

Tomah High School Student/Parent Handbook 2020-21



**TOMAH HIGH SCHOOL
STUDENT/PARENT
HANDBOOK
2020-21**

TOMAH, WISCONSIN

BOARD OF EDUCATION

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Associate Principal Ms. Angie Plueger

Activities Director.....Mr. Brad Plueger

Main Office 374-7358
Activities Office 374-7976
Counseling Office 374-7354
Attendance Office 374-7357
Fax 374-7290

Si necesita Ud. ayuda en la traducción de este documento, por favor llama la especialista de ELL del distrito (Duncan Peterson) a 374-7014.

The Tomah Area School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity) or physical, mental, emotional, or learning disability (“Protected Classes”) in admission to, access to, treatment in, or employment in its programs and activities. The Coordinator of the District’s efforts to comply with Title IX of the Education Amendments of 1972 is Dr. Paul Skofronick, 1310 Townline Road, Tomah, WI 54660 – phone: (608) 374-7011. Any inquiries regarding the application of the District’s non-discrimination policy may be referred to the U.S. Department of Education, Office for Civil Rights.

Si necesita Ud. ayuda en la traducción de este documento, por favor llama la especialista de ELL del distrito a 374-7014.

TOMAH AREA SCHOOL DISTRICT
Public Notification of Nondiscrimination Policy

It is the policy of the Tomah Area School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity) or physical, mental, emotional, or learning disability ("Protected Classes") as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973, and the ADA of 1990.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Tomah Area School District.

Any questions concerning this policy should be directed to:

Dr. Charles M. Hanson II, District Administrator
Tomah Area School District
129 West Clifton Street
Tomah, WI 54660
(608) 374-7004

Questions concerning s. 118.13, Wis. Stats., or Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Dr. Paul Skofronick, Title IX Coordinator
Tomah Area School District
1310 Townline Road
Tomah, WI 54660
(608) 374-7011

Inquiries related to Section 504 of the Rehabilitation Act of 1973 or the ADA of 1990, which prohibits discrimination on the basis of handicap, should be directed to:

Dr. Paul Skofronick, Section 504 Coordinator
Tomah Area School District
1310 Townline Road
Tomah, WI 54660
(608) 374-7011

All career and technical education (CTE) courses and programs are offered without discrimination. For a summary of courses, please see www.tomah.education.

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BOARD POLICIES

Throughout this booklet there are a number of references to School Board Policies. A complete listing of all Board Policies may be found on line at www.tomah.education. You may also contact the building administrator to receive a copy of any school board policy which you would like to review.

TOMAH AREA SCHOOL DISTRICT

Traditional 2020-2021

JULY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

COLOR CODE

- First/Last Day of School
- No School
- End of Quarter

- 26-Back to School Activities
- 27-Work Day/Meetings

- 1-FIRST DAY OF SCHOOL
- 7-No School LABOR DAY
- 24-Early Dismissal/Teacher Training
- 25-No School CRANFEST

OCTOBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 8-PM P/T CONFERENCES
- 9-No School AM P/T CONFERENCES
- 23-No School COLLABORATION/TRAINING

NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

- 5-End of Quarter 1
- 6-No School COLLABORATION/GRADING
- 25-27 No School THANKSGIVING

DECEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 23-31 No School WINTER BREAK

JANUARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 1-Winter Break
- 15-End of Quarter 2
- 18- No School COLLABORATION/GRADING

FEBRUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

- 15-No School COLLABORATION/TRAINING
- 25-PM P/T CONFERENCES
- 26-No School AM P/T CONFERENCES

MARCH

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 25-End of Quarter 3
- 26-No School COLLABORATION/GRADING

APRIL

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- 2-5 SPRING BREAK

MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

- 7-No School COLLABORATION/TRAINING
- 29-THS Graduation
- 31-No School MEMORIAL DAY

JUNE

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- 2-Last Day for Students
- 3-Last Day for Teachers
- Inclement weather days will be added to the end of the school year as needed.

Daily Class Schedules

Below is the high school's daily schedule if we have a hybrid of face-to-face and distant instruction for the 2020-21 school year.

<i>4 classes (98 min), 7 min passing time, 7:55 start time (subject to change)</i>		
Time		Periods
7:55-9:33	98 min	1st
9:40-11:18	98 min	2nd
11:25-1:36	98/33	3rd/Lunch
1:43-3:21	98 min	4th

Below is the high school's daily if we are return at a full time status.

<i>4 classes (88 min), 7 min passing time, 7:55 start time (subject to change) 3 lunches 3 minute passing after lunch, TWT end of day</i>		
Time		Periods
7:55-9:23	88 min	1st
9:30-10:58	88min	2nd
10:58-11:28AM/Lunch 11:31-12:59PM/class	30/88min	3/A lunch
10:58-11:42AM/class 11:42-12:12PM/lunch 12:15—12:59PM/class	44/30/44min	3/B Lunch
10:58—12:26/class 12:26-12:59/Lunch	88/33min	3/C Lunch
1:06-2:34	88 min	4 th
2:41-3:21	40 min	TWT

DISTRICT STAFF

Brookman, Ryan Bird, Bonnie Denter-Eckelberg, Jesana Dummermuth, Tom Ellsworth, Patty Gaarder, Greg Janusheske, Kelli Knudtson, Michele Lenning, Heather	Technology Support Native American Ed Co. School Social Worker Transportation Super. Dir. of Curric. & Instruction Business Manager District Registrar District Psychologist Pupil Svcs Secretary	Lorenz, Kara Moody, Jeff Moser, Denise Potter, Paul Spiers, Craig Janusheske, Joe Skofronick, Paul Weigel, Ryan	School Nurse Transportation Dir. District Psychologist Dir. of Technology Custodial Supervisor Energy/Maint. Super. Pupil Services Dir. District Psychologist
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TOMAH HIGH SCHOOL STAFF

AGRICULTURE

Bailey, Nelda	Ag/Sm Animals
Huber, Emma	Ag/Sm Animals

BUSINESS EDUCATION/COMPUTERS

Briggs, Dan	Business Education
Schmitz, Jamie	Business Education

COUNSELING

Ahler, Samantha	Counselor (A~G)
Henkle, Annie	Counselor (H~O)
Rowe, Maya	Counselor (P~Z)

ENGLISH

Adams-Hoag, Elizabeth	Freshman English
Bryan, Brad	Soph. English
Guepfer, Kyle	Freshman English
King, Amy	Jr./Sr. English
Kolar, Kyle	Soph. English
Ortner Neve, Mary	Sr./AP English
Shanahan, Torey	Jr./Sr. English

EXERCISE SPORTS SCIENCE/HEALTH

Gnewikow, Tonya	ESS
Heesch, Jon	ESS
Spiers, Katie	Health
Turner, Brady	ESS

FAMILY/CONSUMER EDUCATION

Pierce, Dawn	Housing/Foods
Pokorny, Kathy	Family Issues/Foods

FINE ARTS

Gorman, Chloe	Vocal Music
Kibby, Brian	Media Prod/Yearbook
NEW STAFF	3D Art
O'Brien, Charles	Instrumental Music
Winchel, Lisa	2D Art

FOREIGN LANGUAGE

Bartz, Michael	German
Juliot, Micah	Spanish
Peterson, Duncan	Spanish

MATHEMATICS

Bannan, Ben	Geometry/Fin. Math
Huff, Breanna	Algebra 2
Palmer, Tara	Algebra 1
Stoker, Kathy	Geometry/Algebra
Stryker, Matt	Algebra 2/AP Calculus
Thompson, Allan	Statistics/PLTW
VonHaden, Jeff	Algebra 1/Geometry

SCIENCE

Carstens, Kevin	Earth & Space/Chem
Devine, Max	Biology
Franklin, Lizz	Earth & Space/Chem
Howe, Elizabeth	Biology
Kauer, Casey	Chemistry/AP Chem
Moser, Oakley	Physics/AP Physics
Sanjari, Whitney	Health Occupations
Soper, Kay	AP Biology/Chem Con

SOCIAL STUDIES

Carney, Bill	World History
Conzemius, Scott	Econ & Civ/US History
Jungmeyer, Nathan	US History
Luther, Ben	US History
Smits, Samantha	US Hist/AP Psychology
White, Amy	World History

AT-RISK/SPECIAL NEEDS EDUCATION

Eswein, Eric	Soc Studies/Mod ESS
Eswein, Michelle	Mathematics
Fritz, Lisa	Crossroads
Guden, Lindsey	Spec. Ed/Cross Cat.
Hartley, Anastasia	Exceptional Needs
Hewuse, Trey	Exceptional Needs
Kennedy, Rebecca	Alt. Education
Krause, Nicole	Apt/English
Lindauer, Dawn	Goodwill/English
Meacham, Gretchen	PACK Program
Walters, Sarah	PACK Program

TECHNOLOGY EDUCATION

Madsen, Nathan	Car Care/Comp Manu.
Olson, Matthew	Metals
Schultz, Ted	Voc Auto/Sm Engines
Wall, Dan	Woods/Bldg. Construct.

ADMINISTRATION

Adams, Jeff	Associate Principal
Joyce, Robert	Principal
Plueger, Angie	Associate Principal
Plueger, Brad	Activities Director

SPECIALISTS

Horman, Vickie	Librarian
Marshall, Melanie	School Res. Officer
Walters, Nicholas	Jobs for America's Graduates

CLERICAL

Dougherty, Kay	Counseling Secretary
Katt, Karrie	Attendance Secretary
Pritzl, Jacci	HS Reception Secretary
Reid, Deb	Activities Secretary
Young, Heather	HS Office Secretary

AIDES

Coleman, Dessa	ALAC Room/EEN Aide
Draeger, Rosemary	Library Aide
Dvorak, Tammy	EEN Aide
McKay, Courtney	EEN Aide
Perry, Shannon	Success Center Aide
Reis, Pat	EEN Aide
Rusch, Dawn	EEN Aide
Von Haden, Kathy	EEN Aide
Wilson, Marty	EEN Aide

CUSTODIAL/MAINTENANCE STAFF

Cameron, Kirk	Custodian
Erbs, Don	Custodian
Evans, Earl	Custodian
Mades, John	Custodian
Polashek, Nick	Custodian
Samson, Robin	Custodian
Schultz, Rochell	Custodian

FOOD SERVICE STAFF

Bender, Jesse	Director of Food Service
Billiard, Amy	Food Service/Cashier
Foss, Vicky	Food Service/ Food Service Driver
Karacson, Donna	Nutrition Team Leader
Lauren Downing	Food Service/Cashier
Open Position	Food Service/Cashier
Paulis, Sue	Free and Reduced App/Student Meal Accts

TOMAH HIGH SCHOOL GRADUATION REQUIREMENTS

4.0	English (Freshman & Sophomore Required)
3.0	Social Studies (World History, U.S. I, U.S. II & Econ/Civics Required)
3.0	Math
3.0	Science (Physical Science Required)
1.5	Exercise & Sport Science (Freshman ESS and Sophomore ESS Fitness for Life Required)
.5	Health
.5	Financial Literacy (required) (AP Macro Economics, Personal Financial Literacy or Financial Math will meet this requirement)
1.0	Vocational/Fine Arts/World Language Any of the following: AgriScience, Art, Business & Information Technology, Family & Consumer Science, Industrial Technology, Music or World Language
10.0	Additional Credits
26.5	Total Credits

The credits necessary to graduate from Tomah Senior High School may not meet *minimum* requirements for admission to universities or technical colleges. Often a student needs to take additional appropriate coursework to be qualified for the next educational level. *Students should check periodically with school counselors or college catalogs regarding specific school admissions requirements.*

College Bound Students: All 4-year University of Wisconsin schools require a *minimum* of 13 core college-prep credits plus 4 "elective" credits (as listed):

- 4 credits of English
- 3 credits of Social Studies
- 3 credits of Math - Algebra I, Geometry, Algebra II (minimum)
- 3 credits of Natural Science
- 4 electives: 2 from above areas or foreign language; 2 from fine arts, computer science, and other academic areas

Western Technical College credits *may* be earned for successful completion of designated courses in the following departments: Agriculture, Business Education, Computer Science, Family and Consumer Education, and Industrial Technology Education. It is strongly recommended that students take a minimum of 7.0 credits per year and 3.5 credits per semester. The recommended sequence is 7 credits each year. Many students will benefit from 7½ to 8 credits per year. Some classes (i.e. art courses, tech. ed. project courses) may require a fee to cover the cost of materials. The course instructor will notify students of specific amounts.

ACADEMIC PLANNING

COUNSELING

A full-time Counseling Department is available to assist students in areas school related and in personal, career planning, and educational planning. Listed below are a few of the services available to students in the guidance office:

Counseling: The counseling service is available to all students.

Records: Behavioral and permanent progress school records are maintained for each student.

Testing:

- **ASVAB:** September 24, 2020, starting at 8:00 am.
- **PSAT/NMSQT:** October 14, 2020
- **ASPIRE 9th and 10th grade:** Testing window is March 29 to May 21, 2021
- **FORWARD Exam (10th grade):** Testing window is March 22 to April 30, 2021
- **ACT plus Writing 11th grade:** March 9, 2021 (Make up: March 23, 2021)
- **ADVANCED PLACEMENT (AP) TESTS:**

Date of Test	AM Test (8 am)	PM Test (12 Noon)	PM Test (2 pm)
May 3, 2021	US Gov and Politics	Physics C: Mechanics	Physics C: Elect/Magnetism
May 4, 2021	<ul style="list-style-type: none"> • Calculus AB • Calculus BC 	<ul style="list-style-type: none"> • German Lang/Culture • Human Geography 	
May 5, 2021	English Lit/Comp	<ul style="list-style-type: none"> • Japanese Lang/Culture • Physics 1: Algebra Based 	
May 6, 2021	US History	<ul style="list-style-type: none"> • Art History • Computer Science A 	
May 7, 2021	<ul style="list-style-type: none"> • Chemistry • Spanish Lit/Culture 	<ul style="list-style-type: none"> • European History • Physics 2: Algebra Based 	
May 7, 2021	<ul style="list-style-type: none"> • Art and Design: AP 2-D, 3-D and Drawing: Last day for coordinators to submit digital portfolios (by 8 am ET) and to gather 2-D Art and Design and Drawing students for physical portfolio assembly. • Teachers should have forwarded students' completed digital portfolios to coordinators before this date. 		
May 10, 2021	<ul style="list-style-type: none"> • French Lang/Culture • World History: Modern 	Macroeconomics	
May 11, 2021	<ul style="list-style-type: none"> • Seminar • Spanish Lang/Culture 	<ul style="list-style-type: none"> • Latin • Psychology 	
May 12, 2021	English Lang/Composition	<ul style="list-style-type: none"> • Microeconomics • Music Theory 	
May 13, 2021	<ul style="list-style-type: none"> • Comparative Gov and Politics • Computer Science Principles 	Statistics	
May 14, 2021	<ul style="list-style-type: none"> • Biology • Italian Lang and Culture 	<ul style="list-style-type: none"> • Chinese Lang and Culture • Environmental Science 	

Career Information: Current catalogs are available for post high school vocational and occupational planning.

Post-Secondary Plans: Counseling staff are available to assist students with resources for post high school planning (i.e. 4-year college, 2-year college, military, apprenticeships, employment, etc.)

Financial Aid: Information is available for processing of financial aid forms for high education.

Career Center: WCIS is available for individual career planning and decision-making.

Transcripts: All transcripts are processed electronically through www.parchment.com. Click on the "send transcript" button. Follow the directions listed. All current high school students will receive their transcripts sent electronically free of charge. We will process transcripts as quickly as we can, but do expect a turn-a-round time of 2 school business days.

COURSE OFFERINGS

A complete list of course offerings can be obtained in the current course description booklet from the guidance office or online at the high school's website.

Rural Virtual Academy

The Tomah Area School District is an invested member of the Rural Virtual Academy (RVA) which provides us with the ability to deliver a variety of online class options. If a family wishes to educate their child at home using online curriculum with instruction from a certified teacher or if a high school student is looking for an elective course not offered at Tomah High School but is available through a virtual classroom, RVA provides a solution. Students involved in RVA are still enrolled in the Tomah Area School District making them eligible for participation in many co-curricular activities. Contact your school principal or counselor for more details on how to access options available through the Rural Virtual Academy.

FINANCIAL AID & SCHOLARSHIPS

Federal Financial Aid includes grants, scholarships, and loans. There are many state, federal, and institutional programs of financial aid with varying and differing requirements. At most institutions, the student does not apply for a particular grant, scholarship, or loan, but rather for financial aid in general. In addition to the financial aid program, several fine local scholarships are available to graduates of Tomah High School. These scholarships are sponsored by local individuals/groups interested in youth of this school district. Interested students may download applications from the TASD web-site (www.tomah.education) after January 1st, 2021.

COUNSELING CALENDAR

<u>DATE</u>	<u>EVENT</u>	<u>PLACE</u>	<u>TIME</u>
May 10, 2021	Senior Scholastic Awards	Auditorium	7:30 PM

EARLY COLLEGE CREDIT PROGRAM (ECCP)

The ECCP statute allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and/or college credit. Under this section, "institution of higher education" means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state. See Tomah School Board policy **2271** for more information.

ECCP APPLICATION AND TIMELINE

Step 1: Students talk with their high school counselor to see if it's a good fit for them. They will consider how the class aligns with academic plans and whether they meet the pre-requisite for taking a college level class. Ask when, and to whom, the materials must be submitted to at your high school.

Step 2: Student requests information from the institution of higher education where they would like to take classes

Step 3: Student obtains an ECCP participation form from their high school counselor

Step 4: Student turns in completed application to the counseling office.

(Deadline: **February 1** for summer; **March 1** for Fall semester; **October 1** for Spring semester)

Step 5: High school principal determines amount of high school credit to be awarded and submits application to Board of Education for approval. High school principal sends Board approved applications to counseling office.

Step 6: Student follows the application or registration requirements at the campus or program they would like to take classes with. Make sure to submit any required documentation (i.e. high school transcripts along with any prerequisite documentation (AP scores).

Step 7: Enroll in your class

Step 8: Student submits transcript and books and/or materials to the counseling office after successful completion of course.

Step 9: Counseling office sends transcript and application to authorized school personnel that approves reimbursement of funds for student.

Step 10: Completed application and transcript are placed in student cumulative file.

START COLLEGE NOW

Start College Now is a program that allows eligible high school juniors and seniors to take courses during the school year either on Western Technical College's campus, online, or through distance learning. You can even earn credit at both your high school and Western for these courses. Your Western career coach can assist in determining appropriate courses. Students must be enrolled in high school, have completed 10th grade with good academic standing, meet course prerequisites, have written approval from a parent or guardian, and have an acceptable disciplinary record. Please see your counselor for more details.

PART-TIME PUBLIC SCHOOL OPEN ENROLLMENT

Beginning in the 2018-19 school year, a pupil enrolled in a public school in the high school grades may attend public school in a nonresident school district for the purpose of taking a course offered by the nonresident school district. A pupil may attend no more than two courses at any time in nonresident school districts.

Wis. Stat. 118.52

Please see your counselor for specific information on Part-time Public School Open Enrollment.

COLLEGE CAMPUS VISITATION POLICY

The on-site visit is probably the most important part of the overall process in selecting a college, university, technical institute, or a military career. It is for this reason that the administration allows each junior and senior up to two days excused absences, at the discretion of the high school administration, for the express purpose of making a visit. It is understood, however that these appointments should be scheduled on non-school days when possible. Parental and office approval are required in advance of the planned visit. It is necessary for the student to

pick up official approval in the High School Office and return from the trip with verification of the visit from the school. Failure to do so may result in an unexcused absence.

ACADEMIC LETTER/ACADEMIC ACHIEVEMENT

An academic letter will be awarded to students who have received a 3.70 or higher grade point average 3 out of 4 quarters of the school year. Students are recognized quarterly in the newspaper using the following criteria: 3.2-3.69 Scholastic Roll; 3.7-3.89 Honor Roll; 3.9 and up High Honor Roll.

GRADING SCALE

A+	99-100	4.00
A	93-98	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0.00

AP COURSES

Students taking AP (Advanced Placement) courses will be eligible for an AP factor which will be added to the student's GPA. This factor will be .05 added to the GPA for each credit of Advanced Placement coursework in which the student earns a passing grade. (One-half of the factor will be added for a one-half credit AP course.) Please see your guidance counselor for questions related to AP courses.

Laude Point System for the Class of 2021 and after

Beginning with the class of 2021 Tomah High School will begin honoring students based on the Laude System. This system will replace the Valedictorian/Salutatorian system. For more information on the Laude System and related classes, please see the 2020-21 THS Course Description Book.

HONORS REQUIREMENTS FOR SENIORS

The Laude score determines the level of honors earned by the student for graduation.

- Summa cum Laude: 45.00 points and above
- Magna cum Laude: 38.00 – 44.99 points
- Cum Laude: 20.00 – 37.99 points

NATIONAL HONORS SOCIETY CHAPTER BYLAWS FOR TOMAH HIGH SCHOOL

ARTICLE I: NAME AND PURPOSE

Section 1 - The name of this chapter shall be the Tomah High School Chapter of the National Honor Society.

Section 2 -The purpose of this chapter shall be to create an enthusiasm for scholarship, to promote worthy leadership, to stimulate a desire to render service, and to foster a high standard of character in the students of Tomah High School.

ARTICLE II: MEMBERSHIP

Section 1 - Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of scholarship, leadership, service, and character.

Section 2 - Eligibility

- a) Candidates eligible for induction to this chapter must be members of the junior or senior class. Students may not induct after the fall of their senior year.
- b) To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of at least one semester at Tomah High School.
- c) Candidates eligible for selection to the chapter shall have a minimum cumulative unweighted GPA of 3.5. This scholastic level of achievement shall remain fixed, and shall be the required minimum level of scholastic achievement for admission to candidacy. All students who rise in scholarship to or above this standard may be admitted to candidacy for selection into the society.
- d) Upon meeting the grade level, attendance, GPA standard requirements, candidates shall then be considered based upon their service, leadership, and character.

ARTICLE III: SELECTION OF MEMBERS

Section 1 - The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal and chapter Adviser. The chapter Adviser shall be the sixth, nonvoting, ex officio member of the Faculty Council.

Section 2 - Prior to selection, the following shall occur:

- a) Students' academic records shall be reviewed to determine scholastic eligibility.
- b) Students who are eligible scholastically ("candidates") shall be notified and asked to complete and submit the National Honor Society Application for further consideration for selection.
- c) The faculty of Tomah High School shall be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form outlined according to a predetermined rubric.
- d) The Faculty Council shall review the application and faculty evaluations in order to determine membership.

Section 3 - The selection of new active members shall be held once a year, following official Tomah Area Schools' distribution of semester grades over the summer; the induction ceremony will occur by the end of October each year.

Section 4 - Candidates become members when inducted at the induction ceremony.

Section 5 - Once selected and inducted, all members are expected to maintain the standards by which they were selected and maintain all obligations of membership.

Section 6 - An active member of the National Honor Society who transfers from this school may be given a letter indicating the status of his or her membership and will be signed by the principal or chapter adviser at his or her request.

Section 7 – A student who is an active member of the National Honor Society who transfers to this school from another will automatically be accepted for membership in this chapter. The Faculty Council shall grant the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements in order to retain his or her membership.

ARTICLE IV: DISCIPLINE AND DISMISSAL

Section 1 - Any member who falls below the standards of scholarship, leadership, service, or character may be considered for dismissal from the Tomah High School Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his or her academic standing and take an active role in leadership and service in his or her school and community.

Section 2 - If a member's cumulative GPA falls below the standard in effect when he or she was selected (minimum cumulative GPA of 3.50), he or she will be given a written warning and a time period (generally of one semester period) for improvement. If the cumulative GPA remains below standard at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 3 - If a member fails to perform any of the published obligations of membership, he or she will be given a written warning and a time period for improvement. If the obligation remains unmet at the end of the warning period, the student will be subject to further disciplinary action by the Faculty Council, which may include dismissal from the chapter.

Section 4 - Violation of the law or school regulations as outlined in the discipline policy of Tomah High School can result in dismissal of a member. These violations include, but are not limited to: DWI; stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol at school or at school-related activities.

Section 5 - Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absence, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (Faculty Council, student, or parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 6 - In all cases of pending dismissal:

- a) The member will receive written notification from the adviser or Faculty Council indicating the reason for possible dismissal. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held (see below).
- b)

- c) The member will be given the opportunity to respond to the charge against him or her at a hearing before the Faculty Council prior to the vote on dismissal. The Faculty Council will then vote on whether or not to dismiss member. A majority vote of the Faculty Council is needed to dismiss any member.
- d) The results of the Faculty Council vote will be reviewed by the principal and then, if confirmed, expressed in a letter sent by the Faculty Council to the student, his or her parents, and the principal. Dismissed members must surrender any membership emblems to the adviser.
- e) The Faculty Council's decision may be appealed to the principal and afterwards through the school district discipline policy.
- f) When a student is dismissed or resigns, he or she is no longer a member and may not be reconsidered for membership in the National Honor Society.

Section 7 - In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE V: OFFICERS

Section 1 - The officers of the chapter shall be president and vice

Section 2 - Student officers shall be elected selected by the Faculty Council during the same meeting in which they select new inductees. Applicants will fill out the appropriate and provided application form. All returning active members are eligible to run for either position available.

Section 3 - A majority vote from the Faculty Council shall be necessary to elect any officer of this chapter. The following duties should reflect the responsibilities developed for officers in the local chapter:

Section 4 - It shall be the duty of the president to determine meeting agendas; run chapter and executive board meetings; monitor members participation in meetings and activities and intervene as needed; and keep the advisor informed of any and all NHS-related activities, concerns, and ideas.

Section 5 - The vice president shall assist in planning and implementing service projects and activities; solicit ideas for service projects from members; monitor service activities; and report service plans, progress, and outcomes to the chapter advisor.

Section 6- Either the president or the vice president shall take attendance at all meetings; help post and distribute ideas and service needs to the chapter; hold students accountable to attending service events as well as be an example by attending service events themselves; helping to collect documentation hours from chapter members.

ARTICLE VI: MEETINGS

Section 1 - Meetings of this chapter shall be monthly.

Section 2 - All chapter members are expected to attend all regularly scheduled chapter meetings and if they are unable to they must provide an explanation and seek out the agenda to the meeting that they missed.

ARTICLE VII: ACTIVITIES

Section 1 - The chapter shall determine one or more service projects for each semester.

Section 2 - All members shall regularly participate in these projects.

Section 3 - These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

ARTICLE VIII: POWERS

Section 1 - The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 2 - The principal shall reserve the right to approve all activities and decisions of the chapter.

Section 3 - These bylaws are designed to amplify provisions of the national constitution and cannot contradict any components thereof. The chapter is obligated to adhere to the provisions of the national constitution in all activities it undertakes.

ARTICLE IX: AMENDMENTS

Section 1 - These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles III and IV (selection and discipline), which are developed by the Faculty Council with the approval of the principal.

Section 2 - Bylaws and amendments must be consistent with the constitution of the National Honor Society.

SCHEDULE CHANGE POLICY

Once the schedule is set and the staff hired, it becomes extremely difficult to honor course change requests and still maintain the integrity of the master schedule. Students will receive a copy of their course list in the spring and will have the opportunity to make corrections by June of the previous school year.

ALL schedule change requests must be made in writing (forms are available in the counseling office). Parent, teacher, and/or administrative approval for the change may be required. Up until the end of the previous school year, students can submit any course change requests and teacher requests for consideration. Any schedule changes submitted after the end of the previous school year will only be accepted for the following reasons:

1. **Course Upgrade:** A schedule change request form, applying for a class upgrade, must be **submitted by DAY 5 of the semester the course is offered in**. Teacher approval must be obtained for the addition of an upgraded class. Upgraded class examples include dropping an elective for an academic course, changing from regular level to advanced level courses, and adding courses, work experience or a youth apprenticeship which align with an identified career pathway. All other course changes needed to be submitted by the end of the previous school year and will not be accepted.

2. **Complete Graduation Requirements**
3. **The student is placed incorrectly in a class or lacks prerequisites or teacher recommendation**
4. **Course Load Reduction (student does not have a study hall):** A student who has an overload schedule (8 classes) may drop a class for a study hall within the first **10 days of the semester with no penalty** (i.e. the dropped class will not result in a Withdrawal/Fail (W/F) grade).
 - a. After the 10th day of the semester, all dropped courses will receive a grade of W/F for the semester.
 - b. After the midquarter report of QUARTER 2 or QUARTER 4, all dropped classes will receive a grade of F for the semester.
 - c. A student who is already enrolled in a study hall and drops a course will receive a grade of W/F for the dropped course.

Not all requested changes will be granted. Changes are not official until processed through the counseling office. The student is required to attend the originally-scheduled class and is responsible for the work until s/he receives a new schedule from the counseling office.

MID-QUARTER DATES

First Quarter	October 5, 2020
Second Quarter	December 10, 2020
Third Quarter	February 22, 2021
Fourth Quarter	April 30, 2021

LAST DAY OF GRADING PERIODS

First Quarter ends:	November 5, 2020
Second Quarter ends:	January 15, 2021
Third Quarter ends:	March 25, 2021
Fourth Quarter ends:	June 2, 2021

MID QUARTER PROGRESS REPORTS

Progress reports will no longer be mailed home. Parents are encouraged to use their Infinity Parental Access to not only view their child's progress at the mid-quarter, but also at any time throughout the school year. This change is in efforts to reduce costs while using our online Parental Access for more frequent updates. By all means if parent would like a progress report mailed home, please request this from our Counseling Office and they will be happy to assist.

REPORT CARDS

Report cards will be mailed to the address of record to parents/guardians in order that they receive them in time for any parent/teacher conferences.

INCOMPLETES

Students with incomplete course work at the end of a grading term will receive an "I". Students must arrange with their teacher to make up work within two weeks of the close of the grading period or the grade automatically becomes an "F". Additional time may be allowed if special arrangements are made with the administration.

FAILURE TO COMPLETE THE SEMESTER

Tomah High School grants credit at the completion of the semester. A student who withdraws or transfers from Tomah High School prior to the end of the semester without completing all work and final exams for the semester will not be granted credit for the semester. Students who anticipate that they will not be able to complete a semester here should contact the guidance office and principal well in advance to make arrangements to complete all work for the semester.

PARENT/TEACHER CONFERENCES

Parents and students are encouraged to meet and talk with teachers throughout the year. Teachers are available for conferences during their preparation periods and after school. Parent/teacher conferences can be arranged by calling the counseling office at 374-7354.

The THS teachers will be available to discuss the courses they teach and students' progress at conferences. The conferences are for **all parents and students**, not just for the students who are doing unsatisfactory work.

Conferences for the 2020-21 school year are scheduled for the following dates and times:

August 18, 2020	12:30pm - 6:30pm	THS Fall Festival
October 8, 2020	4:15 pm – 8:15 pm	Open Conferences
October 9, 2020	8:00 am – 11:30 am	Open Conferences
Feb. 25, 2021	4:15 pm – 8:15 pm	Open Conferences
Feb. 26, 2021	8:00 am – 11:30 am	Open Conferences

Parents are encouraged to contact teachers at any time throughout the school year with questions or concerns. Please stay up-to-date with student progress using Infinity – our online gradebook.

TRANSCRIPTS

All transcripts are processed electronically through www.parchment.com. Click on the "send transcript" button. Follow the directions listed. All current high school students will receive their transcripts sent electronically free of charge. We will process transcripts as quickly as we can, but do expect a turn-a-round time of 2 school business days.

STUDENT RECORDS

An adult student, or the parent or guardian of a minor student, shall upon request, be shown and provided with a copy of the student's progress records. An adult student, or the parent or guardian of a minor student, shall upon request, be shown in the presence of a person qualified to explain and interpret the records. Such pupil or parent or guardian shall, upon request, be provided with a copy of the behavioral records. The adult student, or the parent or guardian of a minor student, may seek amendment of the student's education records that they believe to be inaccurate, misleading or otherwise in violation of the student's privacy rights. See Board policy (Administrative Guidelines) 8330 for more information. It is the responsibility of the parents to notify the school of legal custodial changes.

An eligible student, or the parent(s)/guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with Federal Family Educational Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA) requirements. The name and address of the office that administers FERPA

is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

TRANSFER OF RECORDS

The Tomah School District will transfer student records to another school district only when written notice from another school district in which a student intends to enroll has been received.

ACADEMIC INTEGRITY

If it appears to a teacher that a student may be involved in an incident of academic misconduct, including but not limited to, cheating on an exam, plagiarizing a paper, copying or printing from another student's computer files, interfering with another student's work, or having someone other than the student complete the assignment – the teacher will address the situation with the student. At this point the student will have the opportunity to respond and explain his or her perspective regarding the situation.

The teacher will review the evidence and if the teacher is persuaded that the student has not been involved, that no misconduct has occurred, or that no action is warranted, that will be the end of the matter. If the teacher concludes that academic misconduct has occurred, he or she may then proceed as listed below.

Cheating:

Cheating is the stealing of another individual's work and/or the willful intent of having answers written somewhere to use on tests or quizzes, looking at another individual's sheet to obtain answers in a testing situation, copying of another individual's homework assignment, having someone other than the student complete the assignment to hand in for a grade, or text messaging information or answers to another student.

Consequences:

1. All students involved may receive a zero for that assignment.
2. Teacher will send a letter to parents/guardians.
3. Discipline referral sent to associate principal to be placed into student's discipline file.
4. After 3rd offense in the same course, student will be removed from class with a "WF" (withdraw/failure).

Plagiarism:

Plagiarism is the use of someone else's writing or ideas as your own and is a criminal act. J. C. Hodges and M. E. Whitten, in the 8th edition (1977:p. 372) of the Harbrace College Handbook (Harcourt Brace Jovanovich, Inc.), describe plagiarism in the following manner:

If you, the student, fail to acknowledge borrowed material, then you are plagiarizing. Plagiarism is literary theft. When you copy the words of another, be sure to put those words inside quotation marks and to acknowledge the source with a footnote [or, in our case, a citation]. When you paraphrase the words of another, use your own words and your own sentence structure, and be sure to give a footnote [citation] citing the source of the idea. A plagiarist often merely changes a few words or rearranges the words in the source. As you take notes and as you write your paper, be especially careful to avoid plagiarism. Unless you are quoting directly, avoid entirely the sentence patterns of the source.

TYPE 1 PLAGIARISM: NOT USING QUOTATION MARKS

- When you use someone else's words, **always** put them in quotation marks and cite the source within the body of the text as well as in the literature cited section.
- If you include a quote, you must use the **exact** words of the author or it is a misquote.
- Use quotations only when it is absolutely essential for the reader to know **exactly** what that particular person said word for word.

TYPE 2 PLAGIARISM: NOT CITING THE SOURCE OF INFORMATION

- All information/ideas that are not part of general knowledge that you obtained from someone else, must be cited (within the sentence containing the information and in the literature cited section) even if you used your own words.
- This is taken seriously in science (scientists are always skeptical of information).

TYPE 3 PLAGIARISM: PARAPHRASING IS TOO SIMILAR TO SOURCE

- It is plagiarism to use someone else's sequence of sentences and just change a few words or their position in each sentence.
- Read your sources of information, synthesize the material in your head, and then write what you know in your own unique way.

—adapted from 2002 Marquette University

Consequences:

1. Paper and/or assignment may receive an automatic grade of zero.
2. Teacher will send a letter to parents/guardians with copy of essay and original source document.
3. Discipline referral sent to associate principal to be placed into student's discipline file.
4. After 3rd offense in the same course, student will be removed from class with a "WF" (withdraw/failure).

GRADE IMPROVEMENT PLAN (GIP)

Students who receive two or more F's during biweekly grade checks will be assigned to the Grade Improvement Plan (GIP) during their lunch period. By attending the GIP, students will be able to work on missing assignments or projects with guidance and assistance from a teacher while they eat their lunch. Students who show progress and receive all passing grades by the end of the week will be excused from GIP. Failure to report to GIP may result in truancy and disciplinary actions based on the number of GIP sessions missed.

FOOD SERVICE

Start the day off with a nutritious breakfast beginning at 7:30 a.m. each day in the cafeteria. The meal changes daily and will consist of delicious foods such as: waffles, French toast, pancakes, omelets, scrambled eggs, sausage, yogurt, apples, grapes, bananas, oranges and milk & cereal. If you qualify for free or reduced lunch, you also qualify for free or reduced breakfast. Please take advantage of this opportunity from our food service staff to help your child get off on the right foot for an alert and healthy day. At the beginning of each month the lunch and breakfast menu will be posted on the Tomah Area School District's website. Prices for the 2020-21 School Year are:

- **Breakfast: \$1.90**
- **Lunch: \$3.15**

The breakfast and lunch programs are operated with a computerized account system. Money may be deposited in a student's account on the first day of school and throughout the school year. This account will stay with the student through graduation. If a child moves between

schools, the account will remain with the child. If a child moves from the district, money deposited may be withdrawn and a check issued upon request. The price of a single lunch, which includes milk, is determined by the School Board annually. ***ALL students need money in their accounts to purchase extras in the lunch line. An example of an extra is—a juice, a second entrée, or second milk. If there is no money in the lunch account to cover extras, we do deny them.*** Parents will be notified when their child's account is nearly depleted. Parents have the ability to view activity on their child's account ***and set low balance reminders*** on the school district website. To do this, parents must sign up at the district office or at the school which the child attends.

During the first week of school, all children will be given an application for free and reduced lunches to take home. Only those who wish to apply need to return the forms. Please keep in mind we are required to provide every parent with the opportunity to apply.

SchoolPay Online Payment System

The Tomah Area School District has an online lunch payment system, SchoolPay. SchoolPay is a safe and quick way to deposit money in your student's lunch account. You can pay with your credit/debit card, however there is a usage fee for this service. Cash and checks are also accepted at your student's school. You will find a link for the system in the Parent Infinity system.

Negative Account Balances

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance as determined by the District Administrator. The District Administrator shall determine the manner of determining permissible account balances by grade level. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand. Likewise, any student that has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring his/her account current.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. The policy and guidelines will be posted on the District website.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food

items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

Meal Account Policy

Good Standing Balance - Any account that has a monetary value greater than the low balance amount set will be considered to have a Good Standing Balance.

Low Balance – A Low Balance will be any High School or Middle School account equal to or less than \$5.00 and any Elementary School account equal to or less than \$3.00.

1. All students will be given a low balance notice when their account is equal to or less than the low balance value set by the District.
 - a. Students will be instructed to give the low balance notice to their parents/guardians.
2. The building administrator or designee at each elementary school building will run a low balance report every day, Monday through Friday, when school is in session.
3. High school and middle school students will receive a low balance notice at the point of service from the computer operator daily as they come through the breakfast or lunch line.
4. Parents/guardians can also set up a low balance email notices through their students' Infinity account.

Ala Carte/Extra Items

1. Ala Carte/Extra Items are food items sold separately and are not part of a federally reimbursable complete meal.
 - a. Examples include milk consumed during milk break, extra milk, extra entrees, water, and juice.
2. Any account that has less than or equal to \$0.00 shall not be permitted to purchase ala carte items.
3. Cash can only be used to purchase ala carte items if the account is equal to or greater than \$0.00.

Negative Balance – A Negative Balance will be any account that is equal to or less than negative one cent (-\$0.01).

1. Accounts will be allowed to reach a negative value of five (5) times the cost of a high school lunch.
 - a. For example if the cost of a high school lunch meal is \$3.00, then a negative balance of \$15.00 can be incurred. ($\$3.00 \times 5 = \15.00)
 - b. Family accounts will be considered one account.
2. Once an account reaches the allowed negative value, the building administrator or designee will contact the parents/guardians of the account using phone or email, in addition to mailing a letter home to inform them the account/s must be in Good Standing.
 - a. At this time the building administrator or designee will determine if the family of the negative account holder is in need of assistance to help cover cost.
 - i. Examples of assistance are:
 1. Providing a free and reduced meal application to see if they qualify. Note: This will help to cover future costs but will not cover the current value owed.
 2. Apply for money from the Krecji Fund.
 3. Accessing any account setup by the building or district to help cover food service costs.
3. If assistance is not available, the parents/guardians of the account will be asked by the building administrator or designee to send a meal with their student until the account is in Good Standing.

Delinquent Debt – Delinquent Debt will be any account that has reached the negative value of ten (10) times the cost of a high school lunch or more (example: $-\$3.00 \times 10 = -\30.00 or more).

1. Once an account is Delinquent the following procedures will be put in place until the account is in Good Standing:
 - a. Elementary School Students will be directed to the school office by the building administrator or designee before meal service to pick up a snack pack (a grain, fruit, protein, beverage) if they have not brought a meal.
 - b. Middle School Students will be directed to the Middle School office by the building administrator or designee before lunch to pick up a snack pack if they have not brought a meal.
 - c. High School Students in the morning will be directed to the school office by the building administrator or designee and informed of one of the options:
 - i. in order to eat a school provided meal they must pay in full, or
 - ii. provide a meal from home, or
 - iii. pick up a snack pack in the High School office before lunch.
2. The Delinquent Debt account will be passed onto the District Office for collection when it is delinquent for 30 days.

General Federal USDA Child Nutrition Program Information

1. The National School Breakfast and National School Lunch Programs, are programs the school district chooses to offer, to help reduce the cost of meals for families, it is not a required program for the district to participate in.

2. Families not meeting federal income guidelines for free meals are expected to pay the cost of the meals consumed by their children
3. The NSB and NSL Programs do not require children with an outstanding balance on their meal account be served a meal
4. Students who qualify for free meals shall not be denied a reimbursable meal even if they have a Negative Balance or Delinquent Debt.
5. No children will have a Federally Reimbursable Meal taken from them once they have been served.

MEDICATION PROCEDURE

School personnel cannot administer any medication without written consent from a parent. **Both a physician's signature and parent signature will be required for all prescription medication to be administered during the school day.** Over-the-counter medication only requires a parent/guardian signature. The completion of the "School Medication/Procedure Form" and obtaining the physician's signature will be the **parent's responsibility.** Medication forms may be faxed to 374-8710 and form(s) will then be sent to the appropriate school. Students who need to take medication must have the "School Medication/Procedure Form" completed, signed and on file at the school. **The medication must be in the original container.** The medication forms are available in each school and at area clinics and also on our website under Forms.

The Administration authorizes the following guidelines for self-administration of medication by students only at District sponsored athletic and activities events which take place after the instructional day. Secondary (grades 6-12) students may carry and self-administer nonprescription (over-the-counter) or prescription medications. Secondary students do not require a parent request or a medication authorization form signed by the health care provider. Medication must be in the original labeled container. Students may not distribute medication (prescription, non-prescription, or over the counter) to other students at any time. Whenever possible, parents should notify the coach or advisor that the student will be carrying and administering medication.

We would like to discourage the excessive use of over-the-counter medications. Please have guidelines as to when your child should request an over-the-counter medication. Some students think they are "supposed to take it" because they know their parents have filled out the form and have the over-the-counter medication available at school. See Board Policy 5331 for more information.

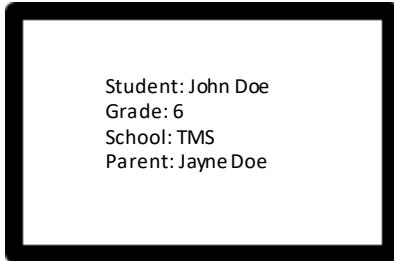
Medication should only be given in school if absolutely necessary. Medication scheduled for three times a day should be given right before school in the morning, immediately after school at home and at bedtime. An exception would be medications prescribed for a specific time (e.g. Ritalin).

- ❖ **Whenever possible please bring your students medication into school and drop them off at the counseling office.**
- ❖ **Medications (prescription and over-the-counter) cannot be sent home with students. Parents must pick them up.**

If you are unable to bring in the medication, it can be sent to school with your student, but it **MUST** be in a sealed envelope. On the **front** on the envelope please include: Students Name, Grade, School (THS), and parent/guardians printed name. On the **back** of the envelope, seal the flap and put your signature across the flap. This way we can tell if the envelope has been

opened or tampered with. We know that this takes a little more time to do, but we do it for the safety of your student and others. Use the following example as a guide:

FRONT



BACK



If you have any questions concerning this policy, please contact the school nurse at 374-7015.

GUIDELINES FOR STAYING HOME

The following are guidelines for parents and staff to follow when determining whether a child should stay home from school.

CHILD SHOULD STAY HOME if he/she is:

- HAS A FEVER greater than 100° F.
- HAS BEEN VOMITING within the last 24 hours. May return to school 24 hours after the last episode of vomiting.
- HAS HAD DIARRHEA within the last 24 hours. May return to school 24 hours after the last episode of diarrhea.
- HAS A RASH WITH A FEVER greater than 100° F.
- HAS A RASH WITHOUT A FEVER that is open and draining.
- HAS STREP THROAT, IMPETIGO, or PINK EYE AND HAS NOT BEEN ON MEDICATION FOR 24 HOURS. May return to school after being on medication for 24 hours.

Also report these communicable diseases to the school nurse at **374-7015**:

Chicken Pox	Lyme disease	Ring worm
Fifth disease	Mononucleosis	Scabies
Head lice	Pink eye	Shingles
Impetigo	Pneumonia	Strep throat

Please refer to Administrative Guidelines (AG) 8453 detailing how the district will handle a blood-borne pathogens incident.

CONCUSSIONS

Due to increased awareness and understanding of the impact of a concussion, which is a type of traumatic brain injury, parents who inform coaches and teachers that their child is being treated by a health care professional for a concussion will need to provide written clearance by a healthcare professional before being allowed to participate in any school-related physical activities. Any time a student is suspected of having or diagnosed with a concussion, written clearance for full participation will be required from a healthcare provider. For additional information, parents and students can refer to administrative guideline 5340A, Student Accident, Illness/Concussion.

IMMUNIZATION RECORDS

At this time, cumulative immunization records of current students/adult students will be held as part of the pupil record. This may change as the Department of Public Instruction reviews this procedure.

ABSENCES DUE TO HEAD LICE

1. Students who have head lice or excessive nits will be sent home. Students will not be allowed to return to school until after being treated with a louse control shampoo and completing a required checklist. This list will be sent home with your child. The child will be checked upon return to school, and must be louse free to be readmitted.
2. The child will be rechecked at **7 and 14 days** for lice and/or nits.
3. **Children will not be readmitted until free of lice. After two repeat cases in a semester, it is considered an unexcused absence and could result in truancy.**
4. **At the third occurrence, a parent must be present when child is checked to be readmitted to school.**

ATTENDANCE

All students are expected to be in attendance every hour of every day that school is in session. School attendance is the responsibility of students and parents/guardians. Prompt regular attendance can lead to positive learning and success. Frequent absences disrupt the learning experience and result in academic and social struggles and student failure. Parents/guardians should notify the High School **prior to any absences**. All students are allowed 10 excused absent days per year. Included in these types of absence are; illness, family commitments and college visits.

TRUANCY and HABITUAL TRUANCY

Truancy is defined as any absence of part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law (Wisconsin State Statutes 118.15 and 118.16(1)(c)). Parents/guardians will be notified when a student has an unexcused absence. Notices shall be made by personal contact, mail or telephone of which a written record is kept. Some common examples of absences that will be considered truancies: leaving the building without checking out, skipping classes, over sleeping, etc. If a student is in the school building, but not where they are supposed to be, the student is considered unexcused and will receive consequences.

Habitual Truancy may be filed when a student reaches five (5) unexcused absences in a semester.

See **Tomah School Board policy 5200** for more information pertaining to truancy.

STUDENT ILLNESS

For **short-notice absences** such as **illness or family emergencies** (the morning of a school day), please call, email or fax the attendance office:

Phone	608-374-7357
Email	karriekatt@tomah.education
Fax	608-374-7290

The High School office must be notified each day a student is absent. Parents may call or email their child's absence to the attendance office twenty-four (24) hours a day, seven (7) days a

week. If a parental notification is **not** received, an automated phone message will go out to parents at 4:00 p.m. the day of the absence. The absence will be marked unexcused unless a written note is either submitted before the absence or within two days (48 hours) after returning from the absence.

For absences due to **medical or legal appointments**, parents/guardians may call the attendance office or students may bring a note written by a parent or guardian to the attendance office before school and receive an early dismissal pass. The note must contain:

1. the specific reason,
2. destination,
3. length of absence,
4. and date of absence.

It is highly recommended to obtain a note while at the appointment in order for the absence to be excused medically. A medically excused absence can be for any medical reason, such as dental/orthodontic appointments, physical appointments and behavioral health appointments. The medical note must be obtained directly from the health care facility and signed by approved personnel.

When at school, students may not leave the grounds (except for lunch and school activities) without a dismissal slip. Students who become ill at school must report to the office. The school must contact a parent/guardian before the student may leave school. If the illness happens over lunch and the student does not return, a parent or guardian must contact the school the same day in order for the absence to be excused.

PRE-EXCUSED ABSENCES

For an absence to be considered “pre-excused”, students must complete a pre-excused absence form. The form can be picked up in the main office and must be:

1. signed by the student’s teachers, who will indicate what work will be missed that day.
2. signed by the student and a parent/guardian,
3. turned in to the main office **one day prior to the absence.**

The Associate Principal may assign detentions to students who receive an unexcused absence.

TOMAH HIGH SCHOOL TARDY POLICY

- ***Members of the THS community will be in their classrooms on time.***

In accordance with the truancy laws, missing *part of a day* will be defined as missing any part of a class. Therefore, a student who comes to class late has missed part of the day. Since the purpose of this policy is to encourage punctuality, and not punish the students who may occasionally encounter a jammed locker, a student will not receive an unexcused absence for truancy purposes until they reach **three unexcused tardies**. Accordingly, a student may be referred to truancy court when they accrue some combination of unexcused tardies and unexcused absences that adds up to five. A student could therefore be referred to truancy court for **five unexcused absences or fifteen unexcused tardies** or any combination of the two such as three unexcused absences and six unexcused tardies. Students who are 18 years old will be subject to extended detention for violating the Tomah H.S. attendance and/or tardy policy.

AGE OF MAJORITY

All students at Tomah High School are subject to school rules. Students who have reached their 18th birthday are permitted to originate their own request for excuse for absence only if they (1) are not living with their parent or guardian or (2) the parent or guardian returns a signed permission form, which is available in the high school office, to the school stating the student is responsible for him or herself. The school will continue parent communication unless specifically requested in writing to stop. The student is still bound by the same set of acceptable reasons as listed in the school attendance policy.

WITHDRAWAL FROM SCHOOL

State statutes now require full time attendance until the end of the semester in which the student becomes 18 years of age. In the event a student is to withdraw from Tomah High School during the school year, it is important that the following procedure is followed:

1. A withdrawal card needs to be completed in the high school office. The withdrawal card is to be signed by the parent if the student is under age 18. This acknowledges parental permission for school or program transfer.
2. It is to be noted on the card the reason for withdrawal.

PBIS

PBIS, (Positive Behavior Intervention and Supports), is a systems change method based on a Response to Intervention (RTI) model that promotes positive behaviors in students. In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm. For more information about PBIS, on the national level, log on to www.PBIS.org.

REACH/XELLO and Academic Career Planning (ACP)

Students at Tomah High School participate in an advisement program called REACH throughout their high school career. REACH stands for **R**esources for **E**ducational **A**chievement and **C**areer **H**elp. Students will be grouped with students from their same grade level and will work together once a week with a Tomah High School faculty member as their advisor. Every REACH period, students will work on Academic and Career Planning, using the XELLO program to develop skills to ensure success in high school, develop a career portfolio, and make connections with other students, staff and the community while creating a positive environment to learn and grow. Students will use ACP as a means to connect their high school classes with future career goals and allow them to plan coursework to help them achieve their goals.

RESPECT & STUDENT BEHAVIOR

- Members of the THS Community will be in their classrooms on time,
- All members of the THS Community will express themselves using respectful and appropriate language for a school environment,

- Students will respect themselves and others by refraining from public displays of affection that are inappropriate for a school environment, and
- THS Staff maintains the right to ask students to change clothing that may interrupt instruction, be offensive or show a lack of respect for school culture.

Students are reminded that different teachers have different classroom expectations. Therefore, it is each student's responsibility to become aware of what each teacher expects in the way of work and behavior and to conform to those expectations and standards. Tomah High School students are expected to behave in a mature, responsible manner in and out of class. See **Tomah School Board Policy 5500, 5600, 5600A** on Student Code of Conduct and student removal from class for more information pertaining to student expectations and behavior. Students suspended from school will not be permitted on school grounds during the days of suspension nor will they be permitted to participate in extra-curricular activities during their suspensions. Suspended students who appear on school property are subject to further disciplinary procedures to include referral to police department for trespassing.

ILLEGAL BEHAVIOR

Students engaging in illegal behavior on school property, or during school sponsored events are subject to disciplinary action and will be referred to the police.

HARASSMENT/HAZING

Harassment/hazing are unwanted physical or verbal behaviors which are directed at a student or staff member and serve no legitimate purpose. Harassment/hazing are illegal and will not be tolerated at the high school.

Every child has the right to feel safe and secure in the school environment. There can be no tolerance for harassment, intimidation or bullying. Harassment in school can affect student achievement and participation in school activities and has a huge emotional cost. All school districts are obligated to adopt policies and procedures responding to complaints of pupil harassment. Districts are also encouraged to take pro-active steps to prevent pupil harassment.

Harassment, bullying behavior and cyber bullying are taken very seriously. Students engaging in this behavior may be given a warning that their behavior is unacceptable and then, if it continues, progressive disciplinary action will occur. All day suspension and a referral to the Tomah Police Department will occur if a student does not self-correct his/her inappropriate behavior.

We know you share our concern that all students feel safe and secure in our schools. In order to reach this goal, elimination of harassment, intimidation and bullying is essential. Please talk with your child about harassment and bullying. Preventing this type of behavior is a job for all of us - parents, educators and students. **See Tomah School Board Policies 5517, 3362, 4362 for more information regarding harassment.**

TOBACCO, DRUG AND ALCOHOL POLICY

The use and possession of tobacco products, drugs and alcohol on school property and at school sponsored events is prohibited. **See Tomah School Board Policies 5512 and 5530** for additional information regarding the use and possession of drugs and alcohol.

USE OF TRAINED DOGS TO DETECT DRUGS

In an effort to reduce the prevalence of illegal drugs in school buildings and on school grounds, the Tomah School District may use dogs specially trained in detecting the odor of marijuana and other illegal drugs as an aid when conducting locker searches and other searches on school premises. **See School Board Policy 5771 for additional information** on the use of trained dogs.

DISORDERLY CONDUCT

- ***All members of the THS community will express themselves using respectful and appropriate language for a school environment.***

No student shall, while on school premises, in school vehicles, or under school supervision engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances which such conduct tends to cause or provoke a disturbance or tends to endanger the health or safety of any person. Students who engage in this type of conduct are subject to detention, suspension and a referral to the Tomah Police Department. Students who continue to follow this type of behavior may be referred for expulsion.

WEAPONS POLICY

To ensure the safety of students, staff and visitors at Tomah High School, the Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District representative will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved; and

- C. theatrical props used in appropriate settings.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

LOCKERS & LOCKER SEARCHES

The lockers at Tomah High School are school property and may be searched by school personnel at any time. Each student is assigned a locker upon entering school. Students are advised to use their own assigned lockers and to not share their locker with other students. Students are advised that they assume responsibility for their locker and for all contents in their locker. Each locker is equipped with a combination lock, which must be used to lock and secure the locker. If a student loses a lock, the student must purchase a new lock for \$5.00. If the lock is found, the student will be refunded \$5.00. Students are encouraged to keep their locker combinations in strict confidence in order to maintain locker privacy. The Tomah School District does not assume responsibility for the loss, damage, or destruction of any property stored in the student lockers. Students bringing large sums of money to school are urged to bring it to the office for safe keeping until it is to be used. Students will be responsible for any writing or vandalism on his/her locker and will be expected to clean the locker to remove any graffiti. Nothing shall be hung on the locker or displayed on the locker unless authorized by the school administration. See School Board Policy 5771 for more information regarding school lockers and locker searches.

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the board policy. See **School Board Policy 5771 for more information.**

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Please be advised there are video surveillance cameras on premises. Personal information and activities recorded are collected and used to maintain a safe and secure environment in schools and on school district property and may be disclosed for law enforcement purposes. For questions or concerns, please contact the building principal at 608-374-7358. See **School Board Policy 7440.01 for additional information.**

YOUTH GANGS

The Tomah Area School District bars all gangs and gang graffiti, dress, activity, gang-related material, gang affiliations and gang-related activities from school buildings, school-related activities and school property at all times. School property, school buildings, and school related activities are to be considered “**Neutral Territory**”. A “gang” is defined as any identifiable group or club which exists without the sponsorship of the school or the sponsorship of any recognized adult community or civic organization and which engages in antisocial or criminal behavior activity. See **Tomah School Board Policy 5840 for additional information on Student Groups.**

DRESS CODE

It is the policy of this School District that students shall dress in a manner, which is appropriate for an effective educational environment. Safety and belonging are important components of a positive school culture. The dress code policy is focused on promoting both. Students may dress in any style they desire and may present themselves in a way that is consistent with their identity, as long as their chosen attire does not cause a disruption or compromise safety in the school environment.

PROHIBITIONS include but are not limited to:

1. Clothing or accessories that cover your face,
2. Clothing or accessories that may be used as a weapon,
3. See-through clothing,
4. Clothing or accessories with statements or images that are vulgar, obscene, or promote illegal drugs, alcohol, sex, violence, weapons, or gang activities,
5. Clothing or accessories that expose private areas,
6. Clothing or accessories with words, pictures, or caricatures based on stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation, or disability, additionally the wearing or display of the Confederate flag during the school day and on school property is not allowed, and
7. Hats, caps, beanies, bandanas, visors, hoods, sunglasses, and other head coverings. Students are expected to place such items in their lockers where they should remain until the end of the day. Students wearing "hoodie" sweatshirts are not allowed to wear the hood during the school day and will be asked to remove the sweatshirt if they do not comply.

The Building Administrator or designee may identify additional dress code requirements to address the specific needs within their respective building or for a specific activity. Additionally students are required to wear shoes or other footwear in school buildings. District policies on harassment and bullying have implications for the student dress code. Students that feel a hostile learning environment is being created or feel negatively impacted by another student wearing clothing with words, pictures, or caricatures based on negative stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation or disability should report their concerns to an adult staff person. Staff shall intervene and advise the student wearing the image that their conduct is having a negative impact on their peers. If the student continues to wear the image, despite the awareness of the impact it is having on the reporting students, that student may be subject to discipline under District policies.

USE OF DISTRICT TECHNOLOGY

All high school students are issued a Chromebook, which is the sole property of the Tomah Area School District. Each Chromebook is on loan to the student and must be used in accordance with the policies and procedures listed in the Tomah Area School District Acceptable Use Policy and any civil/criminal applicable laws.

All students will be provided the following equipment:

1. Chromebook
2. Chromebook charger
3. Carrying case with shoulder strap

- All students are required to use the district supplied carrying case equipped with a shoulder strap or handles for their device.
- The Tomah Area School District will retain records of the serial numbers of provided equipment.
- This agreement remains in effect for a substitute device.

Repair Costs

In the event that a device is unable to be repaired, students may be billed for repair/replacement costs if device is damaged, lost or not returned properly. The maximum charge could be \$275.00.

A \$30.00 fee will be issued if there is anything written onto the device which needs to be removed via rubbing alcohol. If the vandalism is something that cannot be removed (etched into the device) then that part will be replaced and the student will need to pay for the replacement.

The Tomah Area School District will provide an optional accidental damage/loss protection plan which will provide a single damage/loss incident fee waiver. The cost of this plan is \$25 per device per year. This plan will only cover accidental damage so any damage deemed malicious by district administrative staff will not be covered.

Student Expectations for Chromebook Use:

- I will never leave my Chromebook unattended.
- I will not use my Chromebook to take pictures or record video of others without my teacher or other student's permission.
- I will never loan out my Chromebook to other individuals.
- I will charge my Chromebook's battery daily.
- I will keep food and beverages away from my Chromebook.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will use my Chromebook in ways that are appropriate and are educational.
- I will not place permanent decorations (such as stickers, Sharpies, etc.) on the Chromebook. I will not deface the serial number on any Chromebook.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Tomah Area School District.
- I will file a police report in case of theft or vandalism.
- I will be responsible for all damage or loss caused intentionally or by neglect or abuse.
- I agree to return the Chromebook and power cords in good working condition.
- I agree to the stipulations set forth in the above documents including the Chromebook Procedures and Information; the Acceptable Use Policy; and the Student Pledge for Chromebook Use.
- Unannounced Chromebook fidelity checks will be done and students with inappropriate material will be disciplined accordingly.

For more information related to the use of district supplied technology, please see the Student Technology Use Handbook on the high school webpage.

WIRELESS COMMUNICATION DEVICES/CELL PHONES

Tomah Area School District students are prohibited from using or displaying in plain sight electronic paging or two-way communication devices during class periods (this includes cell phones, pagers, walkie-talkies, etc.). With having 1:1 computers for all students, a personal cell phone has no educational value and therefore should not be used during a class period. Students will not be allowed to use these devices while in classrooms, or during the class period, unless directed to do so by the classroom teacher. Students may use their cell phones during designated passing times, before school, after school and during their lunch period. Students may not use their cell phones during class periods, even when the class is held outside of the classroom. Please refer to Board Policy **5136**. Consequences for cell phone use during class are as follows:

- 1st Offense: Student can pick up the cell phone at the end of the day in the Main Office
- 2nd Offense: Parent must pick up the cell phone at the end of the day in the Main Office
- 3rd Offense: Parent must pick up the cell phone at the end of the day in the Main Office and meet with high school administration
 - Uncooperative students may be subject to disciplinary consequences, including suspension.

OTHER UNACCEPTABLE BEHAVIORS AT TOMAH HIGH SCHOOL

1. Any type of gambling is prohibited.
2. All food must be consumed in the cafeteria unless prior approval is received from an administrator. Water is allowed.
3. Blankets are not to be brought to school and carried throughout the school day.
4. Skateboards, Razor scooters, rollerblades, and Heelys are not to be used on school property unless prior approval is received from an administrator.
5. Squirt guns or water balloons are not be allowed.
6. Defacing school property or vandalism is a crime and will not be tolerated. The cost of any vandalism will be assessed to the student.
7. Possession and use of laser devices are not allowed in the school or on school property.
8. Unsanctioned contact activities such as tackle football are not allowed on school property.
9. Students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be used at any time in any school situation where a reasonable expectation of personal privacy exists, i.e., locker rooms and bathrooms.
10. Students will respect themselves and others by refraining from public displays of affection that are inappropriate for a school environment. The staff at Tomah High School recognizes that genuine feelings of affection may exist between students; however, students will refrain from inappropriate intimate behaviors (such as, but not limited to, hugging, kissing, etc.) on school grounds or at school related events. Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences.

DETENTION PROCEDURE FOR STUDENTS:

Lunch detentions may be assigned for violations of school rules. Students who receive detentions must complete those detentions by the assigned date. Failure to complete detentions by an assigned date will result in extended detention, in-school suspension and/or out-of-school suspension.

HALL PASSES

Students should not be in the hallways during class time without a pass from a staff member specifically identifying the destination.

ADMINISTRATIVE ACTION

When a student is referred to the THS administrative office for inappropriate behavior or attendance problems, one or more of the following consequences will occur:

1. Conference with student, parent and/or staff member
2. Removal from the specified location, bus, or activity
3. Restitution by payment or services rendered
4. Detention time assigned
5. Out-of-school suspension
6. Referral to school resource officer, law enforcement, or other agency
7. Removal from a class with a failure for the semester recorded. See School Board Policies 5500, 5600, 5600A for removal procedure
8. Removal of the student's privilege to attend or participate in extracurricular activities
9. Recommendation to the Board of Education for expulsion.

OPEN CAMPUS

***In response to COVID-19 and the recommendations to reduce the risk of spreading the virus, THS will close campus if the building is on a modified/reduced schedule in the fall of the 2020-21 school year to allow students to eat their lunch in their classrooms as recommended by the Department of Health Services. If the high school is able to resume classes at full capacity, the high school will continue with the traditional open campus.**

The students at Tomah High School will have open campus during the school year. The Board of Education will, with administration and student input, reevaluate the procedure at the end of each school year.

1. All students will initially be granted the privilege to leave the school property during their assigned lunch period.
2. Students may lose the privilege of open campus for the following reasons:
 - a. Fighting during the lunch period on or off school property
 - b. Any illegal activity
 - c. Witnessed or reported misuse of a motor vehicle off campus
3. Students who lose open campus privileges will be required to report to the high school office.
4. During the school year, students may temporarily lose open campus privilege if they leave an excessive amount of waste outside.

FIRE/TORNADO DRILLS

Fire and tornado drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions posted in each classroom indicating how to leave the building or where to go in case of a fire/tornado.
2. Move quickly and quietly to the designated area.
3. Always use the closest/quickest route for evacuation.

SAFETY DRILLS

While schools are a place of learning and personal growth, they are not immune from societal problems. As a result, educators and law enforcement must cope with numerous challenges to school safety. In order to maintain a safe environment for students and teachers, we implement practice drills to assist us in responding to a crisis or emergency situation. Just as we conduct regular practice fire and tornado drills to ensure that we can safely evacuate the building or get students to a safe area quickly, practice safety drills will be conducted. These drills will help students and staff become better equipped to deal with a crisis situation in as calm and controlled a manner as possible.

ELEVATOR USE

In order to use the elevator, students must bring written permission from a parent or doctor that justifies their need for this special service. Permission to use the elevator must be approved by the administration.

PARKING PERMIT AND PARKING LOT RULES

1. Permit cost is \$20, **THERE WILL BE NO REFUNDS. You must have a permit to park in the school lot.**
2. The student must have a valid driver's license before being issued a permit.
3. The parking permit can be displayed either on the rear windshield or front windshield of the vehicle (make sure to locate in a way that does not impair vision). If the vehicle is a truck and has a topper, the sticker can be placed either on the front windshield or on the rear window of the topper. Convertibles should display the parking permit in the front lower section of the windshield (make sure to locate in a way that does not impair vision). Motorcycles do not have to display a parking sticker, but must be registered in the high school office and pay the same \$20 fee.
4. In accordance with Board Policy 5771, Search and Seizure, vehicles parked in the school lot are subject to search and seizure at any time there is reasonable suspicion or cause. In addition, Board Policy 5515 states: Students who park their vehicles in any school parking lot or on school property are subject to restrictions on what is displayed on or in their vehicles. Distasteful and/or disruptive expression including, but not limited to, bumper stickers and window paintings determined to be inappropriate by the administration must be removed.
5. The parking lot is off limits during class time unless the student signs out and receives a pass from the high school office.
6. Permits are **non-transferable**. They are valid for the registered student only and cannot be shared with other students.
7. Students must park in the student parking; students in staff or visitor parking will be ticketed.
8. Parking may be limited to upper classmen if space dictates.
9. Any behavior while driving a vehicle on school property which is potentially hazardous to others or the property of others, may result in a suspension of parking privileges.

10. TASD is not responsible for damage done to vehicles on the school grounds.

LOSS OF PERSONAL PROPERTY

The Tomah School District will in no way be responsible for any item of property left in or at any Tomah School Building whether with or without the knowledge of School District employees or students. The School District does not carry a non-ownership policy on these items in any school. Any loss suffered directly or indirectly will be at the owner's risk. Students must use their designated locker and the locker must be locked at all times. Lost items are returned to the main office. Any unclaimed items are donated or thrown away at the end of each quarter.

VISITORS

****Due to Covid-19, we will be significantly reducing visitors. Any visitors allowed in the building will be at the discretion of the building principal and school staff. During the school day, while school is in session, all doors will be locked. Students are not permitted to bring other children to school as guests. For the safety and security of students, staff and guests, visitors are expected to follow the procedure below:**

- **Visitors during the school day must enter through the main entrance to sign in and get a visitor's pass.**
- **Once identified, visitors may sign in and enter the building to go to a specific location for a specific purpose.**
- **Once your visit is complete, all visitors must exit the building through the main entrance and sign out verifying they have left the building.**

Parents are always welcome to visit the school. As we implement our security measures, we understand the increased need to be aware of all visitors to our building. The following procedures are in place to ensure the safety of our building:

- All visitors during the school day (7:55 am to 3:21 pm) must enter through the Lincoln Avenue doors to receive a visitor's pass.
- Once identified, visitors may sign in and enter the building to go to a specific location for a specific purpose (i.e. prescheduled meeting with a teacher, athletic office, main office, counseling office, etc.)
- Once done, all visitors must exit the building out the same Lincoln Avenue doors to sign out, verifying that they have left the building.
- Visitors are not permitted in the cafeteria/commons during the lunch period. If you wish to take your student out for lunch, they can be picked up and taken off campus for lunch and returned before the start of the next class period.
- Visitors are not allowed to stay and spend any part of the school day at school with their student (i.e. "hang out"). The visit must be for a specific reason, leaving when that specific reason is completed.
- Student visitors are not allowed while school is in session.

GUESTS AT THS DANCES

All guests will need to fill out a Tomah High School dance guest contract. The dance guest contract is for all Tomah High School students who wish to bring a guest who is not a student at Tomah High School. All guests will need to be approved by the high school administration. All guests must be of at least freshmen standing. Guests 20 years of age or older will not be permitted to attend the dance. In addition, guests with any of the following pending or convicted

offenses as a result of background checks will not be permitted to attend the dance (includes, but is not limited to):

- Alcohol related offenses
- Drug related offenses
- Disorderly conduct offenses
- Any felony or misdemeanors

WORK PERMITS

Effective June 23, 2017

16- and 17-year-old minors do NOT need to obtain a work permit prior to beginning work.

- Work permits will not be issued for minors ages 16 or 17.
- Minors younger than 16 must obtain a work permit prior to beginning work, unless an exception applies.

If you are younger than 16, Wisconsin law states you must have a work permit for each new job. Work permits can be secured from the high school office. Please allow 3 working days to complete the work permit. **The following four papers and fee must be presented to secure a work permit:**

1. Birth certificate, baptismal record, or WI Driver’s License/Permit for proof of age.
2. Social Security card.
3. Letter from prospective employer, on letterhead, promising employment.
4. Letter from parent or guardian consenting to the employment.
5. Fee of \$10.00

TEXTBOOK FINES

Teachers are to turn in all fines for lost or damaged books at the end of each semester to the principal’s secretary in the high school office. Fines are as follows:

Lost or Damaged Textbooks Beyond Use

	Hard Cover	Soft Cover
Years Old	% of Cost	% of Cost
1	100	100
2	90	90
3	80	80
4	70	70
5	60	60
6	50	50
7	40	40
8	30	30
9	20	20
10	10	10

If the book is damaged beyond reasonable repair, the charge should correspond to the above Lost Book schedule. If the cover is bent, writing is discovered on pages or cover, or other damage is evident, the following schedule should be followed:

Damaged Textbooks

	Hard Cover	Soft Cover
Years Old	\$ Cost	\$ Cost
1	7.00	3.00
2	7.00	3.00
3	6.50	3.00
4	6.50	3.00
5	6.00	2.50
6	6.00	2.50
7	5.50	2.50
8	5.50	2.00
9	5.00	2.00
10	5.00	2.00

CLUBS AND ORGANIZATIONS

Every student is encouraged to participate in school activities in addition to what is offered within the classroom. All clubs and organizations are open to both males and females. No form of humiliating initiation or any hazing is permitted. The following clubs and organizations are active at Tomah High School:

- | | | |
|---------------------|-------------------------|-----------------|
| Academic Decathlon | International Club | Show Band |
| Chess & Gaming Club | Jazz Club | Show Choir |
| Class Officers | Link Crew | Ski Club |
| Drama Club | Musical/Pit Orchestra | Solo/Ensemble |
| DECA | Nat'l Art Honor Society | Spirit Club |
| FFA | National Honor Society | Student Council |
| HOSA | Pep Band | |
| Forensics | Roots & Shoots | |
| Interact Club | Science Olympiad | |

STUDENT REPRESENTATIVE ON TOMAH AREA SCHOOL DISTRICT BOARD OF EDUCATION

The Tomah Area School District recognizes the importance of student leadership in guiding the direction of the District. The position of an appointed student representative is established by the Board for the purpose of encouraging open communication between the student body and the Board, to support active student participation in decision making, and to foster student leadership.

The THS Student Council Advisor shall appoint a student representative to the Board under rules established by the Student Council, to represent the student body and the Tomah High School Student Council.

The Board of Education will designate one board member to mentor and orient the student representative in his/her new position.

Goals:

1. Act as liaison between Tomah High School students and the Board, providing input on educational issues from a student perspective.

2. Report academic and extra-curricular highlights.
3. Develop leadership skills and an understanding of governmental processes.

Expectations:

4. Attend all regular monthly School Board meetings and Board Academy meetings, except closed sessions.
5. Communicate with the high school principal or Student Council advisor prior to and subsequent to each board meeting.
6. Communicate with the superintendent to request Board consideration of specific student issues.
7. Report back to Tomah High School Student Council following each board meeting.

Limits:

8. Non-voting position.
9. Student representative to the board may participate in board goal setting, but may not prioritize goals or vote on goals.
10. Student representative will not attend closed sessions.
11. Student representative will receive a meeting agenda on the Thursday prior to each board meeting.
12. One student representative will be appointed by the THS Student Council Advisor. To qualify as a potential appointee, the student representative must be:
 - a) of junior or senior status to be eligible to serve,
 - b) eligible to serve a maximum of two years,
 - c) in good standing academically and on track for graduation, and
 - d) willing to abide by the school district's Code of Conduct.

Approved by the Board of Education 10/20/14

TOMAH HIGH SCHOOL ATHLETICS/ACTIVITIES GENERAL PHILOSOPHY

Tomah High School, by offering athletic and activities programs, extends the privilege of enriching the mind and body to any student meeting certain responsibilities. Students will be required to complete and turn in a completed athletic/activities form prior to participating in the activity. Forms can be obtained in the main office.

OBJECTIVES OF THE THS ATHLETIC/ACTIVITIES PROGRAM

The athletic/activities program provides participants with opportunities:

1. To learn to strive for excellence.
2. To observe and exemplify good sportsmanship.
3. To learn to compete.
4. To practice proper habits of health, hygiene and safety.
5. For "whole school" interest and activity by involving students other than athletes.
6. To learn new skills and develop these skills to maximum effectiveness.
7. For lasting friendship both with teammates and opponents.
8. For experiences in commitment, dedication, loyalty, and self-discipline.
9. To develop self-image and pride.

RESPONSIBILITIES

Participation in the athletic/activities program does not guarantee that all aims will be met or that all opportunities will be realized. The coaching staff, advisors and administration shall make every effort to teach participants the goals for which the program was established. **Privileges always carry responsibilities.** The participant's greatest responsibility is to be a credit to parents, school, community, and self. Copies of the Activities Code are available in the High School Activities Office.

ATHLETIC OPPORTUNITIES

Tomah is a member of the Mississippi Valley Conference and the Wisconsin Interscholastic Athletic Association. The rules of these organizations govern the action of their athletes. Tomah High School students have the opportunity to participate in the following interscholastic programs:

Athletic Trainer	Football	Softball
Baseball	Golf	Soccer
Basketball	Gymnastics	Special Olympics
Bowling	Hockey	Tennis
Cheerleading	Horsemanship	Track
Cross Country	Powerlifting	Volleyball
Dance Team	Rodeo	Wrestling

SPORTSMANSHIP

It is expected that Tomah High School students will practice good sportsmanship by showing proper respect and courtesy to all visitors, whether they are players, coaches, officials, or spectators.

EMERGENCY CLOSINGS

When in doubt as to whether or not there will be school because of bad weather, be sure to listen to local radio and/or television stations. **DO NOT CALL THE SCHOOL.** If school is to be closed/delayed, it will be announced between 6:00 a.m. and 7:30 a.m. Unless there is such an announcement, there will be school. Parents and students should listen to one of the following radio or television stations or log on to the district website in the event that the weather may suggest that school may be canceled, delayed or dismissed early for the day:

Radio:	WBOG	AM 1460	TV:	WKBT Channel 8
	WXYM	FM 96.1		WXOW Channel 19
	WTMB	FM 94.5		Local PEG channel
	WCOW	FM 97.1		
	WIZM	FM 93.3	Internet:	www.tomah.education

PARENTAL RESPONSE TO A SCHOOL RELATED EMERGENCY

Dear Parents/Guardians:

Should an emergency situation arise in our community and/or one of our schools while school is in session, we want you to be aware the schools have made preparations to respond effectively and appropriately to such situations. The Tomah Area School District has a detailed, all-hazards emergency plan that has been formulated to provide direction to its staff and students during such an incident.

In the event of an emergency, we ask for your cooperation in the following procedures:

1. **Please do not telephone the school.** Telephone lines must be kept available for emergency communication.
2. **Please do not come to the school** unless requested to pick up your child.
3. ***In the event of an emergency that requires us to evacuate and relocate,*** students may be picked up at a designated reunification location by an identified, responsible adult who has been identified through the student's emergency contact information as recorded in our student information system "Infinity".
4. Emergency contact information must be designated by parents/guardians at the beginning of every school year **and kept updated as needed through "Infinity Parental Access" or by contacting the District Office.**

When authorizing another person to pick up your child, please consider the following requirements:

- He/she is at least 18 years of age.
 - He/she is usually available during the day.
 - He/she could walk/drive to your child's school if necessary.
 - He/she is known to your child.
 - He/she is both aware of and able to assume this responsibility.
 - He/she is able to provide proper identification to school officials in order to confirm status as an emergency contact.
5. **You can expect the school district** to respond in the following manner:
 - a. For weather-related incidents, turn your radio to emergency announcements for weather updates.
 - b. Information regarding day-to-day school operations will be available on our district website and other methods of mass communication including local media. Updates will be made as appropriate.
 6. **Please impress upon your children** the need for them to follow the directions of any school personnel in times of an emergency.

We sincerely appreciate your cooperation in helping us respond to an emergency situation and providing a safe and healthy learning environment for your child. If you have any questions or require additional information, please feel free to contact the High School Office.

FUND RAISING

No school group can put on a sale, drive, or campaign to raise money for the group without first obtaining permission from a school administrator. See high school office for further information and necessary forms.

CHANGE OF ADDRESS

Students who move during the school year are to inform the office of their change of address and the planned move date. Notification of change of address should be made at the time the change takes place.

USE OF THE BUILDING

Non-School Organizations

Outside groups who wish to use the auditorium, gymnasium, or other parts of the building must make application for the room(s) with the District Office at 374-7005. No group or individual may use any part of the building outside regular school hours without a member of the faculty being in attendance with the person or group the entire time the person or group uses the building.

High School Groups or Individuals Using Building

High school groups who wish to use any part of the building outside of regular school hours must reserve the room(s) with the District Office at 374-7005.

FAMILY NIGHT

The Tomah School District will honor Wednesday evening as family night and will not have any activities scheduled after 6:00 p.m. on Wednesday evenings during the school year. This includes all athletic, non-athletic and club events.

BUS TRANSPORTATION

Bus transportation to school is a service provided by the school district to students meeting specific distance requirements. **Bus riding is considered a privilege and an extension of the school day.** In order for a student to retain this privilege, he/she must conform to the following regulations:

1. Remain seated when the bus is in motion.
2. Keep head, hands, and arms inside the bus.
3. Remain in the seat assigned to him/her.
4. Act respectfully. Scuffling, fighting, and obscene language will not be tolerated.
5. Do not litter on the bus. Help keep the bus clean by picking up litter including food or other debris on the bus.
6. Pay for damage to the bus which results from inappropriate behavior (i.e. other than regular usage).
7. Be at the authorized loading place and prepared to board at the scheduled time, morning and afternoon.
8. Follow the recommended procedure when crossing the roadway. When leaving the bus, stand 10 to 12 feet out in front of the bus and cross only when the driver signals you to do so.
9. Inform the bus driver, if possible, when he/she will be absent.
10. Cooperate with the bus driver at all times.
11. Follow any rules set up by their specific driver.
12. Turn off cell phones. Cell phone usage is prohibited on the bus. This includes any function of the phone such as photography, texting, etc...
13. Obtain permission to ride a different bus. No student will be allowed to ride a bus other than his/her assigned bus without the permission of the Transportation Director or designee, and/or building principal.

DISCIPLINARY PROCEDURES FOR BUS TRANSPORTATION

Inappropriate behavior on a school bus can be potentially dangerous and must be dealt with in a consistent manner on a timely basis. The disciplinary procedures are:

1. Written warning to student, with a copy sent to parent/guardian.
2. Up to three-day bus riding suspension.

3. Up to one-week bus riding suspension with a mandatory student/parent-guardian/administrator conference.
4. Bus riding suspension can be up to the remainder of the school year with a mandatory student/parent-guardian/administrator conference.
5. The following actions may result in immediate loss of bus riding privileges and possible further district administrative action:
 - a. Deliberate destruction of school bus property or personal property of others.
 - b. Use of profane language to driver or to others on the bus.
 - c. Possessing or using an illegal substance on the bus.
 - d. Any act which, in the opinion of the driver and school officials, endangers the safety of others.
 - e. Any act which is harassing or discriminating.

The Transportation Director or Principal may increase the disciplinary action if he/she finds the inappropriate behavior to be of a serious nature. Also, the bus driver and/or Transportation Supervisor may be asked to participate in the mandatory conference. In the event of inappropriate behavior by an EEN student, the Director of Pupil Services must be consulted if removing bus-riding privileges for more than three (3) days is being considered as the disciplinary action.

REQUIRED PARENTAL NOTICE INFORMATION AND BOARD POLICIES



NON-DISCRIMINATION

Si necesita Ud. ayuda en la traducción de este documento, por favor llama la especialista de ELL del distrito a 374-7014.

The Tomah Area School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity) or physical, mental, emotional, or learning disability ("Protected Classes") in admission to, access to, treatment in, or employment in its programs and activities. The Coordinator of the District's efforts to comply with Title IX of the Education Amendments of 1972 is Dr. Paul Skofronick, 1310 Townline Road, Tomah, WI 54660 – phone: (608) 374-7011. Any inquiries regarding the application of the District's non-discrimination policy may be referred to the U.S. Department of Education, Office for Civil Rights.

These guidelines are in accordance with Board Policy 2260 on Non-Discrimination and Access to Equal Educational Opportunity.

EDUCATION OF HOMELESS CHILDREN AND YOUTH

Homeless children and youth must have equal access to the same free, appropriate public education as provided to other children residing in the district and be provided with comparable services. Homeless children /youth cannot be required to attend a separate school or program for homeless children and must not be stigmatized by school personnel. The School District's designated liaison for homeless children and youth is Dr. Paul Skofronick, Director of Pupil Services.

HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that, in the event a student is excused, that student will still receive instruction under Wis. Stat. 118.01(2)(d)2 c unless exempted and under Wis. Stat. 118.01(2)(d)8. See Policy 2414.

CHILD NUTRITION PROGRAMS

Every student receives an annual notice and application form informing parents/guardians of the child nutrition programs offered in the district and the eligibility requirements for free or reduced price meals/milk. Notices are distributed at Elementary Open House, Middle School Fall Rally and at the High School on the first day of school when class schedules are distributed.

ELECTOR REGISTRATION INFORMATION

Students who are eligible to vote should listen to announcements for information on elector registration, or see one of the principals for information (Wis. Stat. 6.28(2)(b)).

8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Address Confidentiality Program

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law

in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. Forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis within five (5) days, upon condition that:
 1. A reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer); and
 2. The parent or eligible student, upon request, receives a copy of the record;

3. The parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. Forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
 - C. Disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;
 - D. Provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
 - E. Report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
 - F. Release records and information in accordance with Federal regulations and state laws;
 - G. Disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- H. Disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal

requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY INFORMATION

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice.

Any parent or eligible student that refuses to allow disclosure of directory data that participates in extra-curricular activity must complete the Athletics/Activities Consent Form which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extra-curricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information

received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall ensure that procedures are established whereby parents may inspect any materials created by a third party used in conjunction with any such survey,

analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;
- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The District Administrator is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

2330 - HOMEWORK

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

"Homework" shall refer to those assignments to be prepared outside of the school by the student.

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

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

5136 - PERSONAL COMMUNICATION DEVICES (October 15, 2018)

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

While students may possess PCDs in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours and during after school activities (e.g., extra-curricular activities).

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

High school students may use PCDs before and after school, during their lunch break, and in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

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

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

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

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

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

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

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

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

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

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

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

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

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

5200 - ATTENDANCE

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in

five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Notification Required

The District Administrator shall require, from the parent or guardian of each student who has been absent for any reason an oral or written statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each absence.

A telephone call must be made by 8:30 a.m. to the school office each day a student is absent. Parents may call their child's school twenty-four (24) hours a day, seven (7) days a week.

At the elementary level, if a call is not received by 8:30 a.m., school secretaries will begin contacting parents to determine the well-being/location of the child. The absence will then be marked unexcused unless a written note is submitted within two (2) days.

At the middle and high school level, if a call is not received by 8:30 a.m., an automated phone message will go out to parents at 11:00 a.m. and again at 4:00 p.m. The absence will be marked unexcused unless a written note is submitted within two (2) days.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent or Guardian

The student has been excused by a parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency - Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and parent or guardian agree that the student will continue to participate in such a program.

H. **Child at Risk**

The student is a "child at risk" as defined under State law and is participating on a part-time or full-time basis leading to high school graduation, as provided under State law.

I. **Election Day Official**

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of his/her parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

A student **may** be excused from school, as determined by the School Attendance Officer, or designee, for the following reasons:

A. **Quarantine**

Quarantine of the student's home by a public health officer.

B. **Illness of an Immediate Family Member**

The illness of an immediate family member.

C. **Emergency**

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents or guardians of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents or guardians
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1) (a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Notice shall be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian if s/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel

have done the following before any case is referred to the District Attorney:

- A. met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, plus one (1) day, unless extended by the principal based upon extenuating circumstances.

District Administrator Guidelines

The District Administrator shall develop administrative guidelines concerning the attendance of students which:

- A. ensure a school session which is in conformity with the requirement of the law;
- B. ensure that students absent for an excusable reason have an opportunity to make-up work they missed;
- C. govern the keeping of attendance records in accordance with State law;
- D. facilitate implementation of the Truancy Plan;

- E. identify the habitual truant, investigate the cause(s) of such behavior, and consider modification of the student's educational program to meet particular needs and interests;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.;
- G. provide that a student's grade in any course is based on performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, the student should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned;
- H. ensure that all parents and students are informed of the District's Attendance Policy and related guidelines;
- I. enable the School Attendance Officer to perform the duties under State law and this policy; and
- J. address unexcused absences.

5451.01 - WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP

Wisconsin's Academic Excellence Scholarship is a State supported program, jointly administered by the Department of Public Instruction (DPI) and the Higher Education Aids Board (HEAB). The program offers scholarship recipients an exemption from specified tuition and fees for post high school education at eligible higher education institutions in Wisconsin.

By February 25th of each school year, the Board of Education will designate the appropriate number of senior(s) from the high school with the highest grade point average in all subjects as scholars eligible to receive an Academic Excellence Scholarship.

Qualifications through the Class of 2017:

The following standards must be met to qualify for the Academic Excellence Scholarships. The student and alternates must:

- A. be a resident of the United States who is either a U.S. citizen or an alien lawfully admitted for permanent residence;
- B. be a Wisconsin resident as defined in 36.27 Wis. Stats.;
- C. have attended the high school for five (5) consecutive semesters immediately prior to the second semester of the senior year, including participation in a District-recognized foreign exchange program for no more than two (2) semesters, be enrolled in his/her fourth year of high school and have earned credits to attain senior status;
- D. be accepted to and planning to attend a Wisconsin University, College, or Technical College;

- E. not be a participant in a full-year early graduation plan;
- F. be selected based on the Grade Point Average (GPA) on the students official transcript as of the last day of the semester which ended just prior to February 25th.

Students enrolled under Chapter 220 program and full-time public school Open Enrollment Program who qualify based on the standards identified above are eligible for the Academic Excellence Scholarship in the school they actually attend.

Qualifications beginning with the Class of 2018:

The following standards must be met to qualify for the Academic Excellence Scholarships. The student and alternates must:

- A. be a resident of the United States who is either a U.S. citizen or an alien lawfully admitted for permanent residence;
- B. be a Wisconsin resident as defined in 36.27 Wis. Stats.;
- C. have attended the high school for three (3) consecutive semesters immediately prior to the second semester of the year which qualifies him/her for graduation. including participation in a District-recognized foreign exchange program for no more than two (2) semesters, and have earned credits to attain senior status;
- D. be accepted to and planning to attend a Wisconsin University, College, or Technical College;
- E. be selected based on the Grade Point Average (GPA) on the students official transcript as of the last day of the semester which ended just prior to February 25th.

Students enrolled under full-time public school Open Enrollment Program and the Chapter 220 Program who qualify based on the standards identified above are eligible for the Academic Excellence Scholarship in the school they actually attend.

Selection

Qualifying recipients will be selected based upon the cumulative grade point average (GPA) on the student's official transcript as of the last day of the semester which ended just prior to February 25th. The designation of scholar will be awarded to the qualifying student(s) with the highest grade point average.

The grade point average (GPA) computation will be in accord with Board Policy 5430 - Class Rank.

Tie Breaking Procedure

Academic Excellence Scholarships will be awarded to the qualifying students with the highest cumulative grade point average. If two (2) or more students have identical cumulative grade point averages, the following tie-breaking criteria, in order, will be used to determine the Academic Excellence Scholarship designee(s):

- A. The student having completed the greatest number of Advanced Placement (AP) and/or Honors credits through seven (7) semesters of high school shall be the scholarship designee.
- B. If the first criterion does not break the tie, the student having earned the greatest number of overall credits through seven (7) semesters of high school shall be the scholarship designee.
- C. If the first two criteria do not break the tie, the student having the highest composite American College Test (ACT) score available at the end of the seventh semester of high school shall be the scholarship designee. It is the student's responsibility to report the score to the high school.

In the unlikely event that the first three (3) criteria do not break the tie, the District will provide an additional scholarship to accommodate the tie. This scholarship will be under the same terms as the Academic Excellence Scholarship and will use new or existing scholarship monies.

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

Qualifications beginning with the Class of 2021:

The following standards must be met to qualify for the Academic Excellence Scholarships. The student and alternates must:

- A. be a resident of the United States who is either a U.S. citizen or an alien lawfully admitted for permanent residence;
- B. be a Wisconsin resident as defined in 36.27 Wis. Stats.;
- C. have attended the high school for three (3) consecutive semesters immediately prior to the second semester of the year which qualifies him/her for graduation. including participation in a District-recognized foreign exchange program for no more than two (2) semesters, and have earned credits to attain senior status;
- D. be accepted to and planning to attend a Wisconsin University, College, or Technical College;
- E. be selected based on the Grade Point Average (GPA) on the students official transcript as of the last day of the semester which ended just prior to February 25th.

Students enrolled under full-time public school Open Enrollment Program and the Chapter 220 Program who qualify based on the standards identified above are eligible for the Academic Excellence Scholarship in the school they actually attend.

Selection:

Qualifying recipients will be selected based upon the cumulative grade point average (GPA) on the student's official transcript as of the last day of the semester which ended just prior to February 25th. The designation of scholar will be awarded to the qualifying student(s) with the highest grade point average. The grade point average (GPA) will be non-weighted.

Tie Breaking Procedure:

Academic Excellence Scholarships will be awarded to the qualifying students with the highest cumulative grade point average. If two (2) or more students have identical cumulative grade point averages, the following tie-breaking criteria, in order, will be used to determine the Academic Excellence Scholarship designee(s):

A. The student with the highest Laude score through seven (7) semesters of high school shall be the scholarship designee.

B. If the first criterion does not break the tie, the student having earned the greatest number of overall credits through seven (7) semesters of high school shall be the scholarship designee.

C. If the first two criteria do not break the tie, the student having the highest composite American College Test (ACT) score available at the end of the seventh semester of high school shall be the scholarship designee. It is the student's responsibility to report the score to the high school.

In the unlikely event that the first three (3) criteria do not break the tie, the District will provide an additional scholarship to accommodate the tie. This scholarship will be under the same terms as the Academic Excellence Scholarship and will use new or existing scholarship monies. Except for the limitation on the number of designated scholars, the faculty of the high school shall select the applicable number of seniors for designation as scholars and shall certify, in order of priority, any remaining seniors with the same grade point average as alternates for the scholars or, if there is no remaining senior with the same grade point average, any remaining seniors with the next highest grade point average, but not less than 3.800 or the equivalent, as alternates for the scholars.

5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second-hand smoke, are well established. In addition, students younger than eighteen (18) years of age are prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor" including the oils used in these devices, or other substitute forms of cigarettes; clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. This policy also prohibits the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum, except when

a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.

5517 - STUDENT ANTI-HARASSMENT

Prohibited Harassment

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

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

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

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

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

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams parent), vendors doing business with, or seeking to do business with the Board, and other individuals who come

in contact with members of the School District community at school-related events/activities (whether on or off District property).

Other Violations of the Anti-Harassment Policy

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

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

Definitions

Bullying

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

Harassment

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

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

Sexual Harassment

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

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

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

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

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

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

6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

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

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

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

17. getting a student out of class to visit with the staff member;
 18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
 19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
 20. being alone with a student behind closed doors without a legitimate educational purpose;
 21. telling a student "secrets" and having "secrets" with a student;
 22. other similar activities or behavior.
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

In addition to investigating and taking appropriate corrective action in instances of harassment, or of sexual harassment or other sexual misconduct, the District shall make available to the victim of such harassment or misconduct resources to assist the student with coping with the effects of victimization. The school counseling services shall identify available resources in the community and provide assistance to students in contacting such resources if desired by the student. The District will not directly provide or pay for assistance unless such services are available in the District program or the Board otherwise approves.

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin Harassment

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

Disability Harassment

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

Reporting Procedures

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

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

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

the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

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

District Compliance Officers

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

Dr. Paul Skofronick
Director of Pupil Services
608-374-7007
1310 Townline Rd.
Tomah, WI 54660
paulskofronick@tomah.education

Ms. Patricia Ellsworth
Director of Curriculum, Instruction, and Assessment
608-374-7022
129 W. Clifton St.
Tomah, WI 54660
patriciaellsworth@tomah.education

The names, titles, and contact information of these individuals will be published annually in the parent/student handbooks and on the School District's web site.

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

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

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

Investigation and Complaint Procedure

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

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

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

Complaint Procedure

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

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

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

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

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

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

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

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

- A. interviews with the Complainant;
- B. interviews with the Respondent;

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

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

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

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

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

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

Additional School District Action

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

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent

investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

Confidentiality

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

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

Sanctions and Monitoring

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

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

Reprisal

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

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

Education and Training

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

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

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

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

Retention of Public Records, Student Records, and Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation including but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment e;
- J. dated written determinations to the parties;

- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any interim measures offered and/or provided to complainants, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions, both individual and systemic, taken to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

5517.01 - BULLYING

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

Definitions

"Bullying"

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

necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

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

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

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

Cyberbullying includes, but is not limited to the following:

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

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

"Staff" includes all school employees and Board members.

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

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

Complaint Procedures

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

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

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

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

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

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

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

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

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law). Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

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

Privacy/Confidentiality

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

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

Notification

Notice of this policy will be **annually** distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

Records and Reports

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

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

Education and Training

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

5530 - DRUG PREVENTION

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. Any violation of this District policy in regard to the use of alcohol and other drugs is extremely serious. As a result, parents/guardians will be informed throughout the entire process.

Tomah Area School District should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

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

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

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

The District Administrator shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools, including education, prevention and standards of conduct.

Education shall be intended to develop awareness of: drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of alcohol and controlled substances, including prescription drugs; and the relationship between youth suicide and the use of alcohol and controlled substances, including prescription drugs.

5771 - SEARCH AND SEIZURE

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

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

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

School Property

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

The Board directs that the searches may be conducted by the District Administrator, building principals, assistant principals, School Resource Officer, or law enforcement officer when requested.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or

is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Required

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

Use of Dogs

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

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

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

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

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be

returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The District Administrator shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

5772 - WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921[a, 3]), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District representative will refer any student who violates this policy to the student's parents and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved; and
- C. theatrical props used in appropriate settings;
- D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.
- E. firearms that are lawfully possessed on private property and are not brought onto school grounds, and that are used solely for the purposes of target practice for the Clay Target Club shall be permissible, provided that such use is in compliance with all applicable rules governing participation, conduct, supervision, proper handling, and safety.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

8800 - RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A – Distribution of Materials to Students.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against

the student's objections or those of the student's parents to recite the Pledge or sing the National Anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.

8800B - RELIGIOUS EXPRESSION IN THE DISTRICT

The following guidelines apply to religious practices in the District in accordance with the "Statement of Principles" issued by the U.S. Department of Education

Student Prayer and Religious Instruction

The Establishment Clause of the First Amendment does not prohibit purely private religious speech by students. Students have the same right to engage in individual or group prayer and religious discussion during the school day as they do to engage in other comparable activity. For example, students may read their Bibles or other scriptures, say grace before meals, and pray before tests to the same extent they may engage in comparable nondisruptive activities. Local school authorities possess substantial discretion to impose rules of order and other pedagogical restrictions on student activities, but they may not structure or administer such rules to discriminate against religious activity or speech.

Generally, students may pray in a nondisruptive manner when not engaged in school activities or instructions and subject to the rules that normally pertain in the applicable setting. Specifically, students in informal settings, such as cafeterias or hallways, may pray and discuss their religious views with each other, subject to the same rules of order as apply to other student activities and speech. Students may also speak to, and attempt to persuade, their peers about religious topics just as they do with regard to political topics. School officials, however, should intercede to stop student speech that constitutes harassment aimed at a student group or a group of students.

Students may also participate in before or after school events with religious content, such as "see you at the flagpole" gatherings, on the same terms as they may participate in other non-curriculum activities on school premises. School officials may neither discourage nor encourage participation in such an event.

The right to engage in voluntary prayer or religious discussion free from discrimination does not include the right to have a captive audience listen or to compel other students to participate. Teachers and school administrators should ensure that no student is in any way coerced to participate in religious activity.

Graduation Prayer and Baccalaureates: Under current Supreme Court decisions, school officials may not mandate or organize prayer at graduation nor organize religious baccalaureate ceremonies. If a school generally opens its facilities to private groups, it must make its facilities available on the same terms to organizers of privately sponsored religious baccalaureate services. A school may not extend preferential treatment to baccalaureate ceremonies and may in some instances be obliged to disclaim official endorsement of such ceremonies.

Official Neutrality Regarding Religious Activity: Teachers and school administrators, when acting in those capacities, are representatives of the State and are prohibited by the establishment clause from soliciting or encouraging religious activity and from participating in such activity with students. Teachers and administrators also are prohibited from discouraging activity because of its religious content and from soliciting or encouraging anti-religious activity.

Teaching About Religion: Public schools may not provide religious instruction, but they may teach about religion, including the Bible or other scripture: the history or religion, comparative religion, the Bible (or other scripture) as literature, and the role of religion in the history of the United States and other countries all are permissible public school subjects.

Similarly, it is permissible to consider religious influences on art, music, literature, and social studies. Although public schools may teach about religious holidays, including their religious aspects, and may celebrate the secular aspects of holidays, schools may not observe holidays as religious events or promote such observance by students.

Student Assignments: Students may express their beliefs about religion in the form of homework, artwork, and other written and oral assignments free of discrimination based on the religious content of their submissions. Such home and classroom work should be judged by ordinary academic standards of substance and relevance, and against other legitimate pedagogical concerns identified by the school.

Religious Literature: Students have a right to distribute religious literature to their schoolmates on the same terms as they are permitted to distribute other literature that is unrelated to school curriculum or activities. Schools may impose the same reasonable time, place, and manner or other constitutional restrictions on distribution of religious literature as they do on nonschool literature generally, but they may not single out religious literature for special regulation.

Religious Excusals: Subject to applicable State laws, schools enjoy substantial discretion to excuse individual students from lessons that are objectionable to the student or the student's parents on religious or other conscientious grounds. School officials may neither encourage nor discourage students from availing themselves of an excusal option. Under the Religious Freedom Restoration Act, if it is proved that particular lessons substantially burden a student's free exercise of religion and if the school cannot prove a compelling interest in requiring attendance, the school would be legally required to excuse the student.

Released Time: Subject to applicable State laws, schools have the discretion to dismiss students to off-premises religious instruction, provided that schools do not encourage or discourage participation or penalize those who do not attend. Schools may not allow religious instruction by outsiders on school premises during the school day.

Teaching Values: Although schools must be neutral with respect to religion, they may play an active role with respect to teaching civic values and virtue, and the moral code that holds us together as a community. The fact that some of these values are held also by religions does not make it unlawful to teach them in school.

Student Garb: Students may display religious messages on items of clothing to the same extent they are permitted to display other comparable messages. Religious messages may not be singled out for suppression, but rather are subject to the same rules as generally apply to comparable messages. When wearing particular attire, such as yarmulkes and head scarves,

during the school day as part of students religious practice, under the Religious Freedom Restoration Act, schools generally may not prohibit the wearing of such items.

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

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

As required by law, the Board establishes the following locker room privacy policy for the Tomah Area School District.

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

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

The following recording devices will be permitted in the locker room and for the particular use described:

- A. Video recording devices may be used for school projects involving video production or other video or pictorial presentation by student(s) provided that a District staff member verifies prior to allowing such equipment in a locker room that no student(s) is/are using the locker room to change and thus could be caught in an exposed condition by recording equipment. The staff member must notify anyone inside the locker room that a recording device will be brought in and the purpose of the device with sufficient warning to allow any occupants to depart the locker room.
- B. Covert surveillance video may be used to investigate suspected illegal behavior or behavior by students and staff that violates school rules. Use of such surveillance must be approved by the District Administrator. Approved usage must be in writing and specify the date and time of the surveillance, the method used, who will have access to include law enforcement if appropriate, and the information justifying the use of the equipment.

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

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

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

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

**Tomah School District
Annual Asbestos Notification
July 2020**

Asbestos Notification

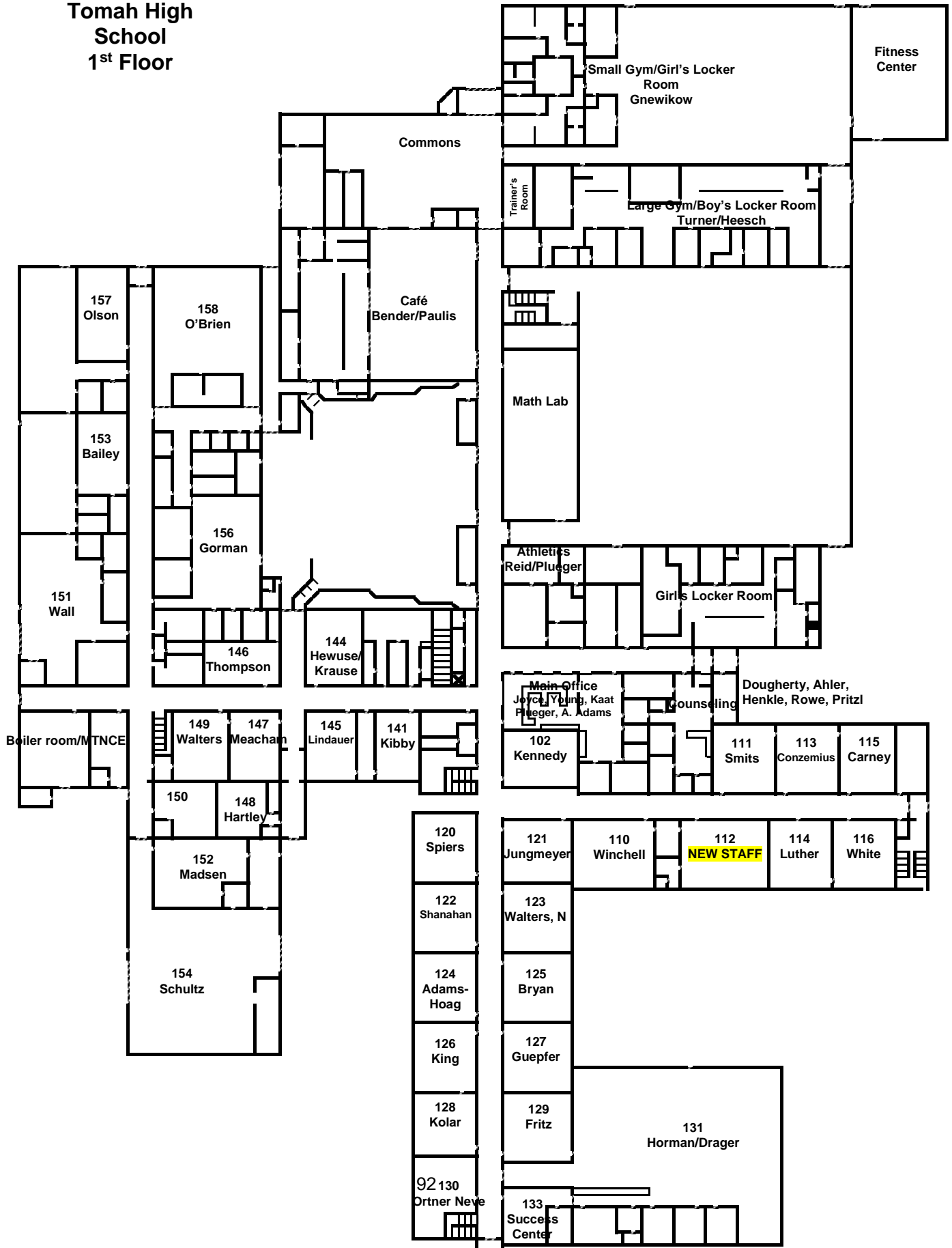
In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Tomah School District has an Asbestos Management Plan at the school district office. The plan is available for inspection by the public, parents, and district employees. The district performs six month periodic surveillance of asbestos in February and August and full re-inspections every three years. For more information please contact the district office.

**2009 Wisconsin Act 96
Indoor Environmental Quality Management Plan
Tomah Area School District
Annual Notice**

The Tomah Area School District would like to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) management plan. The plan was initially developed in 2013 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the IEQ Coordinator. Copies of the plan are available at the district office for a fee. The district office is located at 129 West Clifton St, Tomah, WI 54660



Tomah High School
1st Floor



**Tomah High School
2nd Floor**

