

# Whitman Middle School

## Student Handbook

2022-2023



***GROWTH & OPPORTUNITY***

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[www.wauwatosa.k12.wi.us/Whitman](http://www.wauwatosa.k12.wi.us/Whitman)

*The Wauwatosa School District does not discriminate on the basis of a person's color, sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning disability.*

Dear Whitman Students and Caregivers:

I am thrilled to welcome you to Whitman Middle School and the 2022-2023 school year! Since there is so much to know about Whitman, we have placed the most pertinent information here for both you and your students' reference.

The Wauwatosa School District and Whitman Middle School have a set of building procedures and board policies to assist in maintaining safety and nurturing academic achievement. This handbook details expectations for student behavior, as well as consequences should those expectations not be met.

Most importantly, this booklet facilitates communication between school, student, and caregivers. We ask that caregivers and students read and discuss this handbook to become familiar with all procedures, expectations, and policies at Whitman. Should they change at any point, students and caregivers will be notified.

Together, we will embrace and live the expectations of The Whitman Way: to be **respectful, responsible, engaged, and on time** - in order to be the very best students, peers, teammates, and Wolverines that we can be! In doing so, we will achieve excellence together.

"Education is the most powerful weapon which you can use to change the world." Nelson Mandela

We are all Whitman!

A handwritten signature in cursive script that reads "Sarah Dianich".

Sarah Dianich, Principal

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## **DISTRICT MISSION STATEMENT**

As a connected, inclusive community of learners, we serve as active advocates to provide equitable access to excellent academic and social-emotional learning opportunities that empower every student to thrive as passionate, productive, and creative citizens.

## **WAUWATOSA SCHOOL DISTRICT BELIEF STATEMENTS**

- We believe all students can learn and excel.
- We believe in respecting and promoting diversity and inclusion.
- We believe in continuous growth and improvement.
- We believe that healthy relationships are a foundation of successful schools.
- We believe that everyone has the right to psychological, emotional and physical safety.
- We believe a thriving school district is transparent and trustworthy.
- We believe that all community stakeholder input is valuable.
- We believe in collective excellence.

## **WAUWATOSA SCHOOL DISTRICT VISION**

- Eradicate Inequity.
- Eliminate Disproportionality.
- Exceed Proficiency for All.

## **WHITMAN'S MISSION**

The mission of Whitman Middle School is to enhance the academic proficiency, social well-being, social well-being, growth, and development of our students and staff within an equitable, collaborative community partnership.

## **WHITMAN'S SCHOOL GOALS**

# Whitman Middle School Class Schedule

## 6th Grade Schedule

	Mon. Tues. Thurs. Fri.	Wednesday
1 <sup>st</sup> hour	8:10 — 9:15	<b>Advisory 8:10 — 8:40</b> 8:45 — 9:35
2 <sup>nd</sup> hour	9:20 — 10:25	9:40 — 10:30
3 <sup>rd</sup> hour Lunch	<b>10:25 — 11:05</b>	<b>10:30 — 11:05</b>
4 <sup>th</sup> hour	11:05 — 12:10	11:05 — 11:55
5 <sup>th</sup> hour	12:15 — 1:20	12:00 — 12:50
6 <sup>th</sup> hour	1:25 — 2:25	12:55 — 1:40
7 <sup>th</sup> hour	2:30 — 3:30	1:45 — 2:30

## 7th Grade Schedule

	Mon. Tues. Thurs. Fri.	Wednesday
1 <sup>st</sup> hour	8:10 — 9:15	<b>Advisory 8:10 — 8:40</b> 8:45 — 9:35
2 <sup>nd</sup> hour	9:20 — 10:25	9:40 — 10:30
3 <sup>rd</sup> hour	10:30 — 11:30	10:35 — 11:20
4 <sup>th</sup> hour Lunch	<b>11:30 — 12:10</b>	<b>11:20 — 11:55</b>
5 <sup>th</sup> hour	12:10 — 1:10	11:55 — 12:40
6 <sup>th</sup> hour	1:15 — 2:20	12:45 — 1:35
7 <sup>th</sup> hour	2:25 — 3:30	1:40 — 2:30

## 8th Grade Schedule



	Mon. Tues. Thurs. Fri.	Wednesday
1 <sup>st</sup> hour	8:10 — 9:10	<b>Advisory 8:10 — 8:40</b> 8:45 — 9:30
2 <sup>nd</sup> hour	9:15 — 10:15	9:35 — 10:20
3 <sup>rd</sup> hour	10:20 — 11:25	10:25 — 11:15
4 <sup>th</sup> hour	11:30 — 12:35	11:20 — 12:10
5 <sup>th</sup> hour Lunch	<b>12:35 — 1:15</b>	<b>12:10 — 12:45</b>
6 <sup>th</sup> hour	1:15 — 2:20	12:45 — 1:35
7 <sup>th</sup> hour	2:25 — 3:30	1:40 — 2:30



### 2022-2023 Middle School Wednesday Rotation Schedule for Allied Arts

(A) = Monday Tuesday Wednesday week (B) = Wednesday Thursday Friday week

09-07 - A  
09-14 - B  
09-21 - A  
09-28 - B  
10-05 - A  
10-12 - A  
10-19 - B  
10-26 - A  
11-02 - B  
11-09 - A

11-16 - B  
11-23 - Thanksgiving  
Break  
11-30 - A  
12-07 - B  
12-14 - A  
12-21 - B  
12-28 - Winter Break  
01-04 - A  
01-11 - B

01-18 - A  
01-25 - A  
02-01 - B  
02-08 - B  
02-15 - A  
02-22 - B  
03-01 - A  
03-08 - A  
03-15 - B  
03-22 - A

03-29 - Spring Break  
04-05 - B  
04-12 - A  
04-19 - B  
04-26 - A  
05-03 - B  
05-10 - A  
05-17 - B  
05-24 - A  
05-31 - B  
06-07 - A

## ACADEMIC INTEGRITY

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 procedure issued under this policy. (School Board Policy #5200)

### Definition of Academic Dishonesty

Academic dishonesty includes but is not limited to the following behaviors:

- A. Cheating on a test (giving or receiving unauthorized assistance)
- B. Plagiarism (using the ideas of another as one's own without acknowledgement of the source)
- C. Downloading information from other sources and presenting it as one's own
- D. Submitting work that is not original, including copying, "borrowing" from another source and submitting it as one's own work
- E. Forgery
- F. Providing access to materials or information so that credit may be dishonestly claimed by others
- G. Creating and distributing copies of one's own work so that credit may be dishonestly claimed by others

### **Academic Performance vs. Academic Behavior**

In a Grading for Learning model academic performance and academic behaviors are two distinct aspects of a student's overall learning profile. This is represented in our use of a Responsibility for Learning score to report academic behaviors, such as homework completion, participation, respect, timeliness, adherence to class rules, and academic integrity separate from the academic grade.

When there is evidence of a lack of academic integrity, such as cheating or plagiarizing, the response must be made considering these two aspects separately: academic performance v. academic behavior.

**Academic Performance:** When there is evidence that academic dishonesty has resulted in work that is not an authentic representation of a student's academic performance, the student should be required to do the work again. For example, if a student has plagiarized on an essay, they should be required to rewrite the essay without any plagiarism. If a student has copied another student's work on an assessment, they should be required to take an alternative assessment covering the same material. Academic performance should represent a student's learning; what they know and are able to do in relation to the expected benchmarks.

**Academic Behavior:** When there is evidence of academic dishonesty, the student's behavior should be reported to the administration for appropriate behavioral consequences. Academic dishonesty should be taken very seriously. If it is the first offense, minimally the administration should refer the student to the school counselor and the Responsibility for Learning grade should reflect the offense. The parent should be notified of the offense and consequences. If the offense is repetitive or of unusual magnitude then the administration should respond with a more comprehensive plan to address the behavior. Most importantly the academic performance grade should be separated from the academic behavior and its consequences.

It is an expected practice for the teacher to notify a parent and administration when academic dishonesty takes place.

Parents/students have the right to ask the administration to reconsider a determination of academic dishonesty.

- A. If a parent/student disagrees with the determination of academic dishonesty they may appeal to the building principal or designee.
- B. If a parent/student disagrees with the decision of the building principal, they may appeal the decision to an appeal panel through the Director of Teaching and Learning for Student Services.

## ACTIVITIES

Activities are an important part of the Whitman Middle School years. This is a time for developing as many interests and skills as possible. We encourage all students to become involved in as many activities as possible without jeopardizing their studies. All Whitman rules and expectations apply to participants in our activities. A fee may be attached to an activity or sport.

### **SCHOOL ATTENDANCE ON DAY OF ACTIVITY**

Anyone in an activity must be in attendance at school during the day it is being performed. A student who was absent during the day may not attend any after school activity.

The following are activities that are typically available at Whitman. Other activities may be offered, depending upon student participation, interest and staff availability.

### **ACTIVITIES/CLUBS/ATHLETICS**

#### **Whitman Clubs/Activities** (subject to change)

For students participating in interscholastic athletics, physical examination cards must be completed annually. A physical form must be completed and signed by a physician, parent/ guardian, and student once every two years. On alternate years, an alternate year card must be completed and signed by the parent and student. All cards are kept on file in the office. It is the responsibility of the parent to have a current physical card on file with the school before participation. The school will not notify parents if a card expires. All completed current 8<sup>th</sup> grade cards will be forwarded to West High School at the completion of the school year.

**WAC - Whitman Activity Center** is open to all students attending Whitman for a nominal annual fee. This fee should be paid to the Wauwatosa Recreation Department. The center is open to Whitman students approximately one Friday evening per month: one Friday for 6<sup>th</sup> grade students and one Friday for 7<sup>th</sup> and 8<sup>th</sup> grade students. It offers a variety of social and sport activities. Students will have to present their student I.D. card in order to be admitted. Replacement I.D. cards may be ordered in the office for \$5.00 and will take a few days to arrive. School rules apply during WAC. **Students who are marked absent during the day of WAC for illness, truancy or leave early for illness may not attend WAC. Any student who is suspended will not be able to attend the next WAC date.**

Recreation Department Administration and/or Whitman Middle School Administration reserves the right to withhold student participation in WAC because of inappropriate behavior. No refunds will be issued. Students should not arrive at school more than 10 minutes prior to the start of WAC and should be picked up **promptly** after. Only Whitman students are permitted to attend WAC activities.

### **ACTIVITY PARTICIPATION STANDARDS**

In accordance with the philosophy of Longfellow Middle School, we feel that academic standing must be the student's first responsibility. In order to stress this position, students must maintain passing grades in all subjects in order to be eligible to participate in extracurricular activities, including athletics.

Grades on a regular basis to indicate their level of respect, responsibility, and engagement. Students who have one or more 'F's' may be suspended until the next grading period.

We hope these accountability measures will assist in the development of independent strategic learners at Longfellow Middle School by promoting homework completion and increasing authentic student engagement. Please assist us by monitoring your student's grades. Doing so, will ensure their participation in after-school clubs, sports, and activities as well as demonstrating their Longfellow Pride.

#### **Spectators**

The following academic and behavioral expectations apply for all students attending home basketball games and wrestling meets:

- Any student with a current grade of "F" or "I" will not be allowed into the event as a spectator.
- Students should use the restrooms before the game. Unless on business elsewhere in the building (Club activities and practice) all students must be in the gym by 3:45 p.m.
- Students are to be seated in the bleachers.

- Food or drink must be consumed before re-entering the gym.
- Spectators must remain off of the court at all times.
- Good sportsmanship is expected.

## **ATHLETIC CODE OF CONDUCT**

The Wauwatosa School District views participation in the district's interscholastic athletic program as a benefit of a strong integrated academic and extracurricular program. Participation in a well-directed athletic program can open the door for students to opportunities, training and experiences not available in the academic curriculum alone.

While the district encourages students to participate in the athletic program, it recognizes that the additional time, training and practice required of a student athlete are accompanied by higher expectations for such students in all areas. Wauwatosa athletes are expected to conduct themselves at all times and in all places in a manner which will bring credit to themselves, their classmates, school and community.

Interscholastic athletic programs will be conducted in accordance with the provisions of the District's Athletic Code of Conduct. The Athletic Code of Conduct outlines the rules, responsibilities, expectations, consequences and appeals process for violations for all student athletes in the Wauwatosa School District. Student athletes and their parents will receive a copy of this document annually and students will be expected to adhere to the outlined expectations at all times. Athletic directors and school administrators will follow the guidelines in the Athletic Code of Conduct for communicating expectations to students and parents, and for investigating and taking action on any referrals for violation of the code.

The school district does not discriminate in access to extracurricular activities or in the administration of disciplinary actions on the basis of sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status or physical, mental, emotional or learning disability. (School Board Policy #2431, 5500)

## **ATTENDANCE AND EXCUSES**

Regular school attendance is an essential requirement for success in school. Student absences and tardiness become part of the students' permanent record. Excused absences are defined in board policy as:

**When a student is absent for any reason, a parent must telephone the school attendance office (773-2602) on the day of the absence.** Voicemail is available 24 hrs a day. If a student is ill in the morning, but attends school later in the day, a written excuse or phone call from the parent or guardian will admit the student to class after checking in at the school office. To obtain make-up work information, students or parents should contact their teachers via email.

If it is necessary for a student to leave the building during the regular school day, s/he should report to the office for a pass. A telephone call or written note from a parent/guardian must be received before the student will be issued a pass to leave school.

The attendance office maintains a record of student absences, both excused and unexcused. This information is shared with administrators on a regular basis. The attendance office will forward letters of notification to parents when students have ten excused, or three, five and ten unexcused absences. Parent conferences will be requested for students with excessive absences and/or tardy marks.

### **Excused Absences:**

According to State of Wisconsin statutes, and Wauwatosa School Board Policies, students must attend school full time until the age of 18 unless legally excused. The legal reasons for an excused absence by Wauwatosa Schools are:

1. Physical or Mental Condition (medical verification may be required)
2. Obtaining Religious Instruction
3. Permission of Parent or Guardian – The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year 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:
  - A. Professional and other necessary appointments that cannot be made outside of the school day
  - B. Attendance at the funeral of a relative or friend
  - C. Legal proceedings that require the student's presence
  - D. Vacations



4. Religious Holiday
5. Suspension or Expulsion
6. Program or Curriculum Modification
7. Authorized Enrollment in an Alternative School
8. Under extraordinary circumstances other absences may be allowed

(School Board Policy # 5200)

**Unexcused Absence/Truancy all or part of a day:**

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. Changes in state attendance laws adopted by the Wisconsin Legislature in 1997 (State Statute 118.16) mandated that schools identify "habitual truants." A student will be considered a habitual truant if she/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.

As a parent/legal guardian it is your obligation to call for absences and provide explanation for absences. It is our obligation to inform you by letter when the absences begin to reach the number that cause concern. Many times, parents or guardians are unaware of the total number of days their child has been absent. We know you realize regular attendance is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever. It is our goal to work with all families to help support their students in a manner that will help them achieve excellence in the classroom. Chronic truancy cases may be referred to the School Resource Officer and the Wauwatosa Municipal Court. (School Board Policy #5200)

**Tardy to School**

Arriving on time to school and to every class is an expectation that is held for all students. Students must be in their assigned classroom seats when the bell rings. Missing the bus, oversleeping, car trouble, etc. are not excusable tardiness as in accordance with attendance laws. Repeated tardiness will lead to disciplinary action (detention, lunch detention, Saturday detention, loss of privileges).

**Excused Tardy**

In order for a tardy to be excused, the parent must contact the office in person, send a written excuse with the student, or call the Attendance Office at 414-773-2426 prior to the student's arrival. The attendance line is available 24 hours a day to leave a message.

**Tardiness to Class**

Students are expected to be prompt and in their seats when the bell rings. If a student is late to class, the student should not come to the office for a late pass. The student must address the tardiness with the teacher. If students have been detained in the office or by a teacher, the student must ask for a pass from the person who detained them before going to the next class. (School Board Policy # 5200)

**BULLYING / CYBERBULLYING**

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. Aggressive behavior 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 or while traveling to or from school and those occurring 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 school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It would include, but not be limited to, such behaviors as

stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

**"Bullying"** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. 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 email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)]

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 cyber bullies because of screen names, so they do not fear being punished for their actions
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 cyber bullying activity.

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 email 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.

## **CELL PHONES & PORTABLE ELECTRONIC DEVICES**

Mobile devices have become an integral part of everyday life for many people including teens and pre-teens. These devices can serve an educational purpose when used appropriately. Any usage that creates a disruption to the school environment may result in disciplinary action.

Pursuant to Wisconsin Statute 118.258, possession of a cell phone by a student is a privilege that may be forfeited if the policy is not followed. Student cell phone use is allowed before and after school. Cell phone usage in the physical education/athletic locker rooms and bathrooms is prohibited.

Consequences for cell phone violations will be handled as follows:

1st time - warning by teacher or staff member

2nd - cell phone will be retrieved by administration to be picked up at dismissal.

3rd - cell phones will be held by the administration until parents pick it up.

**Students are encouraged to keep these devices at home or in their lockers at all times for safe keeping.**

## CLASSROOM CODE OF CONDUCT

Please see Appendix A the [Classroom Code of Conduct](#) policy (#5500) at the end of this handbook. See also [Disciplinary Framework policy](#).

### DRESS CODE

The Wauwatosa School District has implemented the following dress code as a guide for students and their parents/guardians.

#### Students must wear:

- A shirt made of fabric that is not see through (opaque). The shirt must have fabric in the front, back, and on the sides under the arms.
- Pants or equivalent (for example, skirt, sweatpants, shorts, a dress)
- Shoes or other appropriate footwear
- High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress.

#### Students may not wear:

- Clothing that does not cover the student's genitals, buttocks, nipples or is made of see-through fabric in those areas.
- Any item that obscures the student's face.
- Garments that expose underwear.
- Jewelry that poses safety problems or could damage school property will not be permitted.
- Any article of clothing, including hats, which is determined by the administration to interfere with the educational process, is prohibited. This includes, but is not limited to: expressions that are obscene, gang-related, profane, pornographic, represent illegal behavior, demean race, religion, sex, ethnicity or advocate pain, death, suicide, or drug/alcohol/tobacco use.

All staff members will enforce and address the above guidelines. All efforts will be made to rectify the violation at school, but parents/guardians will be contacted if this is not possible. Students who refuse to comply with the dress code guidelines are subject to school disciplinary actions, including but not limited to loss of privileges, detention, and suspension from school for repeated violations. Administration reserves the right to revise the dress code guidelines if deemed necessary to address any unforeseen fashion.

Students May Wear, as long as these items do not violate the section above.

- Hats must allow the face to be visible to staff and not interfere with the line of sight of any student.
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque (NOT SEE THROUGH) leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing.

Please see the *Dress Code* policy (#5511) at the end of this handbook.

#### Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have the discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in the above sections. Students in violation will be provided three (3) options to be dressed more to

code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Please note that if the above options cannot be adhered to, administrative discretion will be used.

- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- Students will not be shamed or required to display their body in front of others (students, parents, or staff) in school.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, and prom.

### **Appeal Procedures**

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Principal. The appeal procedure shall include a written/verbal request to the principal. A conference with the student and parent/guardian(s) will be held if the student is a minor. If the student is granted permission to wear clothing in a particular fashion, the student shall be provided with a written copy of the permission for his/her use while in school. All other appeals that are not resolved at the school level should be directed to the office of Student Services.

## **EQUAL EDUCATIONAL OPPORTUNITY POLICY**

The Wauwatosa School District, in accordance with state and federal laws, specifically prohibits discrimination in the following areas: admission; standards and rules of behavior; disciplinary action; acceptance and administration of gifts, bequests and scholarships, instructional and library/media materials selection; testing evaluation and counseling methods and practices; facilities; athletic programs and activities; and food service programs.

Discrimination based on sex, race, age, religion, political beliefs, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability is expressly prohibited.

If any student, parent, citizen or staff member believes that the School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or in some way discriminates on the basis of sex, race, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, or physical, learning, mental or emotional disability, she/he may bring forward a complaint to the Title VI, Title IX, Section 504 or ADA coordinator in the district. The name of the appropriate coordinator may be obtained from the Director of Student Services, 12121 West North Avenue, telephone number 773-1080. (School Board Policy # 2260)

### **Informal Procedure**

The person who believes she/he has a valid basis for complaint shall discuss the concern with the local Title VI, Title IX, Section 504 or ADA coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within ten school/business days. If this reply is not acceptable to the complainant, she/he may initiate formal grievance procedures according to the steps listed below.

### **Formal Grievance Procedure**

**Step One:** A written statement of the grievance shall be prepared by the complainant on the appropriate form available from any building principal or in any department of the central office. This form shall be presented to the Director of Student Services at the Fisher Administration Building located at 12121 West North Avenue, Wauwatosa, Wisconsin. The Director of Student Services will investigate the complaint. The Director shall review the situation with the building principal and other appropriate persons. Within ten days of receiving the written

complaint, the Director of Student Services shall decide the merits of the complaint and report in writing the findings and the resolution to the complaining party.

Step Two: If the complainant wishes to appeal the decision of the local Title VI, Title IX, 504 or ADA coordinator, she/he may submit a signed statement of appeal to the Superintendent of Schools within ten school/business days after receipt of the local coordinator's response to the grievance. The school superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the appeal within ten school/business day.

Step Three: If the complainant wishes to appeal the decision of the Superintendent of Schools, she/he may submit a signed statement of appeal to the Board of Education within ten school business days after receipt of the Superintendent's response to the grievance. The Board shall hear the appeal at its next regular meeting or at a special meeting called for the purpose of hearing the appeal. The Board shall report its decision in writing to the complainant within forty school/business days after receipt of the appeal. Copies of the decision shall be mailed or delivered to the complainant and the Superintendent of schools.

Step Four: If the complainant wishes to appeal the decision of the Board of Education, the complainant may appeal the decision in writing within thirty school/business days of the Board's decision to the State Superintendent of Public Instruction, P.O. Box 7841, Madison, Wisconsin 53707-7841.

## **EMERGENCY RESPONSE/EMERGENCY DRILLS**

### **FIRE DRILLS**

Fire drills, held at regular intervals, are required by law and are an important safety precaution. It is essential that when a warning signal is given, all students obey orders promptly following prescribed procedures.

Under Wisconsin State Statute 941.13, whoever intentionally does any of the following may be fined not more than \$500 or imprisoned not more than one year in county jail or both:

1. Gives a false fire alarm to any public officer or employee, whether by means of fire alarm system or otherwise
2. Interferes with the proper functioning of a fire alarm system or
3. Interferes with the lawful efforts of firemen to extinguish a fire or
4. Interferes with, tampers with, or removes without authorization, any fire extinguisher, fire hose or any other fire-fighting equipment.

### **TORNADO WARNING PROCEDURE**

When a tornado weather warning is received, the following procedure will go into effect:

1. There will be an announcement.
2. Students and staff will be informed as to the procedures to follow.
3. Students and staff will be asked to proceed to the designated area
4. IT IS IMPERATIVE THAT THERE IS NO TALKING THROUGHOUT THE ENTIRE PERIOD OF TIME THIS PROCEDURE IS IN EFFECT as it may be necessary to communicate with students and staff about weather conditions.
5. Students and staff will remain in their designated area until the "all clear" is announced.

Civil defense and tornado alert drills are conducted to acquaint students with indoor survival procedures in case of an emergency. During these drills, exit your room and stay with your class. Proceed to the area designated by your teacher and be ready to follow the directions of that teacher. If evacuation of the building is necessary, it should be carried out in the same manner as fire drills.

Students should:

- Walk quickly and quietly, do not run.
- Remain alert and silent for additional or changed instructions.
- Proceed to the far end of an assembly area so that entrances will not be blocked.
- Return immediately to classrooms when instructed to do so.

### **OTHER EMERGENCY DRILLS**

- These are conducted several times throughout the school year to practice procedures for keeping students and staff safe.

- Caregivers when drills have occurred.

## HEALTH INFORMATION

### **ILLNESS/INJURY**

Whitman does not have a health room. A public health nurse is available for consultation through the Wauwatosa Health Department. When a student is injured or becomes ill during school, every attempt is made to contact parents/guardians. It is very important that current telephone numbers are on file in the office for both parents and emergency contacts. Students who wish to call home in the case of illness should first report to their classroom teacher for a pass. Students may only leave the building with parent/guardian permission. Parents have the option of their child returning to class or being released to walk home or be picked up. Students do not have the option to remain in the office.

### **IMMUNIZATIONS**

Wisconsin state laws require that all students be immunized against some childhood diseases. The school monitors immunization records and contacts parents whose children are not properly immunized. Student Immunization Record forms are available in the Whitman office. (School Board Policy # 5320)

### **MEDICAL CONCERNS**

Parents should inform the school office in writing of any medical concerns, i.e. asthma, allergies, etc. that require special attention or notation. This information will be shared in confidence with appropriate school staff. If there is a change in your child's health status, please notify the school as soon as possible.

### **ADMINISTRATION OF MEDICATION**

The dispensing of medication, prescription and over-the-counter, at school, will only be dispensed according to the regulations set forth in board policy and must be accompanied by the required paperwork. A copy of School Board Policy 5330 and the procedures for administration of medication may be requested by parents from the school office, a school administrator or the district nurse, who can be reached at 773-1961. (School Board Policy # 5330)

### **HEALTH EXAMINATIONS**

New students entering the Wauwatosa Public Schools and those entering sixth grade are advised by the City Health Department to secure a physical examination.

## HOMEWORK

Homework serves a valid purpose by providing essential practice, enrichment and extending the school experience. Desirable outcomes of good homework practices include:

1. Promoting growth in responsibility;
2. Training students in the practice of desirable work habits;
3. Helping students learn to budget time;
4. Acquiring additional information.

All students are issued an assignment notebook. This notebook is to be used by all students to record assignments issued daily by each teacher. Parents can help students by reviewing this assignment notebook to make sure that students are both using this notebook to help with organization and completing assignments. (School Board Policy # 2330)

### **WORD PROCESSED/WRITTEN WORK**

Students are expected to follow certain guidelines for word-processed and handwritten work. Please see the attached *Middle School Style Sheets for Writing the Final Copy* at the end of this handbook.

## INSTRUMENT RENTAL

Students may rent a band or orchestra instrument from the school for a rental fee. Please contact the band or orchestra leader for more information. Please note that rental is on a first come, first served basis and not all instruments are available for rent.

## **INSURANCE**

The school does not carry any insurance which would assist parents in meeting doctor and hospital bills arising from accidents at school. We strongly urge parents to subscribe to some kind of accident, health, doctor, or hospital insurance plan.

## **LIBRARY**

The library is open from 8:00-3:30 each day. Teachers will schedule class time in the library to complete research assignments and browse for books. Books are checked out for a two-week period and may be renewed. Students are expected to cover the cost of lost or damaged books that they have checked out.

## **LOCKERS**

School lockers are the property of the Wauwatosa School District and are provided for the convenience of students. School authorities may periodically inspect lockers without notice, without student consent, and without a search warrant.

Each student will receive two lockers at school, a corridor locker for books, phones, and outside clothing, and a locker for physical education in the locker room.

The following regulations apply to student lockers assigned in the building:

- a. The student must assume all responsibility for the contents of his or her locker. The school is not responsible for lost or stolen property.
- b. A locker is for the exclusive use of the person assigned. Lockers are never to be shared or changed without administrative approval.
- c. To prevent locker thefts, students should follow these suggestions: do not disclose your combination to anyone, do not store valuables or money in your locker, do not pre-set the first two numbers of your combination, and always keep your locker locked.
- d. Regular locker checks are conducted by teachers in an effort to encourage students to maintain order and neatness in their lockers.
- e. Lockers remain the property of the school district. School authorities may conduct an individual locker search based on reasonable suspicion that the locker contains illegal or unauthorized materials or materials used in an illegal manner(School Board Policy # 5771)
- f. If a student experiences a broken lock or theft from his or her locker, a report should immediately be made to the office.

## **LOCKER ROOM PRIVACY**

The district/school building shall observe measures intended to protect the privacy rights of individuals using the locker rooms. No phones, cameras, video cameras, or other devices that can be used to record or transfer images may be used in the locker room at any time. Anyone violating this policy shall be subjected to school disciplinary action and/or penalties under the state law. (Wis. Stats. 175.22) (School Board Policy # 9151)

## **LOITERING**

For safety reasons, there is to be no loitering of students in the school building or on school grounds after their daily programs are finished. Students must leave the school grounds at 3:30pm (2:30 on Early Release Day) unless they are attending a school-sponsored and supervised activity, or they have a scheduled appointment with a teacher. Parents/Guardians are asked to please make transportation arrangements consistent with our dismissal time.

Unless attending school breakfast in the cafeteria, students wishing to enter the building prior to 8:05 am must have a written note from a staff member. The note needs to include the reason for early admittance, the date, and teacher signature. Students may be denied early entrance if the teacher is not available and/or the reason is not valid. Failure to follow these guidelines may result in disciplinary action, not excluding police citation.

## MEALS AT SCHOOL


Whitman has a breakfast and lunch meal program. Breakfast is served daily in our cafeteria from 7:30--8:00 a.m. Students enter door S-14 when arriving for breakfast. Students are assigned a lunch period and are required to eat at school. All students eat in the cafeteria unless requested by a classroom teacher to do otherwise. They may bring a cold lunch from home or purchase lunch from the cafeteria. Students are not permitted to order and have food delivered to school. However, it is acceptable, but not encouraged, for parents/guardians to bring food to their child - they may retrieve it during lunch period only.

Students are assigned a lunch period and are required to eat at school. All students eat in the lunchroom unless requested by a classroom teacher to do otherwise. They may bring a cold lunch from home or purchase lunch from the cafeteria.

The food service program provides daily offerings, which include a complete school lunch as well as a variety of a la carte food items. Students may pay for lunch using the money in their lunch account or cash. Students who are eligible to receive free or reduced-priced meals must have a completed application on file. Applications for meal benefits are available online or can be obtained in the school office.

The goal of the food service program is to provide students with a nutritionally sound meal that they enjoy, at the lowest possible price. The food service program is also expected to be self-supporting, thus credit cannot be extended in the school cafeteria. Students should purchase their own lunches and not borrow, buy, or take food from others. Checks should be made out to the Lunch Cashier System-WSD. Please allow two days for processing. Cash can also be deposited. The office DOES NOT lend out money to students or have emergency lunches. Students will have at least 10-15 minutes of activity time outdoors after eating lunch. It is the students' responsibility to bring appropriate outerwear to the lunch room.

### **LUNCHROOM EXPECTATIONS**

-  Whitman Behavior Matrix

Failure to follow the rules may result in a verbal warning, lunchroom cleanup, assigned seating, alternative lunch setting, or suspension.

## PARKING

Parents should park in designated areas in the parking lot on the west side of the school when arriving during the day or evening, including picking up your child at the end of the day. We realize that there may be a parking problem when school programs draw large audiences, but please heed the parking restrictions, as the police department will enforce them. **PLEASE** do not stop anywhere on the entry or exit hill to the parking lot. Stopping along the entry and exits is dangerous for students as well as drivers.

## PHYSICAL EDUCATION

All Whitman students can purchase a Whitman physical education uniform that consists of a pair of blue Whitman athletic P. E. shorts and a Whitman P.E. t-shirt. During phy ed class students should wear tennis shoes that have a non-marking sole and are not slip-ons.

When swimming, girls must wear a one-piece swimsuit and boys must wear a pair of swim trunks. Additionally, students will need to supply their own towel, deodorant, and warm-up sweats. Please mark your child's name on each item. Students are responsible to replace any lost or stolen items.

Parent and Medical Notes - If it is necessary for a student to be excused from physical education for medical or religious reasons, the student should bring a note **written by the parent** and give it to the physical education teacher. If the student needs to be excused for more than three consecutive days of physical education due to medical reasons, a doctor's statement must accompany the request and a copy given to the school office.

A physical education locker and lock will be furnished and are included in the school fees. Students will be held responsible for missing locks and should notify their physical education teacher. Replacement locks are \$5.



## **REPORTS ON ACADEMIC SUCCESS/CONFERENCES**

Please remember to check your student's progress on Infinite Campus. Teachers will update assignments/grades weekly. Semester grades are finalized in Infinite Campus for your review.

Conferences are held for two dates in the fall and two dates in the spring.

QUARTER/SEMESTER END DATES ARE AS FOLLOWS:

Trimester 1	November 28, 2022
Quarter 2/Semester 1	January 23, 2023
Quarter 3	March 24, 2023
Quarter 4/Semester 2	June 9, 2023

Comments given are indications of teachers' perceptions of the students' efforts and behavior. At the end of each semester, a final semester grade is also given. This semester grade is the grade that becomes part of each student's permanent record. Student grades are available through the parent portal of Infinite Campus.

Email and telephone calls to teachers regarding student progress are welcomed and encouraged. In addition, parent conferences may be held during the school day throughout the year upon request. Do not hesitate to call and schedule a conference with our teachers and/or guidance counselors. Evening conferences are also conducted once per semester.

### **CONFERENCE DATES ARE AS FOLLOWS:**

Fall: November 1 and 10, 2022

Spring: February 21 & March 2, 2023

## **8<sup>th</sup> GRADE PROMOTION ASSEMBLY AND CELEBRATION ACTIVITIES**

Students who demonstrate academic success **and** display positive behaviors will be invited to participate in the 8<sup>th</sup> grade promotion assembly and celebration activities. A letter will be mailed to parents/guardians and students outlining these requirements. The staff and administrators will determine if a student is ineligible to participate in the promotion assembly. Students and parents/guardians will be notified. Alternative arrangements will be made for students who are ineligible to participate in these activities.

## **PROTECTIVE EYEWEAR**

As required under Chapter 66 of Wisconsin State Law, eye protective devices must be worn by all students participating in classes which present some hazard to eye safety. These include certain tech. ed., science, and art classes. Students in these classes must purchase their own personal pair of safety goggles. These may be purchased through the school bookstore. If the goggles are purchased elsewhere, they must meet the standards of those available through the school.

## **PUPIL RECORDS POLICY**

The Wauwatosa School District's pupil records policy complies with the Family Educational Rights and Privacy Act and other federal and state statutes. The purpose of these laws is to let the parent or adult pupil know what educational records are kept by the schools, to give the parent or adult pupil the right to inspect such records, and to control the release of information from those records.

Under the Wauwatosa School District policy and in accordance with the laws, all pupil records, except directory data, remain confidential. The directory information includes the pupil's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, awards received, and the name of the school most recently attended. (School Board Policy #8330)

## **RELIGIOUS BELIEFS: EXCEPTIONS AND EXEMPTIONS**

The Wauwatosa School District respects the diverse religious beliefs of its families. Please inform the building principal in writing if family religious beliefs or practices necessitate a student exemption from any curricular or extracurricular activity, or if such concerns limit a child's ability to participate in school functions. (School Board Policy #5223)

## SCHOOL COUNSELING

Students are assigned a school counselor who will work with him/her for their entire middle school experience. A counselor's role is to counsel, test, program, and address the concerns of students, teachers, parents, and administrators. In addition to individual appointments made on an as needed basis, counselors hold individual and group conferences with students at several points during their middle school career.

School Counselors are assigned as follows:

A – G Ms. Virginia Dubinski

Ms. Sarah Chavez H – O

Mr. Don Devine P – Z

## STUDENT EXPECTATIONS

One of our major educational goals is the development of student self-discipline and responsibility. Discipline is necessary in school, just as in any other organization in our society. Our goal is to bring order and create an atmosphere in which students can best learn and succeed. Since students learn best in a climate that is safe, secure and orderly, and promotes positive and secure interactions, we need to ensure that such an environment exists. To do this, certain expectations for student behavior throughout the building are necessary. The basis for these expectations is mutual respect for and between all individuals in the school environment.


### **THE WHITMAN WAY**

At Whitman, we expect everyone to be:

- Respectful
- Responsible
- Engaged
- On Time

 Whitman Behavior Matrix

### **STUDENT DISCIPLINE**

 Disciplinary Framework

### **ADMINISTRATIVE HEARINGS**

Some student behavior is so detrimental to the learning environment that actions must be taken which involve other school district personnel or the School Board. The building principal may refer a student to the Director of Student Services, who may then direct that a formal administrative hearing be conducted. Students may be referred to the Director of Student Services for, but not limited to, the following behavior:

- Repeated refusal or neglect to obey school rules
- Violation of the district's drug and alcohol policy
- Engaging in conduct which endangers the property, health and safety of others
- Violation of the district's weapons policy

The administrative hearing is conducted in a manner consistent with school board policies and appropriate due process procedures. Consequences may include probation, restriction, suspension, required counseling or treatment, a combination hereof, or referral to the School Board for possible expulsion. (School Board Policy #5610)

### **EXPULSION**

Section 120.13 of the Wisconsin Statutes gives school boards the authority to expel a student "when the interest of the school demands the pupil's expulsion". Reasons for expulsion include, but are not limited to, the four areas identified above under Administrative Hearings. (School Board Policy #5610)

### **USE OF TOBACCO PRODUCTS**

All persons (students, employees, independent contractors, school visitors and members of the general public) are prohibited from using any tobacco products in or on school district premises or property, including athletic fields. In addition, the use of tobacco in district vehicles or at district sponsored events is prohibited. (School Board Policy #7434)

Under Wisconsin state law, students under the age of 18 are prohibited from possessing cigarettes or any other tobacco product. The Wauwatosa Police Department may issue a ticket and fine. The amount of fines is subject to change. (School Board Policy #5512)

Violators of this policy will be subject to applicable Wisconsin Statute(s), Wauwatosa City Ordinances, and disciplinary procedures of the district, which may include suspension, administrative hearing, and expulsion and parent conferences. (School Board Policy #2030)

### **ALCOHOL AND OTHER DRUG USE**

Students using, consuming, selling, dispensing, or possessing alcohol or other illegal drugs, as defined under the laws of Wisconsin, or in possession of related drug paraphernalia at any time (24 hours per day, 365 days per year) on school premises or at a school-related activity, will be immediately suspended from school. The matter shall be referred by the principal to the superintendent of schools via the director of student services for review. In addition to the board policy, a student referred for disciplinary action will then be referred to the building ATODA Coordinator for appropriate follow-up. Students may be referred to appropriate legal authorities for further action. Repeated use or the selling or dispensing of alcohol or other drugs on school premises or at school-related activities shall result in referral for expulsion. (School Board Policy #5530)

As provided by state law, school personnel who engage in alcohol or drug abuse program activities shall keep confidential information received from a pupil about that pupil or another pupil's problems resulting from the use of drugs and/or alcohol, unless:

- (a) The pupil using or experiencing problems resulting from the use of alcohol or other drugs consents in writing to disclosure of the information.
- (b) The school psychologist, counselor, social worker, nurse, teacher or administrator has reason to believe that there is serious and imminent danger to the health, safety or life of any person and that disclosure of the information to another person will alleviate the serious and imminent danger. (*The Wauwatosa School District defines imminent danger to include all use, consumption, and/or possession of drugs and/or alcohol at school or school-sponsored activities.*) No more information than is required to alleviate the serious and imminent danger may be disclosed; or
- (c) The information is required to be reported under s.48.981.

### **WEAPONS IN SCHOOL**

Possession or use of a weapon (defined below) in any school facility, on any school grounds, on school buses or other vehicles or at any school-sponsored function or event at any time before, during, or after school is prohibited. Pupils found to be in possession of a weapon in any school facility, on any school grounds, on school buses or other vehicles or at any school-sponsored function or event at any time before, during, or after school are subject to disciplinary action, including suspension and/or expulsion from school and/or legal action, in accordance with Wisconsin and federal laws and Board policies. The student's parent(s)/guardian shall also be notified.

Weapons are defined in two categories:

1. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include but are not limited to firearms (loaded or unloaded), BB guns, look-alike weapons, knuckles, razors, switchblade/butterfly knives, chains, clubs, stars, etc.
2. Articles designed for other purposes but which through intent are used to inflict bodily harm and/or intimidate. Examples include but are not limited to belts, combs, pencils/pens, files, compasses, aerosol sprays, scissors, etc.

### **Special Provision for Possession of Firearms**

Pupils found to be in possession of firearms (as defined by the Gun Free Schools Act of 1994) in any school facility, on any school grounds, on school buses or other vehicles or at any school sponsored function or event at any time before, during or after school will be expelled from school for a period of not less than one (1) year. The superintendent maintains authority to modify the one (1) year expulsion requirement of this policy on a case-by-case basis. Students facing discipline under this policy retain the right to due process proceedings and requirements of Part B of the IDEA and Section 504 of the Rehabilitation Act if they apply. In addition, students found to be in possession of firearms under this policy will be referred to the criminal justice or juvenile delinquency system. (School Board Policy #5772)

## **STUDENT INFORMATION**

Access to student records is protected by state and federal laws, as well as School Board policy (#8350). Student's who are age 18 or older, the parents or guardians of minor pupils or those they so authorize in writing, may review their own or their child's educational records.

The district may release, individually or as part of a directory, yearbook or sports program, directory data for students. Directory data includes: the pupil's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, awards received, and the name of the school most recently attended.

The parent or guardian of a minor pupil may request that the directory data not be released without prior consent. To ensure that directory data remain confidential, the school principal must be notified in writing by September 15. Such notification should include the student's name, age, address, school and grade level, as well as the parents or guardian's name, address and phone. Such notification must be given annually. Exclusion from the school directory is not the same as requesting that directory data remain confidential.

Adult students or the parents or guardians of minor pupils who transfer into the school district have 14 days from the time of actual enrollment to submit the above notification.

## **TEXTBOOKS**

Any textbooks distributed are the responsibility of the student. Books that are damaged beyond repair may be at the expense of the student/family. Students whose books are severely damaged or lost will be billed for the cost of the repair or the full replacement cost of the book. Refunds will be issued for lost books that have been paid for; and are found and returned.

## **TRANSPORTATION**

### **Walkers**

Students walking to school should observe all the safety and traffic rules, stay off private property, and walk on approved walkways.

Students using bicycles, skateboards, scooters, roller blades, etc., should:

- Not use them on school property
- Exercise all safety precautions and abide by the "laws of the road".
- Park and lock bicycles individually in the designated bike rack.

### **Drop Offs and Pickups**

- Option 1: Parents dropping off students should drive to the bottom of the driveway before letting students out. Follow the pathway marked by traffic cones.
- Option 2: Access dropoff lane on Center Street. Safety: Pull up to the curb for safety drop off, before the student exits the vehicle.

## **VISITATION**

### **STUDENTS**

We do not allow students to bring visitors to school without prior approval of the Administration.

### **PARENTS/COMMUNITY**

As educators, we respect and encourage the involvement of parents in their children's education. Sometimes that includes visits to the school and individual classrooms.

In order to maintain an effective learning environment for all students, the following guidelines are in place for school visitation:

1. Upon your entry to school, be sure to sign in at the office, obtain a visitor's ID badge so that all students and staff members recognize you as a visitor, and inform office personnel where you will be in the building.
2. Turn off or set to vibrate your cell phones or other two-way communication devices when you enter the school. The ringing of cell phones is disruptive and not allowed in school.
3. If you are observing in a classroom, please reserve any questions or concerns for a follow-up email.

4. Refrain from approaching students other than your own to discuss issues or questions with them. If your child is having difficulty with another student, please bring this to the attention of an administrator who will address the issue.

In general, conversations with your child can wait until school is over. However, in the case of an emergency please ask the office for assistance in locating your child. Once located, your child will be asked to come to the office to discuss the emergency with you. (School Board Policy #9150)

The Wauwatosa School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe school environment, conducive to teaching and learning. Every member of the school community is expected to cooperate in this central mission. All staff members must use their training, experience, and authority to create schools and classes where effective learning occurs.

**The District** has a responsibility to its students, as a group and as individuals, to provide the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and interference from students who, for whatever reason, are unruly, disruptive, dangerous, or interfere with the teacher's ability to teach effectively.

**Students** have a responsibility to:

- Demonstrate respect for people, property, and the learning environment
- Come to school, and to every class, ready to learn
- Show kindness and courtesy to others by treating them with dignity
- Demonstrate effort by listening carefully and following instructions
- Make positive contributions to the school learning environment
- Follow all school rules

**Parents** should be aware of their children's activities, performance and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Classroom Code of Conduct. In addition, long-term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detention, suspension or expulsion, for the conduct for which the student was removed.

### **Definitions**

For the purpose of this Code:

1. **"Classroom"** is defined as any class, meeting or activity, which students attend, or in which they participate while under the control or direction of school authorities.
2. **"Teacher"** is defined as a person holding a license or permit issued by the state superintendent whose employment by a school district requires that he or she hold that license or permit.
3. **"Teacher of the class"** means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader.

### **Reasons for Removal from Class**

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

- a) Violates the District's policies regarding suspension or expulsion;
- b) Violates the behavioral rules and expectations set forth in the student handbook of each school; The expectations for student behavior as outlined in each school's student handbook will be explained and discussed with the students at the beginning of each school year. Administrators or their designee will review the handbook requirements with students. Parents and students will review, sign and return the contract in the student handbook.
- c) Is disruptive, dangerous, or unruly;  
Behavior that is considered disruptive, dangerous, or unruly includes, but is not limited to:
  - Distracting noises
  - Use of vulgar, abusive or inflammatory language
  - Bullying or threats
  - Inappropriate touching
  - Chronically talking out of turn
  - Defiance of and/or disrespect toward the teacher
  - Fighting or violence toward others
- d) Otherwise interferes with the ability of the teacher to teach effectively.  
Behavior that otherwise interferes with the ability to teach effectively may include, but is not limited to:
  - Acts which disrupt a classroom activity
  - Habitual tardiness

- Refusal to comply with a direct request
- Habitual refusal to engage in class activities

In addition, there may be grounds for removal for behavior, which does not necessarily violate the provisions of (a) through (d) above, but is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively.

### **Student Removal Procedures**

#### A. Student Removal from Class and Due Process

1. The teacher will send the student to the building principal or designee and immediately inform him/her of the reason for the student's removal from class.
2. The office will be called and informed that a student is on the way to the office or designated area, or, if necessary, the student will be escorted.
3. The building administrator or designee shall inform the student of the reason(s) for the removal from class and any evidence against the student. In all cases, the student shall be given the opportunity to present his/her version of the situation.
4. If the building administrator or designee is not available immediately upon the student's arrival, the student shall wait in a designated area until the administrator or designee has been notified of the removal from class.

#### B. Parental Notification and Written Documentation

1. The teacher will notify the parent/guardian as soon as possible by telephone that the student has been removed from the classroom. The teacher shall keep written notes regarding unsuccessful attempts to contact the parent/guardian.
2. Within 24 hours of the student's removal, a teacher will complete a more detailed written explanation and forward it to the building administrator or designee. The teacher-written explanation, which includes a reference to the portion of the code of conduct that was violated, shall serve as appropriate documentation of the incident and shall be kept on file.
3. The school will mail documentation to the parent within 3 school days of the removal.
4. If the student removed from a class is also subject to disciplinary action (i.e. suspension or expulsion) or removal to an alternative educational setting for the particular classroom conduct, the student's parent/guardian shall also be notified of the additional disciplinary action in accordance with legal policy requirements.

### **Alternate Placement Guidelines**

A. The building administrator or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

- Another class in the school or another appropriate place in the school
- Another instructional setting
- The class from which the student was removed, if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best, or only, alternative
- An alternative education program approved by the School Board

B. When making placement decisions, the building administrator or designee shall consider the following factors:

- The reason the student was removed from class
- The type of placement options available for students in that particular school and any limitations on such placements
- The estimated length of time of placement
- The student's individual needs and interests
- The frequency of rules violations
- The relationship of the placement to any disciplinary action
- Severity of offense
- Likelihood of students continuing to demonstrate inappropriate behaviors

This code recognizes that most student removals from a classroom setting will be for a short duration. Removals for repeated rules violations may lead to lengthier placement option consideration.

All placement decisions shall be made in accordance with the state and federal law and established school board policies. The principal or designee will consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian and the student will also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or when required by law.

### **Students with Disabilities**

The code of conduct is applicable to all students. However, a student with a disability may be removed from class and placed in an alternative setting only to the extent allowed by state and federal laws and regulations and established school board policy.

The Classroom Code of Conduct adopted by the Board shall be published in student and staff handbooks and distributed annually.

The school district does not discriminate in the administration of disciplinary actions on the basis of sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status, or physical, mental, emotional or learning disability.

### **Title IX Sexual Harassment Policy**

The District does not discriminate on the basis of sex in the education program or activity that it operates, and the District is required by Title IX and 34 C.F.R. ch. 106 not to discriminate in this manner. The requirement not to discriminate in the District's education program or activity extends to admission (as applicable) and to employment.

Inquiries about the application of Title IX and 34 C.F.R. ch. 106 (i.e., the federal Title IX regulations) to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary at the U.S. Department of Education, or both.

Any person with a complaint of sex discrimination (not alleging sexual harassment under Title IX as defined below) shall seek to resolve his/her complaint following the procedures set forth in Board Policies 3362 and 5517. Notwithstanding the procedures in Board Policies 3362 and 5517, any person may report sex discrimination of themselves or others at any time (including during non-business hours), in person, by mail, by telephone, by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports or complaints of sexual harassment under Title IX, as defined below, will follow the procedures set forth in this policy. At the time of filing the formal complaint, the complainant must be participating in or attempting to participate in the education program or activity of the District.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as conduct on the basis of sex that satisfies one or more of the following:

- A. A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e. quid pro quo); or
- B. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or



C. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

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 sexual propositions, invitations, solicitations, and flirtations;

B. physical and/or sexual assault;

C. Verbal harassment: This includes, but is not limited to, discussing sexual activity, commenting about an individual's body or appearance where such comments go beyond mere courtesy, telling "sexual jokes" or any other tasteless sexual-oriented comments, innuendoes, gestures or actions that may offend others

D. Display of inappropriate gestures or sexually graphic or illicit materials: This includes, but is not limited to, photographs, drawings, movies, videos, websites, posters and so forth, regardless of their form.

E. Engaging in sexual activity: This includes, but is not limited to, touching oneself or others in a sexually suggestive or sexually gratifying manner.

F. Requests or demands for sexual favors: This includes, but is not limited to, subtle or blatant expectations, pressures or requests for any type of sexual favor which may or may not be accompanied by an implied, stated promise of preferential treatment or threat of negative consequences.

G. Unwelcome physical contact: This includes, but is not limited to, inappropriate touching, patting, pinching, hugging, intentionally brushing against another's body, pulling at another's clothing or forcing another to a wall or corner through body position or movement.

Any person who engages in any form of harassment under this policy or any act of retaliation in violation of this policy is subject to disciplinary action, up to and including discharge from employment or removal from the District's educational program or activity.

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

Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the District may address the conduct before it becomes severe, pervasive, and persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Title IX Coordinator at his/her first opportunity.

Members of the School District community or third parties who believe they have been harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in an educational program or activity unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Reporting procedures are as follows:

A. Any individual who believes s/he has been the victim of sexual harassment prohibited under this policy is encouraged to report the alleged sexual harassment to the appropriate school official as identified in D below.

B. Teachers, administrators, and other school employees who have actual knowledge of or receive notice that an employee has or may have been the victim of sexual harassment prohibited under this policy shall immediately report the alleged sexual harassment to the appropriate school official as defined in D below.

C. Any other person with knowledge or belief that an individual has or may have been the victim of sexual harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.

D. Appropriate school officials are as follows:

1. Any allegation of sexual harassment under this policy shall be reported to the District's Title IX Coordinator unless the allegation is regarding the Title IX Coordinator. In such cases, the allegations shall be reported to the Superintendent, who shall assume the role of the District Title IX Coordinator for such allegations.
2. Any allegation of sexual harassment under this policy regarding the Superintendent or Board Member that is received by the District Title IX Coordinator shall be referred to the School Board's legal counsel, who shall assume the role of the District Title IX Coordinator for such allegations.

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 as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent.

F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District may designate both a male and a female District Title IX Coordinator.

### **District Title IX Coordinators**

#### Students

Name: Luke Pinion

Title: Chief of Pupil and Family Supports

School District: Wauwatosa

Address: 12121 W. North Avenue, Wauwatosa, WI 53226

Phone: (414) 773-1082

Email: [pinionlu@wauwatosa.k12.wi.us](mailto:pinionlu@wauwatosa.k12.wi.us)

#### Staff

Name: Sarah Zelazoski

Title: Director of Student Services

School District: Wauwatosa

Address: 12121 W. North Avenue, Wauwatosa, WI 53226

Phone: (414) 773-1042

Email: [zelazosa@wauwatosa.k12.wi.us](mailto:zelazosa@wauwatosa.k12.wi.us)

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

Complaints regarding allegations of sexual harassment may be made at any time to the District's Title IX Coordinator.

The Title IX Coordinators are assigned to accept complaints of harassment directly from any student, employee, 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 Title IX Coordinator has actual notice of the allegations and a response is triggered. All members of the School District community should report incidents of sexual harassment that are reported to them to the Title IX Coordinator within two (2) business days of learning of the incident.

Upon receipt of a report of sexual harassment, the Title IX Coordinator will confidentially contact the complainant to offer and discuss supportive measures. Supportive measures are individual services reasonably available that are non-punitive and non-disciplinary, that are designed to provide equal access, protect safety of complainants and respondents, and deter sexual harassment. The Title IX Coordinator will also explain the process for filing a formal complaint and determine whether a formal complaint will be filed by the complainant or signed by the Title IX Coordinator. The Title IX Coordinator 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 work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the Title IX Coordinator should consult the complainant to assess his/her position to the proposed action. If the complainant is unwilling to consent to the proposed change, the

Title IX Coordinator may still take whatever actions s/he deems appropriate in consultation with the Superintendent. No temporary arrangements shall be disciplinary to either the complainant or respondent. For the purposes of this policy, the complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

### **Sexual Harassment Grievance Process**

Any student, employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to sexual harassment or has witnessed sexual harassment occurring at a District educational program or activity, may seek resolution of his/her complaint through the procedures as described below. Further, a process for investigating claims of sexual harassment and a process for rendering a decision regarding whether the claim of sexual harassment was substantiated are set forth below.

When making a determination of responsibility, the District adopts a preponderance of the evidence evidentiary standard. This standard is applied to all formal complaints of sexual harassment, whether the respondent is a student or an employee.

All timelines in the complaint/grievance process are intended to be guidelines to assure that the investigation and grievance process proceeds with all deliberate efficiency. Timelines may be extended by the District for good cause.

### **Filing of a Formal Complaint**

An individual who believes s/he has been subjected to sexual harassment hereinafter referred to as the "complainant," may file a formal complaint, either orally or in writing with the Title IX Coordinator. If the complaint is regarding a Title IX Coordinator, the complaint shall be reported to the Superintendent, who shall assume the role of the Title IX Coordinator for such complaints.

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) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the Title IX Coordinator within two (2) business days.

All written complaints must include the following information to the extent it is available: identification of the parties, date and location of alleged incident, a description of the alleged conduct, and a list of potential witnesses. At the time of filing the formal complaint, the complainant must be participating in or attempting to participate in the education program or activity of the District.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Title IX Coordinator shall ask for such details in an oral interview. Thereafter the Title IX Coordinator 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. A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. The Title IX Coordinator will take the complainant's wishes with respect to whether the District conducts a formal investigation into the allegations. The Title IX Coordinator will sign the complaint if the Title IX Coordinator determines it would be clearly unreasonable in light of the circumstances not to conduct a formal investigation. When the Title IX Coordinator determines that an investigation is necessary even where the complainant (i.e., the alleged victim) does not want such an investigation, the grievance process can proceed without the complainant's participation; however, the complainant will still be treated as a party in the grievance process.

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

### **Grievance/Complaint Process**

Within two (2) business days of receiving a complaint, the Title IX Coordinator will provide written notice to the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "respondent," and the victim, hereinafter referred to as the "complainant," of the allegations contained in the complaint. The notice shall include: (1) a description of the allegations of sexual harassment potentially constituting sexual harassment; (2) a statement that the accused is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made after the grievance process; (3) a statement that the complainant and the accused may have an advisor of their choice, who may be, but is not required to be, an attorney; (4) a statement that the complainant and the accused may inspect and review evidence collected during the investigation; and (5) a reference to a provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Respondent is not entitled to receive a copy of any written complaint unless the Title IX Coordinator determines it is appropriate to do so; however, the respondent will be informed about the nature of the allegations. The Title IX Coordinator shall inform the respondent of the requirements of this policy, which may include providing the respondent with a copy of this policy or information about where to find it. The respondent shall be afforded the opportunity to submit a written response to the complaint. The Title IX Coordinator shall inform the respondent of the respondent's deadline to provide the Title IX Coordinator with the written response to the allegations in the complaint.

### 1. Investigation Stage

Within five (5) business days of receiving the formal complaint, the Title IX Coordinator will designate an investigator to conduct a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. The Title IX Coordinator may assign himself/herself as the investigator.

Although certain cases may require additional time, the investigator will attempt to complete an investigation into the allegations of harassment within twenty (20) 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 investigator;
- 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 investigator.

Prior to any investigatory interviews, meetings, or hearings the investigator must send each party a written notice of the date, time, and location of such interviews or meetings. During the investigation process, the parties will have an equal opportunity to present fact and expert witnesses in addition to other inculpatory and exculpatory evidence. The parties are not restricted from discussing the allegations or gathering evidence. Evidence of any party's medical, psychological, or similar records may not be accessed or used, unless the party provides voluntary, written consent to do so. Evidence regarding prior sexual history shall not be offered, unless to prove consent or someone other than the respondent committed the alleged misconduct.

At the conclusion of the investigation, the investigator will prepare a report. Prior to completion of the investigative report, the investigator shall send to both parties and the parties' advisors, if any, a copy of the evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint. The evidence may be sent in electronic format or hard copy. The parties will have 10 calendar days to submit a written response. The investigator shall consider the response of both parties and complete the report. The report must fairly summarize the relevant evidence gathered during the investigation and make recommendations. The investigator's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The report will also identify the decision-maker who will make a determination regarding responsibility. The final report will be sent simultaneously to the parties, the parties' advisors, if any, and the decision-maker.

## 2. Written Cross-Examination and Decision-Making Stage

The parties will have 10 calendar days after the investigative report is sent to review the final report, submit a written response to the decision-maker, and submit written relevant questions to the decision-maker that the party wants asked of any party or witness. The decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant. The decision-maker will provide each party with the answers, and the parties will have two (2) calendar days to submit limited follow-up questions.

The decision-maker then will have fifteen (15) calendar days to make a determination regarding responsibility and prepare a written decision. A copy of the decision-maker's final decision will be sent to both parties simultaneously.

### **Appeals**

If either party is not satisfied with the resolution of the complaint, s/he may appeal to the Superintendent or his/her designee within fifteen (15) working days of receiving the decision-maker's final decision. The appeal must be in writing and include a statement explaining why the complainant disagrees with the decision-maker's resolution of the complaint.

The Superintendent or his/her designee shall review the record and, at his/her discretion, may meet with the complainant and other individuals. Within fifteen (15) working days of receiving the appeal, the Superintendent or his/her designee shall determine what action to take, if any, and shall respond to the complainant in writing.

If either party is not satisfied with the Superintendent's review and decision, an appeal may be filed with the Board of Education within ten (10) working days after receipt of the Superintendent's Decision. The Board of Education shall review the appeal and, at its discretion, may meet with the parties. The Board of Education shall respond to the appeal within fifteen (15) working days after the receipt of the appeal.

Nothing in this policy shall be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

### **Privacy/Confidentiality**

The School District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of sexual harassment. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.

During the course of an investigation, the Title IX Coordinator will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation, and if so, shall 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.

### **Directives During Investigation**

The Title IX Coordinator may recommend to the decision-maker placing any employee involved in an investigation under this policy on administrative leave pending resolution of the matter or removing any student involved in an investigation under this policy from an educational program or activity, to protect others from threat to physical health or safety. If the Superintendent is the Respondent, the Title IX Coordinator shall make such recommendation to the Board.

Every individual interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

## **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against sexual 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 or a determination of responsibility may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the Superintendent shall consider the totality of the circumstances. 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.

All sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

## **Dismissal**

If the conduct alleged in the formal complaint would not constitute sexual harassment under Title IX if proven, did not occur during/in a District educational program or activity, or did not occur in the United States, the District must dismiss the complaint for the purposes of Title IX. The dismissal of a formal complaint for the purposes of Title IX does not preclude the District from taking action under other District policies.

The District may dismiss a formal complaint if the complainant informs the Title IX Coordinator in writing that s/he wishes to withdraw the complaint, if the respondent is no longer enrolled or employed by the school, or if circumstances prevent the District from gathering evidence to reach a determination.

In the event of a dismissal, the Title IX Coordinator must provide the parties written notice of the dismissal and the reasons for the dismissal.

## **Informal Resolution**

The District may offer an informal resolution process so long as both parties give voluntary and informed written consent. An informal resolution process may only be offered after a formal complaint is filed. If an informal resolution process has begun, any party has the right to withdraw from the informal resolution process and resume the above stated grievance process.

The District may not require waiver of the right to formal investigation and adjudication as a condition of enrollment or employment.

Informal resolution processes cannot be offered to resolve allegations that an employee sexually harassed a student.

## **Miscellaneous**

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, email address and telephone number of the Title IX Coordinators, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A summary of this policy and any related administrative procedures shall appear in the student and employee handbooks and shall be made available on the District's website.

The Board will develop a method of communicating 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 on an annual basis, and at such other times as the Board in consultation with the Superintendent determines is necessary or appropriate.

The District will train investigators and decision-makers on issues of relevance and how to apply the rape shield protections afforded to complainants. The rape shield protections deem any questions or evidence about a victim's prior sexual behavior irrelevant, unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.

All training materials will be made available to the public on the District website.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law. The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

### **Retention of 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 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;
- 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 taken, both individual and systemic, 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 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 created or received as part of an investigation shall be retained for not less than seven (7) years, but longer if required by the District's records retention schedule.

*Approved/Adopted: August 10, 2020*