, in writing, the parties of the determination and the rationale for it. Under no circumstances, however, will a party be denied the due process to which the party is entitled based on the U.S. Department of Education-issued regulations in effect at the time the conduct alleged to violate Title IX (Statute) took place. Nothing herein shall prevent the Title IX Coordinator from using a hybrid grievance procedure that contains aspects of the grievance procedures contained in both this policy and Policies 4117 and 5117, so that the parties receive all of the due process to which they are entitled.

**Complaints:** The following people may make a complaint of sex discrimination – i.e., request that the District investigate and make a determination about whether sex discrimination as prohibited under Title IX occurred:

1. a "complainant," which includes:
  1. a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
  2. a person other than a student or employee of the District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the District's education program or activity;
2. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant;
3. the District's Title IX Coordinator.

A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person who was subjected to the sex-based harassment, or if the Title IX Coordinator initiates a complaint consistent with the requirements of the 2024 Title IX regulations.

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

1. any student or employee of the District; or
2. any person other than a student or employee who was participating or attempting to participate in the District's education program or activity at the time of the alleged sex discrimination.

The District may consolidate complaints of sex discrimination against more than one (1) respondent, or by more than one (1) complainant against one (1) or more respondents, or by one (1) party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one (1) complainant or more than one (1) respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

**Basic Requirements:** The District will treat complainants and respondents equitably.

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All persons involved with implementing the grievance procedures and any other aspects of this policy, including the Title IX Coordinator, the investigator, the decision-maker, and the appeal decision-maker, and the facilitator of the informal resolution process, shall be free from any conflicts of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

The Title IX Coordinator may serve simultaneously as an investigator and/or a decision-maker. If the Title IX Coordinator does not intend to serve as the investigator and decision-maker in a specific case, the Title IX Coordinator shall designate one (1) or more administrators who are appropriately trained to serve in the role. Likewise, the Title IX Coordinator shall appoint an appeal decision-maker when an appeal is filed.

In circumstances when the Title IX Coordinator and trained administrators do not have time/capacity to serve, or are prevented due to a conflict of interest, bias, or partiality, or other reasons that impair the Title IX Coordinator and other trained administrators from serving as an investigator and/or decision-maker in a specific case, the Title IX Coordinator shall, in consultation with and approval of the District Administrator secure one (1) or more independent third parties to serve as the investigator and/or decision-maker. Similarly, the Title IX Coordinator has authority, in consultation with and approval of the District Administrator, to secure an independent third party to serve as the appeal decision-maker.

The District presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

Under ordinary circumstances, the Board expects to complete the major stages of the grievance procedures within the timeframe specified below:

1. **Evaluation** – The Title IX Coordinator will determine whether to dismiss a complaint or investigate it within 10 days of receiving the complaint.
2. **Investigation** – The Title IX Coordinator, or designated investigator, shall ordinarily complete the investigation (i.e., collect relevant evidence that is not otherwise impermissible) within 30 days of the Title IX Coordinator determining the charges require investigation. If, however, the Title IX Coordinator, or designated investigator, determines that the investigation is going to take longer, the Title IX Coordinator will so notify the parties and will thereafter keep the parties and the District Administrator informed of the status of the matter on a regular -basis. Once the Title IX Coordinator, or designated investigator, provides the parties with “access” to either the relevant and not otherwise impermissible evidence and/or an accurate description of the evidence, the parties will have 5 days to respond to the evidence or the description of the evidence unless the Title IX Coordinator approves a party’s written request for more time. If the Title IX

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3. Coordinator approves such a request, both parties will be afforded an equal amount of time to submit their response.
4. **Determination** – After the parties either submit responses to the evidence/description of the evidence, or the deadline for submitting such responses expires, the Title IX Coordinator, or designated decision-maker, will consider the relevant and otherwise not impermissible evidence and issue a determination as to whether sex discrimination occurred. The determination shall be issued within 10 days of the deadline for the parties to submit responses to the evidence/description of the evidence unless Title IX Coordinator Approves an extension of time, which must be communicated in writing to the parties
5. **Appeal** – A party filing an appeal of the Title IX Coordinator's decision to dismiss a complaint ( ), or the Determination, must do so within 5 days of receiving the Dismissal-or Determination.

The Title IX Coordinator, or the District Administrator if the Title IX Coordinator is the individual requesting an extension, may approve reasonable extensions of the preceding timeframes on a case-by-case basis for good cause with notice to the parties.

The District will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties shall not engage in retaliation, including against witnesses.

The Title IX Coordinator, or designated decision-maker, shall objectively evaluate all evidence that is relevant and not otherwise impermissible — including both inculpatory and exculpatory evidence. Credibility determinations shall not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the District to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

1. evidence that is protected under a privilege recognized by Federal or State law; and
2. a party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the District obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
3. evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the

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complainant and respondent shall not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

**Notice of Allegations:** Upon initiation of the Board's grievance procedures, the Title IX Coordinator shall notify the parties of the following:

1. the Board's Title IX grievance procedures and informal resolution process
2. sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
3. retaliation is prohibited; and
4. the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If the Title IX Coordinator, or designated investigator, provides the parties with a description of the evidence, any party may request access to the relevant and not otherwise impermissible evidence. The Title IX Coordinator will provide the requesting party with the relevant and not otherwise impermissible evidence in a timely manner.

Should the Title IX Coordinator decide, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the Title IX Coordinator will provide a supplemental written notice describing the additional allegations to be investigated.

**Dismissal of a Complaint:** The Title IX Coordinator may dismiss a complaint of sex discrimination if:

1. the District is unable to identify the respondent after taking reasonable steps to do so;
2. the respondent is not participating in the District's education program or activity and is not employed by the Board;
3. the complainant voluntarily withdraws any or all the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the District determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
4. the District determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the Title IX Coordinator will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the Title IX Coordinator will promptly notify, in writing, the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the Title IX Coordinator will also simultaneously notify, in writing, the respondent of the dismissal and the basis for the dismissal.

The Title IX Coordinator will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after



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the respondent has been notified of the allegations, then the Title IX Coordinator will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

1. procedural irregularity that would change the outcome;
2. new evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
3. the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, the Title IX Coordinator will:

1. notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
2. implement appeal procedures equally for the parties;
3. ensure that the appeal decision-maker did not take part in an investigation of the allegations or dismissal of the complaint;
4. ensure that the appeal decision-maker has been trained consistent with the 2024 Title IX regulations,
5. provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
6. notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, the Title IX Coordinator will, at a minimum:

1. offer supportive measures to the complainant as appropriate;
2. if the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
3. take other prompt and effective steps, as appropriate, to ensure that sex discrimination does not continue or recur within the District's education program or activity.

**Informal Resolution Process:** In lieu of resolving a complaint through the Board's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The District will not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

**Adding Allegations and/or Consolidating Complaints:** If, in the course of an investigation, the District decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the original Notice of Allegations provided or that are included in a complaint that is consolidated, the Title IX Coordinator will notify the parties of the additional allegations.

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**Investigation:**The District will provide for an adequate, reliable, and impartial investigation of complaints.

The burden is on the District — not on the parties — to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

The Title IX Coordinator, or the designated investigator and/or decision-maker, will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

The Title IX Coordinator, or the designated investigator and/or decision-maker, will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

The District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

1. the District will provide the parties with an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence; If the Title IX Coordinator, or designated investigator, provides a description of the evidence, the Title IX Coordinator, or designated investigator, will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.
2. the District will provide a reasonable opportunity to the parties to respond to the evidence or the accurate description of the evidence; and
3. the District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

If the investigator and the decision-maker are the same person, the decision-maker will have an opportunity to question the parties and witnesses in individual meetings as part of the investigation.

Before concluding the Investigation, the investigator may allow each party to propose/submit in writing relevant questions that the party wants asked of any party or witness and the investigator will review any questions submitted by the parties and ask those questions of the specific party or witness that the investigator determines – in the investigator's sole discretion – may lead to probative evidence that will assist the decision-maker in determining whether sex discrimination occurred. The investigator's decision to ask or not ask a specific question proposed by a party is not subject to review. Any questions asked must be relevant and not otherwise impermissible.

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After the parties have an opportunity to review the relevant and not otherwise impermissible evidence, or an accurate description of this evidence, the decision-maker may allow each party to propose/submit in writing relevant questions that the party wants asked of any party or witness and the decision-maker will review any relevant and not otherwise impermissible questions submitted by the parties and ask those questions of the specific party or witness that the decision-maker determines – in the decision-maker's sole discretion – may lead to probative evidence that will assist the decision-maker in determining whether sex discrimination occurred. The decision-maker's decision to ask or not ask a specific question proposed by a party is not subject to review. Any questions asked must be relevant and not otherwise impermissible.

Determination of Whether Sex Discrimination Occurred: Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the Title IX Coordinator or designated decision-maker will:

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. This standard of proof requires the decision-maker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decision-maker, applying the applicable standard, is not persuaded by the relevant and not otherwise impermissible evidence that sex discrimination occurred, regardless of the quantity of the evidence, the decision-maker will not determine that sex discrimination occurred.
2. Notify the parties, in writing, of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal.
3. Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
4. If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
  1. coordinate the provision and implementation of remedies to a complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by sex discrimination;
  2. coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
  3. take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the District's education program or activity.
5. Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
6. Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination of whether sex discrimination occurred.

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**Appeal of Determinations:** If a party disagrees with the decision-maker's determination as to whether sex discrimination occurred, the party may file an appeal. Appeals must be submitted, in writing, within 5 days of the appealing party's receipt of the Determination.

A party may appeal a Determination on the following bases:

1. procedural irregularity that would change the outcome;
2. new evidence that would change the outcome and that was not reasonably available when the Determination was made; and
3. the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If a party appeals the decision-maker's determination, the Title IX Coordinator will:

1. notify the parties of any appeal;
2. implement appeal procedures equally for the parties;
3. designate an appeal decision-maker, who will be a person who did not conduct the Investigation or render the Determination, and is appropriately trained:
  1. The Title IX Coordinator will designate the District Administrator to be the appeal decision-maker, provided the District Administrator has not been otherwise involved in the grievance procedures (i.e., did not serve as the investigator, decision-maker, or informal resolution process facilitator) and is appropriately trained;
  2. provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the decision-maker's determination;
  3. provide the appeal decision-maker with the relevant and not otherwise impermissible evidence along with the accurate description of the relevant evidence (if one was prepared and shared with the parties), any responses the parties submitted to the investigator related to the evidence and/or the description of the evidence (if one was prepared), and the decision-maker's determination; and
  4. notify the parties, in writing, of the result of the appeal and the appeal decision-maker's rationale for the outcome.

**Parties Provided a Reasonable and Equal Opportunity to Make a Statement in Support of, or Challenging, the Determination** After a party files an appeal, both parties will have 5 days to submit to the appeal decision-maker a statement in support of their position that they want the appeal decision-maker to consider in rendering a decision. Once the decision-maker receives each parties' statement, or the timeline for submitting such statements expires, the appeal decision-maker will have 10 days to issue a decision on the appeal.

No new or additional evidence may be submitted during the appeal process.

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The appeal decision-maker shall determine the outcome of the appeal based on the appeal decision-maker's independent review of the record (i.e., the relevant and not otherwise impermissible evidence, the feedback the parties provided to the investigator and/or decision-maker based on their review of the relevant evidence and any description of the relevant evidence that was prepared and shared with the parties, and the decision-maker's written determination) and the appeal decision-maker's application of the law and Board policy to the facts in the record. The appeal decision-maker must give due deference and due weight to the decision-maker's factual findings and credibility determinations and should not overturn them unless non-testimonial extrinsic evidence in the record justifies a contrary conclusion or unless the record read in its entirety compels a contrary conclusion. Generally, the appeal decision-maker is expected to uphold the decision-maker's determination unless the appeal decision-maker determines the decision-maker's determination is unlawful, unreasonable, or against the manifest weight of the evidence. Every reasonable presumption must be made in favor of the decision-maker's determination.

The appeal decision-maker shall simultaneously notify the parties, in writing, of the result of the appeal and the rationale for the outcome.

**Supportive Measures:** The District will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to the District's education program or activity or provide support during the Board's grievance procedures or during the informal resolution process. For allegations of sex discrimination other than sex-based harassment or retaliation, the District's provision of support measures does not require the District, Board employees, or any other person authorized to provide aid, benefit, or service on the District's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

The Title IX Coordinator shall determine appropriate supportive measures on a case-by-case basis. Supportive measures may vary depending on what the Title IX Coordinator deems to be reasonably available. Supportive measures may include, but are not limited to: counseling; extensions of deadlines or other course-related adjustments; school/campus escort services; increased security and monitoring of certain areas of the campus (including school buildings and facilities); restrictions on contact between the parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; training and education programs related to sex-based harassment; referral to Employee Assistance Program; and other similar measures.

Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties and/or the District's educational environment, or to provide support during the Board's grievance procedures or the informal resolution process.

The District will not impose such measures for punitive or disciplinary reasons.

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The Title IX Coordinator may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures, or at the conclusion of the informal resolution process, or the District may continue them beyond that point.

The District will provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the Title IX Coordinator's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures as set forth in the Key Definitions section of this policy.

A party may seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.

The District will not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the District's education program or activity, or as otherwise permitted pursuant to the 2024 Title IX regulations.

If the complainant or respondent is an elementary or secondary student with a disability, the Title IX Coordinator shall consult with one (1) or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one (1) or more members, as appropriate, of the student's Section 504 team, if any, to determine how to comply with the requirements of the IDEA and/or Section 504, in the implementation of supportive measures.

The District Administrator may place an employee respondent on administrative leave from employment responsibilities during the pendency of the Board's grievance procedures.

**Disciplinary Sanctions and Remedies:** Following a determination that sex-based harassment occurred, the District may impose disciplinary sanctions, which may include:

**For Students:**

1. Informal Discipline
  1. writing assignments;
  2. changing of seating or location;
  3. preschool lunchtime, after-school detention;
  4. in-school discipline;
2. Formal Discipline
  1. suspension of bus riding/transportation privileges;
  2. removal from co-curricular and/or extracurricular activity(ies), including athletics;
  3. emergency removal;

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4. suspension for up to ten (10) school days;
5. expulsion for up to eighty (80) school days or the number of school days remaining in a semester, whichever is greater;
6. expulsion for up to one (1) year;
7. permanent exclusion; and
8. any other sanction authorized by the Student Code of Conduct.

For Employees:

1. oral or written warning;
2. written reprimands;
3. required counseling;
4. required training or education;
5. demotion;
6. suspension with pay;
7. suspension without pay;
8. termination and any other sanction authorized by any applicable Board Policy and/or employee handbook.

The District may also provide remedies, which may include disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation and implement appropriate remedies in compliance with applicable due process procedures, whether statutory or contractual.

With respect to student respondents, the Title IX Coordinator will notify the District Administrator of the recommended remedies (including disciplinary sanctions/consequences), so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5144.1 - Suspension-Expulsion, Policy 5114.21 – Abeyance Procedures - Program Design. Discipline of a student respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972 (“Section 504”), and their respective implementing regulations.

Discipline of an employee will be implemented in accordance with Federal and State law, Board policy, and applicable provisions of any relevant employee handbooks.

**Retaliation** Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including initiating a disciplinary process against a person for a code

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of conduct violation that does not involve sex discrimination but arises out of the same facts and circumstances as a complaint or information reported about possible sex discrimination, for the purpose of interfering with the exercise of any right or privilege secured by Title IX constitutes retaliation. Peer retaliation is also prohibited. Retaliation against a person for making a complaint or participating in an investigation is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance procedures set forth above. The District shall initiate its grievance procedures upon receiving any complaint alleging retaliation.

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

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

**Confidentiality** The District will keep confidential the identity of any individual who has made a complaint of sex discrimination, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the complainant's and respondent's receipt of the information to which they are entitled related to the investigation and determination of whether sex discrimination occurred).

**Application of the First Amendment** The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution and the principles of academic freedom as set forth in any Board policy or employee handbook.

**Training** All employees, investigators, decision-makers, facilitators of informal resolution process, the Title IX Coordinator(s) and designees, and other persons who are responsible for implementing the Board's grievance procedures or have the authority to modify or terminate supportive measures shall receive training related to their duties under Title IX and this Policy. The training shall be provided promptly upon hiring or change of position that alters their duties under Title IX or this policy, and annually thereafter. The training shall not rely on sex stereotypes.

Training materials must be made available for inspection upon request by members of the public.



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**Recordkeeping** The District shall maintain for a period of seven (7) calendar years the following records:

1. for each complaint of sex discrimination, records documenting the informal resolution process and/or the grievance procedures followed and the resulting outcome;
2. for each notification that the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX, including notifications under 34 C.F.R. § 106.44(c)(1) or (2), records documenting the actions the District took to meet its obligations under 34 C.F.R. §106.44; and
3. all materials used to provide the required training.

**Outside Appointments, Dual Appointments, and Delegations** The Board retains discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy including, but not limited to, Title IX Coordinator, investigator, decision-maker, appeal decision-maker, or facilitator of the informal resolution process.

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

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

**Discretion in Application** The Board retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific complainant and/or respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

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

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**PROGRAMS OR ACTIVITIES:TITLE IX**

**LEGAL REFERENCES:**

19.21(6), Wis. Stats., 120.13, Wis. Stats., 948.01, Wis. Stats., et. seq., 20 U.S.C. 1092(F)(6)(A)(v), 20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA), 20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX), 34 C.F.R. Part 106, 34 U.S.C. 12291(a)(8), 34 U.S.C. 12291(a)(10), 34 U.S.C. 12291(a)(30), 42 U.S.C. 1983, 42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., 42 U.S.C. 2000e et seq. , OCR's Revised Sexual Harassment Guidance (2001) © Neola 2024, WIAA Transgender Participation Policy

ADOPTED: 7/22/2024, 8/12/2024

**SCHOOL DISTRICT OF WEST DE PERE**  
**BULLYING**

**5119**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision. Instances of bullying that occur outside of regular school hours or outside of school sponsored activities that are reported to school district officials will be referred to local law enforcement.

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, but may not be motivated by these characteristics. Bullying is a form of intimidation and harassment, although it need not be based on any of the legally protected 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.

**SCHOOL DISTRICT OF WEST DE PERE**  
**BULLYING**

**5119 cont'd**

- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and text messages, instant messaging (IM), defamatory personal websites, defamatory online personal polling websites and all forms of Social Media.

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

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

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

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

All complaints about behavior that may violate this policy shall be investigated promptly by the building Principal or his or her designee. 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.

Parents and/or guardians of each pupil 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 pupil 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 reprimand, suspension, or possible expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers,

**SCHOOL DISTRICT OF WEST DE PERE**  
**BULLYING**

**5119 cont'd**

and contractors, and removal from any official position or resignation for Board members. Individuals may also be referred to law enforcement officials.

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

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

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

**Privacy/Confidentiality**

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

**Notification**

Notice of this policy will be annually distributed to all students enrolled in the school district, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment

**SCHOOL DISTRICT OF WEST DE PERE**  
**BULLYING**

**5119 cont'd**

shall also be posted at each building. The school district will also provide a copy of the policy to any person who requests it.

**Records & Reports**

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

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

**Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator or designee 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 bullying will be age and content appropriate. The complaint procedure established by the District Administrator and set forth in Administrative Guidelines shall be followed.

LEGAL REFERENCE:        Wisconsin Statute 118.46

CROSS REFERENCE:        5117-Student Nondiscrimination  
                                  4117-Staff Nondiscrimination  
                                  4117(E) / 5117(E)-Discrimination Complaint Form

ADOPTED: 9/20/10

REVISED: 7/17/2020, 8/12/2020

**SCHOOL DISTRICT OF WEST DE PERE**  
**STUDENT RECORDS**

**5120**

Student records shall be maintained in the School District of West De Pere to assist school personnel in providing appropriate educational experiences for each child in the district. Student records shall include all records relating to an individual student maintained by a school but does not include notes or records maintained for personal use by a teacher or other person who is required by the state superintendent under section 115.28(7) to hold a certificate, license or permit if such records and notes are not available to others, nor does it include records necessary for, and available only to persons involved in, the psychological treatment of a student.

**TYPES OF RECORDS**

- a. Student Records means all records relating to individual students maintained by a school but does not include notes or records maintained for personal use by a teacher or other person who is required by the state superintendent under Section 115.28(7).
- b. Progress Records means those student records which include the student's grades, a statement of the courses the student has taken, the student's attendance record, the student's immunization records and records of the student's extracurricular activities.
- c. Behavior Records means those students records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, the student's physical health records, other than his or her immunization records, or any lead screening required under Sec. 254.162, peace officers records obtained under Sec. 48.396(1m), and any other student records that are not progress records.
- d. Student Directory Data means those student records which include the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, or video identifying students either individually or as part of a group for academic or co-curricular achievement, degrees and awards received and the name of the school most recently previously attended by the student. This directory data shall be considered public information and may be released to appropriate persons and media unless parents or adult students refuse the release, in writing, of their own initiation. Refusal of such release must be made no later than two weeks after the opening of school or of enrolling in school in the case of those entering West De Pere Public Schools after the school year has started. This exception to the policy should be made known annually along with information relating to the opening of school.
- e. Student Physical Health Records means those student records that include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first aid and medicine administered to the student, an

**SCHOOL DISTRICT OF WEST DE PERE**  
**PERSONAL ELECTRONIC DEVICE POLICY**

**5129**

The School District of West De Pere recognizes the value technology devices add to the educational experience of students as well as aid in improving communication with parents. Therefore, the use of personally-owned wireless electronic devices are permitted for students.

Such possession or use of the electronic devices may not, in any way,

1. Disrupt the educational process in the school district
2. Endanger the health or safety of the student or anyone else
3. Invade the rights of others at school
4. Involve illegal or prohibited conduct of any kind

Students shall not be allowed personal use during class time unless permission is granted by the teacher.

In addition to the guidelines outlined in this policy, the Acceptable Use Policy (AUP) of the School District of West De Pere applies to personal devices that are brought to school. These guidelines are in effect while the student is on school premises. School premises include any place which is owned, rented, or under the control of the School District of West De Pere. Possession or use of any electronic devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy.

**Access and Appropriate Use**

Electronic recording devices are prohibited from use and display while in district facilities or while in attendance at district sponsored activities in places where others have a reasonable expectation of privacy to include, but not limited to, locker rooms, shower rooms, restrooms.

Personal electronic devices will have access to our guest wireless network for educational purposes only. Bypassing or attempting to bypass this network through proxies, cellular network cards, tethering, etc. is not allowed.

Technical support will not be provided for personal devices. The student must take full responsibility for setting up and maintaining the device. Students are responsible for ensuring their electronic devices have virus protection and are free of any viruses or other files that may affect the district network.

**Safety and Security**

Students who bring in electronic wireless devices do so at their own risk. The School District of West De Pere shall not be responsible for the safety, security, loss, or damage of personal electronic devices that students choose to bring to school. Investigation by school officials of loss, theft or damage will be minimal unless it can be established that the student adequately secured the device, such as keeping it in a locked locker.



**SCHOOL DISTRICT OF WEST DE PERE**  
**PERSONAL WIRELESS ELECTRONIC DEVICE POLICY**

**5129 cont'd**

The School District of West De Pere does not provide personal property insurance for any personally owned wireless communication devices. Such insurance can be obtained by an independent carrier.

**Consequences of Inappropriate Use**

Loss of access to personal electronic devices can occur if the district becomes concerned about its inappropriate use. Examples of District concerns include safety, potential for disruption to educational processes, and security issues.

Permission for use of an electronic device is allowed after the Acceptable Use Policy agreement is signed by the student and a parent/guardian.

LEGAL REFERENCE: Wisconsin Statutes Section 118.258, Wisconsin Statutes Section 120.13

Wisconsin Statutes Sections 942.09, 943.70, 995.50, 175.22

CROSS REFERENCE: 5130-Electronic Devices

6130-Use of the Computer Network and the Internet

6131-Computer Network and Internet Use

6131(R)-Guidelines for Using WOP Computer Network and Internet

6131(E2)-Acceptable Use Permission and Release Agreement

ADOPTED: 12/19/12

REVISED: 1/16/13, 2/20/13, 8/18/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**ELECTRONIC DEVICES**

**5130**

It is the policy of the School District of West De Pere that students who possess an electronic device during the school day will be required to keep the device off if the administration has determined that the device has become a disruption in the school setting.

Electronic recording devices are prohibited from use and display while in district facilities or while in attendance at district sponsored activities in places where others have a reasonable expectation of privacy to include, but not limited to, locker rooms, shower rooms, restrooms.

If a device is confiscated for disruptive use, it will be held by school officials for return to the parent(s)/ guardian(s) of the student, retained for disciplinary reasons, or turned over to law enforcement officers. Students will be disciplined in accordance with procedures specified in relevant district policies, school handbooks, and State and Federal Statutes.

Use or possession of an electronic device is allowed if the school board or its designee determines that the device is used or possessed for medical, school, educational, vocational, or other legitimate use.

Students violating this policy may be subject to suspension, expulsion, or other penalties. Students shall be informed of this policy through publication in the student handbook.

LEGAL REFERENCE: Wisconsin Statutes Section 118.258, Wisconsin Statutes Section 120.13, Wisconsin Statutes Section 175.22 Wisconsin Statutes Section 942.09, Wisconsin Statutes Section 943.70, Wisconsin Statutes Section 995.50

CROSS REFERENCE: 5129 - Personal Electronic Device Policy  
5131.6 & (R) - Controlled Substances Handbooks

ADOPTED: 4/26/90

REVISED: 3/14/00, 4/9/04, 7/19/04, 12/19/12, 1/16/13, 2/20/13, 8/18/2021

**SCHOOL DISTRICT OF WEST DE PERE**  
**CONTROLLED SUBSTANCES**

**5131.6**

This policy applies to all students, K-12 of the West De Pere Schools. The procedures outlined below are to be applied cumulatively.

Any students using, attending school or any school related activity after using, in the possession of, or under the influence of controlled substances or intoxicants, or a substance which is represented as a drug or intoxicant, or in possession of related drug paraphernalia at any time (24 hours per day - 365 days per year) on school premises or at a school related activity shall automatically be subject to the following:

1. First Violation

Any K-12 student found to be in violation of this policy for the first time in the West De Pere Schools will receive an automatic five (5) day out-of-school suspension. In addition, the student and/or parents/guardian will be required to seek counseling and provide written evidence of this counseling to the building administrator within one month of the first day of suspension. The counselor is to be acceptable to the student and/or parents/guardian and administrator.

2. Second Violation

Any K-12 student found to be in violation of this policy for the second time shall be suspended according to state statutes until abeyance is complete or recommended for expulsion a minimum of ninety (90) school days. The Board may consider granting early re-admittance should counseling, as specified below, occur.

The student and/or parents/guardian will be requested to seek additional counseling and provide written evidence of this counseling to the building administrator prior to the conclusion of the period for which the student is expelled. Counseling will take place with a professional (non-school) who specializes in counseling students who use and abuse drugs. The counselor is to be acceptable to student and/or parents/guardian and administrator.

3. Third Violation

The student will be recommended for a minimum one calendar year expulsion from the West De Pere Schools. The student will be suspended according to state statutes until abeyance or expulsion is complete. The Board may consider granting early readmittance should counseling, as specified below, occur.

The student and/or parents/guardian will be requested to seek additional counseling and provide written evidence of this counseling to the building administrator prior to the conclusion of the period for which the student is expelled. Counseling will take place with a professional (non-school) who specializes in counseling students who use and abuse drugs. The counselor is to be acceptable to student and/or parents/guardian and administrator.

**SCHOOL DISTRICT OF WEST DE PERE**  
**CONTROLLED SUBSTANCES**

**5131.6 cont'd**

Irrespective of the procedures set forth in herein, any student found to be distributing, selling, giving away, or possessing with the intention of distributing, selling, or giving away of controlled substances or intoxicants, or a substance which is represented as a drug or intoxicant, or inhaling or ingesting of a substance which is represented as a drug or intoxicant, or inhaling or ingesting of a substance for other than the prescribed or intended use, or paraphernalia on school premises or while participating in or attending any school related activity, will be subject to abeyance or expulsion for endangering the health, safety, and welfare of others pursuant to Wisconsin Statutes 120.13(1)(c).

Wisconsin laws shall control when determining intent.

**Operational Procedures**

1. The local police agents will be requested to prosecute all violations.
2. Any student who elects to enroll in any non-public education during the period of time affected by these rules and then chooses to re-enroll in the West De Pere Public Schools will be enrolled only upon completion of the suspension or expulsion period.
3. Any student who owns or operates a vehicle for attendance at school or school-related activities must accept responsibility for the behavior of others who use that vehicle on school premises. This responsibility subjects the owner or operator student to full ramifications of this policy.
4. Any student who has been expelled in accordance with three (3) above under the provisions set forth in this policy may request re-entry into the West De Pere Public School system after one year of expulsion. The re-entry process must be initiated administratively with the building principal through the superintendent and culminating with the Board of Education.
5. If re-entry is approved, it will be understood that any subsequent offense will result in immediate recommendation for expulsion or reinstatement of the existing expulsion order at the discretion of administration.
6. The superintendent shall provide for the development of administrative rules relating to this policy to include all relevant definitions.

**Cooperation with administration and authorities regarding information leading/pertaining to keeping the schools drug free may lead to a deferral of expulsion as determined by administration.**

In the case that any K-12 student found to be in violation of this policy for the first time (including distributing, selling, giving away, or possessing with the intention of distributing, selling, or giving away of a controlled substance or intoxicant, or a substance which is represented as a drug or intoxicant, or inhaling or ingesting of a substance for other than the prescribed or intended use, or paraphernalia on school premises or while participating in or attending any school related activity or using, attending school or any school related activity after using, in the possession of, or under the influence of controlled substance or intoxicant, or a substance which is represented as a drug or intoxicant, or in possession of related drug paraphernalia at any time (24 hours per day- 365 days per year) on school premises or at a school related activity) in West De Pere Schools that cooperates with the administration and authorities

**SCHOOL DISTRICT OF WEST DE PERE**  
**CONTROLLED SUBSTANCES**

**5131.6 cont'd**

by providing information that leads to the source/supplier of such substance may be subject to the following in lieu of an expulsion hearing at the discretion of administration.

1. Will receive an automatic five (5) day suspension.
2. May be placed on probation for one (1) calendar year during which the student will:
  - Meet with the principal/designee weekly for the length of the probation.
  - Keep a journal on this issue.
  - Will not further violate school/district rules and regulations.
3. Will seek AODA assessment and show verification to the principal within one (1) month of the incident.

Administration maintains discretion to implement this section of policy. If any K-12 student fails to fulfill the above terms or violates this policy again, they will automatically be recommended for expulsion as stated previously in this policy.

CROSS REFERENCE: 1336 Drug-Free Schools  
5144.1 Suspension-Expulsion

ADOPTED: 2/8/71

REVISED: 8/19/81, 8/17/83, 1/15/87

REVIEWED: 10/5/89

REVISED: 7/24/97, 3/21/02, 9/15/03, 10/16/06

REVIEWED: 5/11, 4/14, 3/18, 2/27/2022

**SCHOOL DISTRICT OF WEST DE PERE** **5131.6 (R)**  
**CONTROLLED SUBSTANCES RULES, REGULATIONS & PROCEDURES**

This policy has been designed to assist personnel in their attempt to safeguard all students and to actively help those students who are involved in the abuse of controlled substances. This policy will be applied to those situations clearly in violation of its contents.

It is essential that everyone understands and applies this policy consistently, humanely and uniformly.

The following guidelines are observed:

1. All students/parents must be notified in writing of the Board policy and the seriousness of its intent at the opening of each school year. All students should receive a student handbook containing this policy within the first month of school or upon enrollment during the school year.
2. All violations of this policy will be reported to the appropriate building principal who will in turn notify the superintendent and any other appropriate authorities.
3. All documentation of violations must be in writing and available for filing in the student's behavioral folder. This information will remain in the folder until graduation from high school.
4. All related evidence will be tagged and placed in a secure place and held until the appropriate steps have been taken to document the evidence and/or a hearing has been held.

**Administrative Procedures**

- I. Procedure to be followed when dealing with a student who has violated the policy for the first time.
  - A. The student should be brought to the appropriate office (place) and questioned about the matter.
    1. When appropriate, conduct a personal search (use no force). This includes use of breath test instruments to determine whether or not alcohol has been consumed. If necessary, obtain parental or police assistance.
    2. When appropriate, advise the student that you will inspect the student's locker. There should be at least two (2) staff members present when the locker is inspected.
    3. Arrange for a parent conference upon the completion of all documentation.
    4. During the parent conference, the following information and materials will be covered:
      - a. The parent or guardian will be informed of the suspension period.
      - b. The parent or guardian will be informed of what is required to enable the student to re-enter school.
      - c. The parent or guardian will be provided with a copy of the Board policy with special emphasis to the consequences of the second offense.

**SCHOOL DISTRICT OF WEST DE PERE      5131.6 (R) cont'd**  
**CONTROLLED SUBSTANCES RULES, REGULATIONS & PROCEDURES**

5. When a parent cannot be reached:
  - a. Do not allow the student to attend classes.
  - b. Continue efforts to contact parents or emergency contact persons.
- II. Procedure to be followed when dealing with a student who has violated the policy for the second time.
  - A. Follow the same procedure used for the first violation and the addition of the following:
    1. Inform the student and parent of the expulsion procedure which will be applied at this point.
    2. Inform the student and parent of the possible loss of credits.
- III. Procedure to be followed when dealing with a student who has violated the policy for the third time.
  - A. Follow the same procedure under offense number two with these exceptions:
    1. The parent will be informed of the re-entry process which may be applied for after the student is away from school for a minimum of one year.
    2. Inform parent that while counseling is not required, however, it is strongly recommended. A written assessment report indicating the completion of a series of counseling sessions accompanied by a favorable recommendation of the counselor(s) would be seriously considered in making a decision on the student's readmittance to school.
- IV. Procedure to be followed when dealing with a student who has violated the policy for the first time and is working cooperatively with school authorities will be the same procedure as stated in I. of this policy.

**DEFINITION OF TERMS**

Dealer:	Any student found to be distributing, selling, giving away or possessing with the intent of any of the above, any illegal drugs, intoxicants, or paraphernalia. Wisconsin Statutes shall control when determining intent.
Expulsion:	As defined in the State Statute 120.13.
Paraphernalia:	The term "drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use, in planting, propagating, cultivation, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.
Suspension:	As defined in the State Statute 120.13

ADOPTED: 7/97

REVIEWED: 3/02

REVISED: 9/03, 10/06, 4/07, 5/11

REVIEWED: 4/14, 3/18, 3/2020, 2/2022

**SCHOOL DISTRICT OF WEST DE PERE**  
**WEAPONS**

**5135**

It shall be the policy of the West De Pere Board of Education to vigorously maintain both federal and state laws regarding dangerous weapons and school programs and facilities.

No person shall unlawfully possess nor use a dangerous weapon or its facsimile on school premises, school buses or at any school-related activity. This policy applies to students, employees, volunteers, and the general public.

If any district personnel suspect or observe a person to be in possession of a dangerous weapon, they should exercise careful judgment and extreme caution to determine whether that person will voluntarily surrender the weapon to school personnel. If in the judgment of school personnel cooperation in surrendering the weapon is not evident, the individual should be kept under surveillance until law enforcement personnel arrive and disarm the suspect. Safety should be a prime concern when observing or intervening in the situation.

Any person violating this board policy on weapons shall be referred to law enforcement officials for possible prosecution for violation of state and/or federal laws and municipality ordinances within the district. Any person violating the policy to include use of an object designed for other purposes to inflict bodily harm and/or to intimidate shall be subject to suspension, notification of appropriate law enforcement agencies for possible prosecution for violation of state and/or federal laws and De Pere city ordinances, and possible recommendation for expulsion.

As per state and federal requirements, any student possessing a firearm on school premises or at school activities shall be subject to expulsion proceedings and will be expelled for not less than one year. Employees violating the policy will be subject to disciplinary sanctions up to and including termination of employment in accordance with the current employee agreement or other procedures established by the school board.

The administration is directed to serve notice of this policy via handbooks, newsletters, or other means deemed appropriate so as to establish strongly among the students, staff, and community that violence will not be tolerated.

LEGAL REFERENCE: Wisconsin Statute 120.13  
Wisconsin Statute 939.22  
Wisconsin Statute 941  
Wisconsin Statute 948.605 (Gun Free School Zone Act)  
Wisconsin Statute 948.61

CROSS REFERENCE: Student and Employee Handbooks

ADOPTED: 08/15/91

REVISED: 02/18/97, 3/15/04, 7/19/04, 8/16/05, 8/20/13, 1/16/2023



**SCHOOL DISTRICT OF WEST DE PERE**  
**PROGRAMS FOR GIFTED STUDENTS**

**5400.6**

Standard T of Wisconsin Statute 121.02 School District Standards states that school districts:

\*(T) Provide access to an appropriate program for pupils identified as gifted and talented.

\*\*(t) in this paragraph, an appropriate program means a systematic and continuous set of instructional activities or learning experiences which expand the development of the pupils identified as gifted and talented.

The West De Pere School District supports the State of Wisconsin's Pyramid Model of instruction for gifted and talented students which indicates that the learning needs of most gifted and talented students can be met through diversified instruction and flexible grouping practices for all students within the classroom. A small percent of the student population will have needs that require additional accommodations for learning. Identification and programming processes are outlined in the School District of West De Pere's Talent Development Plan.

For the exceptional students whose learning needs extend outside of the grade level program or course, a Differentiated Educational Plan (DEP) will be discussed and written by a team of district staff. DEP plans are confidential student records and a copy should be kept on file with the building administrator and in the district Curriculum Department.

A DEP is an individual student plan that documents the criteria used to identify the exceptional learning need(s), instructional program goal(s) for the student, an explanation of how the program goal(s) will be met, and a timeline for meeting the goal(s) and specific date(s) for review. Minimally, the plan will be reviewed annually at the end of the school year to document the upcoming school year instructional goals and plans. A meeting can be called at any time prior to the established review date(s) to discuss student progress or concerns. Changes in the DEP team convenes and determines that changes are warranted. This plan and review process addresses the criteria of State Standard T by creating a systematic and continuous learning experience for students.

CROSS REFERENCE: 5400.6 (E) SDWDP Talent Development Plan

ADOPTED: 10/17/85

REVISED: 7/15/93, 5/16/02, 12/16/02, 4/9/14, 3/23/16

**SCHOOL DISTRICT OF WEST DE PERE**  
**INTERNET USE LETTER TO PARENT OR GUARDIAN**

**6131 (E1)**

[Date]

Dear Parent or Guardian,

Students of the School District of West De Pere have access to a wide variety of information via the internet through the use of devices at school. To gain access to this information, a student must first obtain the permission of a parent/guardian. Permission is granted by the school district when the Acceptable Use Permission and Release Agreement form is signed by the student and the Parent/Guardian and returned to the student's principal.

Using the internet, devices allow access to libraries, databases, bulletin boards, and other users, on a worldwide basis. You should be aware that some of the material (via the internet) may not be considered to be of educational value in the context of the school setting and curricular standards and objectives. It is possible students may find access to information that may be inaccurate, defamatory, offensive, or illegal.

The school district requests parents/guardians to grant permission to the district to provide access to computer software and networks and, in addition, to release the school district from any liability arising from such access.

The school district feels student access to the information, resources, and other students around the world, far exceeds potential disadvantages to the use of computer technology. Parents, guardians, and students are responsible for supporting the proper ethical and legal standards all students must follow which are in accordance with School District of West De Pere policies and school rules and procedures. Please read the attached materials and review them with your child(ren).

The school district requires your signature on the permission and release form before your child will be given access to computer software and networks available through the School District of West De Pere.

Please contact your principal if you have any questions concerning this matter.

Sincerely,

Superintendent

**SCHOOL DISTRICT OF WEST DE PERE** **6131 (E2)**  
**STUDENT AND PARENT/GUARDIAN NETWORK/INTERNET**  
**ACCEPTABLE USE PERMISSION AND RELEASE AGREEMENT**

Please read and/or discuss the Acceptable Use Policy, and the district device handbook published on the district website, with your student. The use of the computer network, internet and district-owned devices is a **privilege, not a right**; inappropriate use will result in a cancellation of those privileges. School officials may deny, revoke, or suspend access to the computer network and to district-owned devices to those who violate one or more of the terms and conditions. It is important that you understand her/his responsibilities as well. Your signature indicating that you have read and agreed to the guidelines is necessary before an account will be issued.

School:

High School\_\_\_\_\_Middle School\_\_\_\_\_Intermediate School\_\_\_\_\_Westwood\_\_\_\_\_

Hemlock Creek\_\_\_\_\_Phantom Knight\_\_\_\_\_

Grade:\_\_\_\_\_

User's Full Name: (please print) \_\_\_\_\_

*I have read or have had read to me, and/or discussed the Acceptable Use Agreement and the district device handbook with my parent/guardian and agree to use the network/Internet in an appropriate and responsible manner. If I violate any of these conditions, I understand that I may lose access to, and use of, devices and/or networks, or even greater consequences such as suspension, expulsion, dismissal, or legal action as outlined in this agreement.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I have read and/or discussed the Acceptable Use Agreement with my student and give the school and the School District of West De Pere permission to issue network/internet access to my student.*

*Also I hereby waive any claims against the District, its officers, agents, and employees arising out of the accessing of material via device by my student or other users while on the premises of, or under instruction of, the School District.*

**Parent /Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Please contact the school office of attendance if you prefer a paper copy, are unable to access the policy and guidelines on the internet, or have any questions or concerns regarding this form.

APPROVED: 6/98

REVISED: 6/01, 5/03, 4/15/09, 7/21/10, 5/26/2021, 6/27/2022