

Lomira High School Student Handbook

2023-2024

Lomira High School

PO Box 919
1030 Fourth Street
Lomira, WI 53048

Phone (920) 269-4026
Fax (920) 269-4128
Attendance 24-hour 269-4026

District Web Page:
www.lomira.k12.wi.us

Principal

Mrs. Debra Janke

Assistant Principal / Athletic Director

Mr. Kyle Twohig

School Counselor

Mrs. Deanna Weibye

Administrative Assistant

Mrs. Leslie Gruenberger
Mrs. Janel King



Home of the Lions

LHS CLASS PERIODS

Students should not arrive at school prior to 7:30 a.m. Students should be out of the building by 4:00 p.m. with the exception of the supervised activities.

LHS Modified Block Schedule – AM resource

Hours	Monday	Tuesday	Hours	Wednesday	Hours	Thursday	Hours	Friday
AM			PLC's	Math, Science/AG Soc. Stud. & PE/Hlth 8:25 – 9:07 (42)	PLC's	CTE, English, Fine Arts & World Langs 8:25 – 9:07 (42)		
1	8:00 – 8:47 (47) 3 minutes passing	8:00 – 8:47 (47) 3 minutes passing	R	8:00-9:07 (67) PLC teams & Resource Offerings	R	8:00-9:05 (67) PLC teams & Resource Offerings	1	8:00 – 8:47 (47) 3 minutes passing
2	8:50 – 9:37 (47)	8:50 – 9:37 (47)					2	8:50 – 9:37 (47)
3	9:40 – 10:27 (47) 7 minutes passing	9:40 – 10:27 (47) 7 minutes passing	2	9:10-10:30 (80)	1	9:10-10:30 (80)	3	9:40 – 10:27 (47) 7 minutes passing
4	10:34–11:21 (47) 3 minutes passing	10:34–11:21 (47) 3 minutes passing		7 minutes passing		7 minutes passing	4	10:34–11:21 (47) 3 minutes passing
5	11:24-12:11 (47)	11:24-12:11 (47)	4	10:37-11:57 (80)	3	10:37-11:57 (80)	5	11:24-12:11 (47)
	Lunch 12:11 – 12:45	Lunch 12:11 – 12:45		Lunch 11:57 – 12:27		Lunch 11:57 – 12:27		Lunch 12:11 – 12:45
6	12:48-1:35 (47) 3 minutes passing	12:48-1:35 (47) 3 minutes passing	6	12:30 - 1:50 (80)	5	12:30 -1:50 (80)	6	12:48-1:35 (47) 3 minutes passing
7	1:38-2:25 (47) 3 minutes passing	1:38-2:25 (47) 3 minutes passing					7	1:38-2:25 (47) 3 minutes passing
8	2:28-3:15 (47)	2:28-3:15 (47)	8	1:55 – 3:15 (80)	7	1:55 – 3:15 (80)	8	2:28-3:15 (47)

Students at LHS attend a modified block schedule on Wednesdays and Thursdays. This time is needed to accommodate for individualized instruction, enrichment activities and planning for students who require additional coursework, academic support, or make-up time to complete tests and quizzes. Students are required by compulsory school attendance laws to report to all assigned resource periods and academic classes from 8:00am – 3:15pm every school day. Any student who does not attend when scheduled will face the regular attendance consequences including, but not limited to, truancy fines and for senior students, the inability to participate in the graduation ceremony. These academic resource periods are mandatory over all other academic programs including, but not limited to, work release, school-to-work positions and Youth Options courses.

CALENDAR FOR 2023-2024

August 29	First Day of School
September 4	No school-Labor Day
October 11	Parent/Teacher Conferences 4:00 pm – 7:00 pm
October 12	No School - Teacher In-service am, Parent/Teacher Conferences 1:00-6:30 pm
October 13	No School – Teacher In-service, Parent/Teacher Conferences 8:00-10:00 am
October 27	End of 1 st Quarter
November 22-24	No School, Thanksgiving Vacation
November 27	Classes Resume
December 25-January 1	No School, Winter Break
January 2	Classes Resume
January 11-12	Final Exams for 9 th -12 th Grades
January 15	No School – Teacher In-service
	End of 2 nd Quarter and 1 st Semester
February 19	No School, Teacher In-service am, Parent/Teacher Conferences 4:30-7:30 pm
February 20	No School, Teacher In-service am, Parent/Teacher Conferences 1:00-6:30 pm
	Digital Learning Day
March 22	End of 3 rd Quarter
March 25-29	Spring Break
April 1	Classes Resume
May 16	Last Day of School for Graduating Seniors
May 17	Graduation practice for Seniors 8 -11am
May -TBD	Graduation ceremony
May 22-23	Final exams for 9 th -11 th Grades
May 24	Last Day of School
	End of 4 th Quarter and 2 nd Semester
June 3-28	Summer School

SCHOOL SONG

OH WE'RE THE MIGHTY LIONS
BRAVE ONES ARE WE
WE'LL NEVER MEET DEFEAT
ON TO VICTORY!
U RAH RAH!!
ON WE MARCH TOWARDS VICTORY
ONWARDS TOWARD FAME
HURRAY FOR THE....RED AND WHITE
WE'LL WIN THIS GAME!

LHS Staff E-mail and Telephone Extension Information

Name	e-mail address	Extension
Brittany Bartlett	bbartlett@lomira.k12.wi.us	189
Elizabeth Bauer	ebauer@lomira.k12.wi.us	153
Stacey Clark	sclark@lomira.k12.wi.us	150
Bryce Daane	bdaane@lomira.k12.wi.us	115
Patrick Davis	pdavis@lomira.k12.wi.us	168
Nicole Feucht	nfeucht@lomira.k12.wi.us	147
Sharon Gazzola	sgazzola@lomira.k12.wi.us	164
Leslie Gruenberger	lgruenberger@lomira.k12.wi.us	108
Michael Hendricks	mhendricks@lomira.k12.wi.us	141
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Bridgette Jacak	bjacak@lomira.k12.wi.us	184
Debra Janke	djanke@lomira.k12.wi.us	109
Janel King	jking@lomira.k12.wi.us	185
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Paige Petersen	ppetersen@lomira.k12.wi.us	167
Jeff Reindl	jreindl@lomira.k12.wi.us	152
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Angie Reklau	alreklau@lomira.k12.wi.us	230
Dan Robinson	drobinson@lomira.k12.wi.us	170
Ashlea Roselle	aroselle@lomira.k12.wi.us	128
Cassie Ruplinger	cruplinger@lomira.k12.wi.us	186
Carly Salkowski	csalkowski@lomira.k12.wi.us	130
Lyndsy Schiegg	lschiegg@lomira.k12.wi.us	149
Shawn Schraufnagel	sschraufnagel@lomira.k12.wi.us	188
Ashley Siqueiros	asiqueiros@lomira.k12.wi.us	148
Justin Stoegbauer	jstoegbauer@lomira.k12.wi.us	187
Kyle Twohig	ktwohig@lomira.k12.wi.us	134
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Deanna Weibye	dweibye@lomira.k12.wi.us	114
Amy Wilke	awilke@lomira.k12.wi.us	171
Tyler Witkowski	twitkowski@lomira.k12.wi.us	166
Breanna Zdroik	bzdroik@lomira.k12.wi.us	159

LOMIRA SCHOOL DISTRICT MISSION STATEMENT

The mission of the School District of Lomira, a rapidly growing visionary district, is to guarantee an education that allows students to compete in a global community by providing optimal opportunities for individualized instruction in a trusting environment of mutual care and respect, by taking advantage of technological advances, and by effectively utilizing business and community partnerships.

LOMIRA SCHOOL DISTRICT BELIEF STATEMENTS

Building a Foundation for the Future: Driving Beliefs

The following educational beliefs have been derived from the set of values identified by the Lomira Board of Education:

- The Lomira Board of Education and entire educational staff guarantee each of our families and the community that we will provide all students a comprehensive curriculum that will engage each student in diverse, rigorous, and relevant learning activities; provide each student academic, social, and life skills; and effectively prepare each student for civic responsibility and the opportunity for success in their unknown future.
- Recognizing the value of technology as a tool for learning, the Lomira School District will make a concerted effort to provide all students with an understanding of and opportunity to apply these tools in the learning process.
- In our effort to be fiscally responsible, yet accountable for student achievement, educational decisions of the Lomira Board of Education will be made based on the district's foundation consisting of the Mission, Vision, and Values, and Driving Beliefs.
- The district will strive to create safe, clean, healthy, and attractive learning environments that maintain small class sizes in an effort to maximize student learning.
- With an understanding that it takes an entire village to educate a child, the Lomira School District will seek to create effective partnerships that engage students, staff, parents and community in the learning process.
- The Lomira School Board values their high quality educational staff and will seek to provide them with ongoing and relevant staff development opportunities.

THE SCHOOL DISTRICT OF LOMIRA is an equal opportunity employer and does not discriminate on the basis of race, handicap, color, religion, sex, national origin or age, marital status, arrest and conviction records, or any other basis prohibited by applicable law. This policy not only applies to employment but also to educational programs and activities. Inquiries concerning the application of or grievance procedures for Title VI (race discrimination), Title IX (sex discrimination), Section 504 of the Rehabilitation Act of 1973 (handicap discrimination), should be referred to the District Administrator, coordinator of these programs for the School District of Lomira, at: (920)-269-4396, PO Box 919, 1030 Fourth Street, Lomira, WI 53048.

PBIS (POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS)

IN A SCHOOL SETTING, WHERE HUNDREDS OF TEENAGERS INTERACT DAILY, AN EFFECTIVE, CONSISTENT AND EFFICIENT SYSTEM OF EXPECTATIONS IS NECESSARY TO KEEP ORDER AND BALANCE IN THE ENVIRONMENT. THE MISSION OF THE PBIS PROGRAM AT LHS IS TO CULTIVATE AND MODEL APPROPRIATE BEHAVIORS & ATTITUDES IN STUDENTS AND STAFF THROUGH POSITIVE EXAMPLES, ACTIVITIES, AND REINFORCEMENT. ON THE FOLLOWING PAGES YOU WILL FIND A MATRIX THAT IS USED IN CONJUNCTION WITH OUR PBIS MODE

CLASSROOMS

P ERSONAL RESPONSIBILITY To be accountable for actions, choices and the results	<ul style="list-style-type: none">Be on timeBe preparedBe safeComplete and submit assignments on timeUse personal technology when instructed
R ESPECT To show consideration, appreciation and acceptance	<ul style="list-style-type: none">Be an active learnerConsider other peoples' viewpointsStay focused on the topic of discussionUse professional languageFollow dress code policy
I NTEGRITY To be honest, sincere, and kind in words and in actions	<ul style="list-style-type: none">Do your own workBe patient with yourself and othersShare responsibilitiesUse professional languageFollow dress code policy
D ETERMINATION To set goals and meet expectations	<ul style="list-style-type: none">Be organized—plan time to do work or studyLearn from mistakes, overcome adversi- ty, challenge yourselfAsk for help when you need it
E XCELLENCE To strive to do the best at all times	<ul style="list-style-type: none">Produce quality workChallenge yourself to take a chanceUse school resourcesStrive for perfect attendance

COMMON AREAS

COMMUTING

<ul style="list-style-type: none"> /// Clean up after yourself /// Go Green—recycle /// Use the bathroom between classes /// Wash your hands /// Use personal technology responsibly 	<ul style="list-style-type: none"> /// Use the bathroom & get a drink between classes /// Gather & transport all materials to your next class /// Enter/Exit parking lot safely & drive safely
<ul style="list-style-type: none"> /// Use conversational volume /// Be polite to others /// Use professional language /// Allow privacy for others /// Follow dress code policy 	<ul style="list-style-type: none"> /// Use conversational language and volume /// Be considerate of other's space & property /// Move to the side to let others pass by /// Avoid interrupting classes /// Follow dress code policy
<ul style="list-style-type: none"> /// Wait your turn /// Be welcoming and include others /// Keep hands, lips, and body parts to self /// Use professional language /// Follow dress code policy 	<ul style="list-style-type: none"> /// Have a pass if out of class /// Exit the building after school day or approved school activities /// Keep hands, lips, and body parts to self /// Be courteous to community members
<ul style="list-style-type: none"> /// Take PRIDE in your environment /// Make healthy lifestyle choices /// Be good to yourself 	<ul style="list-style-type: none"> /// Move promptly to class /// Arrive on time prepared
<ul style="list-style-type: none"> /// Encourage your friends to clean up /// Return to class promptly and quietly 	<ul style="list-style-type: none"> /// If you see litter, help by picking it up /// If you see a visitor, say hello and offer assistance /// Serve the community in a positive way

GENERAL CONDUCT

Welcome to Lomira High School. You are now a high school student. It is taken for granted that you know how to behave properly. Please obey the following four general conduct rules which align with School Board Policy and PBIS expectations.

1. Your actions should never disturb others or interfere with the educational process that is the sole reason for your being in school.
2. You should be capable of accepting responsibility for your actions or the results of your actions.
3. You should respect the rights of others as you wish them to respect yours.
4. Once in school, you do not leave without first receiving permission from the office to do so. If you go home for the noon meal and cannot return, it is your responsibility to call and inform the office of your absence. It is suggested that you have your parents call, whenever possible. Afternoon absences may be counted as unexcused if communication from parents is not made by the end of the academic day.

There are five specific areas of conduct that will be mentioned because of their severity and may result in immediate suspension from school, no extra-curricular participation, and possible further consequences:

1. Abusive or belligerent behavior by a student toward any staff member or school employee.
2. Fighting in school or at a school-sponsored activity.
3. Possession and/or use of tobacco, electronic smoking devices, drugs, drug paraphernalia, misuse or solicitation of prescription drugs, or alcohol in the building, on campus, at school activities, or coming to school under the influence of alcohol or any drug.
4. Activating the fire alarm system when it is not necessary.
5. No person shall possess or use a weapon or look-alike weapon in school buildings, on school premises, in a district-owned vehicle or at any school-sponsored function or event.

A school employee, or law enforcement officer, authorized by the school, may require a student to provide a sample of his/her breath to determine the presence of alcohol whenever there is a suspicion that the student is under the influence of alcohol while on school premises, in a motor vehicle on school premises, or while participating in or attending a school-sponsored activity.

The results of the breath screening device or the fact that the student refused to submit to breath testing shall be made available for use in any hearing regarding the discipline of a student for alcohol use.

STUDENT ATTENDANCE

Students are subject to all attendance laws of the State of Wisconsin, which the school is legally required to enforce. There are four general rules to follow when you know you will be absent or have been absent.

1. All absences should be reported to the high school office the day of the absence. Students that do not return to school from lunchtime must have their parent call the high school office in regards to the absence by the end of the school day.
 - Parents may call the high school office during the office hours of 7:30 a.m. to 4:00 p.m. at 269-4026, ext. 108. – OR –
 - Parents may call the school between 4:00 p.m. and 7:30 a.m. direct at 269-4026 and choose 1 from the menu for the high school and leave a message. Be sure to state the date of the call, the student's name, and reason for absence, who is calling and a number a parent may be reached during the day. – OR –
 - Students, whose parent did not contact the school, must bring a written note of explanation from the parent the school day following the absence.
2. Students who are notified of a single class period absence will be expected to either speak to their instructor or parent to rectify the absence within one school day or be issued disciplinary consequences. For the first offense two 30-minute detentions will be assigned for each regular class period missed with an unexcused absence. Truancy citations may be issued for future unexcused absences.
 - All Final Exams are considered periods of "mandatory attendance" due to testing security issues and the end of the semester timing. Any final exam periods which are missed without professional documentation of a necessary appointment will be handled through truancy citations with no option for detentions.
3. Students who have an unexcused absence will be expected to serve detention time to make up the time for a first offense. Every additional unexcused absence within a school year may result in a referral for truancy citation. If an absence is unexcused, students may not be permitted to make up the missed work for credit.
4. All planned absences must be supported by a written note of explanation from the parents prior to the absence. Failure to do so may result in "unexcused" absences. The student is also required to sign out in the office before leaving the school building. Students will not be allowed to leave the school building without first obtaining parental permission.
5. In all situations that a student is to leave the school building, they must sign out in the high school office.
6. If a student requests permission to leave school because of an unexpected situation, such as illness, the student will be required to telephone their parent/guardian/or emergency contact person at home/work prior to being released from school. If no one is able to respond to the student's call, the principal or his/her designee will determine if the student should be allowed to leave school grounds. After being allowed to leave the school building, the student must sign out in the office. Students should never leave the school building without office permission as we need to be accountable for his/her whereabouts during school hours.
7. Students must be present in school for four (4) full hours of instruction, two (2) block periods(not including resource) to be eligible to compete in athletic events, attend school related activities or report to work that evening or in the afternoon of that same day. Saturday competition or school-related activities that cause absence from the classroom are exempt. Any classes unexcused will result in a suspension of practice or event for the day the student misses class or the date of administrative attendance action. Students who report to work or attend events on days when they were not in school will then have their absence considered unexcused. Unexcused absences may be reconciled with truancy citations.
8. If a student is absent three consecutive days or more, a doctor's note is required to excuse the absences.
9. Due to Wisconsin Compulsory Attendance Law (Wis. Statute 118.16), parents do not excuse students, only the school administration, which are so designated by a properly elected school board, may excuse students. Parents can only request that the absence be excused. If you don't know whether the reason for an absence is acceptable, call the school before the absence or before plans are made.

10. If a student is absent for all or part of 10 days in a school year, the principal may notify the student and their parent/guardian that any future absence must be verified with a note from the court, a physician, or other medical professional (i.e. mental health provide, chiropractor, dentist, etc.). Failure to do so will result in an unexcused absence and may result in referral for truancy.
11. Students wanting to be excused for **deer hunting must be passing all classes** to be eligible for an approved pre-excused absence. Any student that is not passing and does not attend school for deer hunting will have their absence considered unexcused will be required to make up the time missed or be referred for truancy.
12. Students in the work release or School-to-Work program are expected to attend school, not their jobs, on early dismissal days, shortened days of school and Resource assignments. It is the students responsibility to communicate this schedule to their employer.
13. Students that oversleep and are late for school cannot be excused by their parent/guardian. The first time a student oversleeps, they will be issued a lunch detention. For every additional offense within a school year, students will be expected to make up every minute they miss or may be issued truancy citations.
14. Homework requests may be made on the 2nd day of a student's absence. No requests will be made on the 1st day of a student's absence; students can meet with their teachers after their absence for assignments. Also, missed assignments can be found on Skyward through the district's website. Emailing teachers directly is the most effective way to discuss missed assignments when you are not in the building.

18 YEAR-OLD ADULT CONTRACT

Students that are 18 years old may request to meet with the principal and their parents about the possibility of signing into an LHS Adult Contract for attendance. The parents must communicate with the principal their understanding of the contract by attending a meeting. This contract does not relinquish responsibility to attend; rather the student becomes the primary caretaker and still falls under all state, district, and school policies.

STATE ATTENDANCE LAW

The Wisconsin State Legislature has passed a revised Attendance Statute (Section 118.51). It still holds the parent or guardian responsible for ensuring that their child is in attendance regularly until the child's 18th birthday. In order for the absence to be considered excused, the parents must follow the LHS attendance policy. Additionally, as stated above, in Lomira High School all absences must be verified by either telephone or written notification within one full school day after the absence or the absence is considered "unexcused." A complete Attendance Statute policy is on file in the high school office and the administration office.

GENERAL POLICIES

ACADEMIC LETTERS

Academic letters are awarded to students for academic excellence. Freshmen qualify by having a GPA of 3.70 and above for the first semester of their freshman year. Upper classmen qualify by having two consecutive semesters with a GPA of 3.50 or above. Upper classmen (Juniors and Seniors) will also qualify with a GPA of 3.40 if the student has successfully taken and passed at least one college-credit bearing course for each of the two semesters that align with these awards. These two semesters will be the second semester of the previous year and the first semester of the current year. First time recipients are awarded a chenille academic letter and an academic pin each of the following years that they qualify.

***** NHS induction: To be invited to apply, students must have a minimum 3.6 cum GPA *****

ACADEMIC: Senior Honors and Placement Ranking

As approved by the Lomira School Board in September of 2018, the criterion used to determine the Valedictorian, Salutatorian and Academic Top Ten for Graduating Seniors of Lomira High School will be based on the following factors:

Cumulative GPA, the successful completion of college affiliated courses and the students ACT composite score. Students eligible must have been in attendance at LHS for one full academic year prior to the first day of the 2nd semester of their Senior year to be awarded any of the above honors.

All data and points used to determine these placements must be earned inclusively of the 1st semester of the students' senior year.

The HEAB Scholarship from the University of Wisconsin system is strictly based on the highest earned GPA inclusive of seven semesters.

ACCESS TO STUDENT RECORDS VIA INTERNET

Through Skyward, parents/guardians and students may regularly access the student's grades, attendance, schedule, and discipline information via the internet 24 hours a day. Grades are updated weekly to allow parents/guardians to stay well-informed of the student's progress.

Each parent/guardian will be given a Skyward log-in code and a password. The passwords are available in the high school office. **Only parents may pick up the parent login code and password.** Students have their own passwords. Instructions are available on the district website at the [Parent](#) link.

ACCIDENTS

In case of an accident, it is the student's responsibility to report this situation to his/her coach, advisor, or teacher. An accident report should be completed and given to the building principal as soon as possible following the report of the incident (no later than 24 hours). Accident report forms are available in all school offices and in the school nurse's office. Coaches and teachers should also keep accident forms available for their immediate use.

ADD/DROP POLICY FOR COURSES

Students and their parents should give serious consideration when selecting courses. The master schedule is constructed and faculty is assigned classes based on the number of original student course requests during registration. Therefore, this Add/Drop Policy is created to give students, parents, and faculty an opportunity to make timely, efficient and intelligent decisions about students adding and dropping classes.

1. Students will be provided with a tentative schedule for the upcoming school year in late spring. Adjustments to the requested schedule should be made as soon as possible and prior to the completion of the current school year. Any requested adjustments must be submitted directly through the school counselor.
2. Changes at the beginning of the school year should be limited to errors only (i.e. student failed a prerequisite, student failed a required course, student did not complete summer school, insufficient credits, etc.). Changes can only be done prior to the start of the school year or during a student's study hall, before or after school, or at lunch. The school counselor will only make necessary changes. Any requested adjustments must be made prior to the end of the 1st week of the new school year or semester.
3. Students who have strong academic ability are encouraged to enroll in Advanced Placement (AP) & CAPP courses. Because of staffing needs in these singleton courses, changes to enrollment cannot be made after the master course /teaching schedule is finalized in the late spring. Put considerable thought into your decision to take on the challenge of AP coursework. A students lack of commitment to completing any required summer work is not a valid reason to drop the class once we are in July, August and September.
4. Non-error changes may be made prior to the beginning of the semester, only if the current instructor, the desired new instructor, the parent, and the school counselor approve the change. Students must attend their scheduled class until all parties have approved the change.
5. No changes will be made after the Friday of the first week of the new semester unless initiated by a staff member.
6. Any withdrawals after the first week of the semester will receive an "F" for the semester on the student's transcript.
7. Students cannot alter their schedule if the change would result in having more than one study hall in a semester.
8. Students are allowed to register for no more 1 study hall per semester.
9. Individual circumstances will be reviewed on a case-by-case basis with appeals to the principal.
10. No requests will be honored for change of class periods or teacher preference.

ADVANCED PLACEMENT and CAPP COURSES

Advanced Placement and CAPP courses help prepare students for the advanced placement and CAPP examinations that may permit a student to receive college credit and/or placement. Students interested in taking advanced placement and CAPP courses should communicate with both their classroom instructors and the high school counseling office. Students are responsible for the cost of taking advanced placement exams and CAPP courses

ANNOUNCEMENTS

Any announcements to be posted during the school day to the student body and staff should be e-mailed to the office by 10:00 a.m. on the day they are to be read. Announcements are to be authorized by an advisor or staff member. A copy of the day's announcements will be e-mailed to each instructor for their use. Additionally, the day's announcements will be posted on the district web site, posted on the Announcement Board in the main hallway and posted to TVs. Announcements made during other scheduled class periods will be given consideration only on an "emergency" basis. Students and staff should not abuse classroom instruction by asking for "late" announcements during the regular school day.

ASSEMBLIES

Each year we attempt to present a series of assemblies for both educational and recreational purposes. It is important that all of our students learn those behaviors that are appropriate for establishing a reputation of courteous behavior in a public forum. With this goal in mind, we ask that our students respect the efforts of all performers and show their appreciation for those efforts through their applause. Students that display difficulty in dealing with the less "formal" atmosphere of school assemblies will be removed so they do not interfere with the enjoyment of others. Additional consequences may be imposed.

ATHLETIC CONTESTS

Students who have entered the building are expected to remain in the building. Students should not loiter in the hall or lobby when the contest is in progress. Concession materials are not permitted in the gyms and should be consumed in the commons area. Students refusing to comply will be asked to leave the school grounds.

Student Athletic Passes for all home school athletic events are available for purchase in the high school office. The cost of a student athletic pass is \$20.00 and an adult pass is \$35.00. Students are encouraged to purchase their passes at registration so they can be used for August events. These passes are not transferable to another person. Transferred passes will be revoked.

BOMB THREATS, FIRE ALARMS, AND 911 CALLS

Any student who reports a false bomb threat, or false fire alarm call will be suspended from school, referred to the police, and recommended to the Lomira Board of Education for expulsion from school. Erroneous 911 calls will also be treated in a similar manner. This would also apply to any student starting a fire or attempting to start a fire on school premises.

CANINE SEARCH

For the safety of all students and staff, random locker, classroom, and parking lot searches may occur during the school year using specifically trained dogs. Students will be notified of a "non-emergency" lockdown when searches occur and should remain in their classrooms until their instructors give them permission to leave.

CELL PHONES AND ELECTRONIC DEVICES

The use of cell phones, electronic two-way communication devices (text messaging, photo sharing, etc), music players, headphones, and/or any other similar electronic devices are prohibited in the classroom setting unless requested, as part of a lesson, directly by the course instructor. Students should not have these devices on them during the academic day and should keep them locked in their personal lockers. Cell phones may be used in the high school end of the building during the lunch period and during passing periods. Any "emergency messages" should come through the main high school office. The building principal may authorize a student to use and/or carry a cell phone for medical, vocational or other purposes as deemed necessary.

Students who violate this policy will have their electronic device taken away on the first offense and will be allowed to have it picked up in the high school office, between 3-4pm, by a parent or someone on the emergency list. Any second violation will require that the phone be left at the school until the next school day and the student to serve a detention prior to a parent conference. Third and subsequent offenses will require that the student turn in their technological devices to the office for the entire school day, every day for 20 consecutive school days. Continued violations may result in the permanent loss of device privileges including the inability to bring it into the school building and confiscation of the device for an indefinite time period. In the essence of teaching responsibility and accountability for ones actions, any student who does not comply with a teacher or administrators request to turn over their device promptly when asked will be issued additional consequences which may include detentions and additional days without their phone. Any student who causes a disturbance or altercation in the learning environment when asked for their phone may receive a disorderly conduct citation from the Lomira Police Department at the request of building administration. At any time that a technological device has been used as a tool related to a serious school violation, the police may confiscate the device indefinitely for use as evidence.

PLAGIARISM / CHEATING

Each individual classroom instructor should present classroom policies and rules at the beginning of the school year and review those guidelines periodically during the course of the year. Students that are caught cheating in any form may receive a "zero" for the assignment. In addition, the offense of cheating may result in the student failing the unit, quarter, or even the semester. In all cases, we encourage our students to learn to complete their own work. If students have a question about working with another student on any given assignment or about sharing notes and materials, they should first check with their instructor.

Plagiarism is the taking of ideas, writing, etc. from another individual and presenting them as one's own. Plagiarism implies dishonesty and deception and will be handled in the same manner as cheating. All instructors must report incidents of cheating and plagiarism to both the office and to parents/guardians in writing. Use of Chat GPT, Artificial Intelligence or other sources of information and work not created by the student will be handled as cheating.

CLASS FUNDS

1. No class dues may be collected.
2. All money earned by any class, from any event, goes into the class fund. There will be no money credited to an individual.
3. All class fund drives must have prior approval from the principal. To avoid conflicts between various organizations, it is critical that all fund-raising activities be documented on the official school calendar in the high school office. General information about fund-raising may be answered by referring to School Board Policy, Article 357.
4. The school will not accept responsibility for items charged by a class unless prior approval has been given and a receipt is returned to the principal.
5. All class funds shall be deposited in the district office immediately following the activity from which the funds were gathered. All monies received shall be receipted and all expenses paid by check from the district office. Only class officers or class advisors may submit account invoices to the office for reimbursement. All monies shall be audited annually.

CODE OF CONDUCT

The School District of Lomira recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning process. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. 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.

In order to meet these goals, the School District of Lomira has established a Student Code of Conduct. A copy of the complete policy is always available on our District website or through the school offices. Please reference the PBIS matrix on pages 4 & 5 for additional information.

COMPLAINTS OR CONCERNS

Any student or parent that has a concern about any school policy, activity, or employee, should refer to the following procedure in order to resolve the problem in the most efficient manner.

1. Contact the person/instructor who is most closely linked with your concern. This will allow both sides to clarify and discuss the situation.
2. A parent/guardian should schedule a meeting to discuss the concern and seek a resolution.
3. If the situation cannot be resolved at this level, notify the building principal.
4. If the situation is still not resolved, notify the district administrator.
5. Finally, if unresolved, ask the district administrator to place the concern before the Board of Education.

COMPUTER USE AGREEMENT

The School District of Lomira is pleased to offer students access to computer and the Internet. Access, however, is a privilege, not a right. All students under the age of 18 must obtain parental permission to use the Internet. The Computer Use Agreement must be signed online before any computer use is allowed in the school building or with school technology. Students 18 and over may sign their own forms.

The computer network of the School District of Lomira is a valuable tool in the learning process. Student's use of this tool is a privilege, not a right. As a result, the School District is authorized to limit student access to the network due to inappropriate use or abuse. All students are required to have a Computer Use Agreement signed by themselves and their parent/guardian on file with the library to be granted authorization to use the school's computer, network and Internet. Students who physically damage or alter the hardware, software, or network in any way or inappropriately use them are in violation of these guidelines and are subject to disciplinary consequences including, but not limited to: loss of computer privileges, detention, and suspension. There is a possibility that a student would be permanently removed from computer use for the remainder of their high school career or expelled for either serious or repeated violations. A student will be responsible for financial remuneration for damages.

As much as possible, access to district Internet information resources will be designed in ways that point students to those sites that have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others that have not been evaluated by staff, they will be provided with guidelines and lists of resources particularly suited to the learning objectives.

Access to the Internet will enable students to explore thousands of informational resources. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to student access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the School District of Lomira supports and respects each family's right to decide whether or not to grant permission to Internet access.

Because the computer network is a privilege and is provided for students who have an educational purpose, access to network services is given to students who have teacher permission and who agree to act in a considerate and responsible manner. Privilege entails responsibility. The district does not guarantee computer access and if a student violates the Computer Use Agreement, it could result in a student receiving an "F" grade for an assignment or even a quarter, or semester grade.

Individual users of the district computer networks are responsible for their own behavior and communications over these networks. It is presumed that users will comply with district standards and will honor the agreement they have signed. However, if an individual violates any of these standards, that individual is solely responsible for any consequences, which may arise.

Network storage areas may be treated like school lockers. Network administrators may review files and communications. Users should not expect files to be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them into appropriate materials and teachers of older students will have specific assignments. Outside of school, families bear the same responsibility for such guidance just as they do with information sources such as television, telephones, movies, radio, and other potentially offensive media.

The following are some GENERAL examples of inappropriate use:

- Sending or displaying offensive messages or pictures
- Using and viewing obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Intentionally wasting network resources or bandwidth
- Employing the network for commercial purposes or personal reasons without permission from school district personnel

The following are some SPECIFIC examples of inappropriate use:

- Inappropriate Internet searches (Including Google Images)
- Downloading any software without permission
- Playing games on the computer or online (yahoo, ESPN, etc.)
- Accessing the Internet in any way without internet privileges
- Logging in using someone else's account
- Giving out your password to another student
- Accessing/adding/removing any programs or files from a computer without permission
- Using E-Mail without permission
- Downloading any music or videos
- Intentionally changing computer or TV settings
- Using or installing instant messaging programs (IM)
- Accessing or viewing pornographic material
- Damaging computers or computer accessories
- Entering into chat rooms

COPYRIGHT POLICY

Students are expected to abide by the Federal Copyright Law (Title 17, United States Code) as it applies to copyrighted works, computer, and software. It is the policy of the School District of Lomira:

- No student shall use or cause to be used on any district computer any software that is not owned by the district or that has been approved by the building principal or his/her designee.
- There is to be no copying of data or copyrighted software on any district computer.
- Any destruction or obstruction of computers, data, and/or hardware may be met with legal and/or disciplinary action.

DANCE COURTS

Lomira High School allows three formal dances over the course of the school year. Homecoming, Winterfest, and Junior Prom. These dances celebrate the efforts students put forth both in and out of the classroom. Some of these dances may have a court, which would be voted on by members of the student body. Candidates for court must be in good standing to represent Lomira High School. The definition of good standing includes:

- a. Good attendance. Students must have an attendance rate of 90% or higher to participate. Exceptions must be approved by the high school principal.
- b. Students must be passing all classes to be eligible for the election to court on the date determined by building administration.
- c. Co-Curricular Code Violations: Students who have had a co-curricular violation within the six (6) months prior to court election are not eligible. Students elected to court who violate the Co-Curricular Code prior to the dance will be removed from the court. The six (6) month period begins on the date of the co-curricular suspension notice.
- d. Students who have been suspended either in school or out –of- school for any behavior/discipline issues six (6) months prior to court election are not eligible. The six (6) month period begins on the date of the school suspension.
- e. School registration fees and all other monetary obligations must be paid in full to be eligible. Financial appeal can be made to the building principal.
- f. To be eligible for Junior Prom court, students must be in full Junior status with a minimum of 15 credits earned through the first semester of their Junior year.
- g. Junior Prom is an event to celebrate the entire Junior class. All Junior students will be encouraged to participate in the Grand March. No student will be eligible for Prom Court more than one time, including transfer students.

Students are not permitted to leave during the school day to take care of any dance business (i.e. tux rental/return, dress shopping, tanning, etc.). Any violation of this expectation will result in the removal from any courts or ability to bring a non-Lomira guest.

DANCES

All dances must be approved by the principal and must be concluded with all students out of the building no later than 12:00 p.m. on Fri. or Sat. nights.

All dances must be chaperoned by at least two adults approved by the building principal. Once a student is in the building and then leaves, they will not be readmitted unless they had received prior permission from a chaperone. All dances are high school events and only high school students will be allowed to participate. Elementary and Middle School students from Lomira **are not** eligible to be in attendance at high school dances. Students are expected to wear clothing consistent with the formal nature of the event. Students are not permitted to wear: shorts, jeans, tank tops, etc. There will be no locker access during the dance however, a "coat check" area may be available at specific dances for a nominal fee. No beverages of any type may be brought into the dance. Students are not allowed to bring bags, other than purses, to the dance. Dance supervisors may inspect purses or belongings at any time during the dance.

For all dances at Lomira High School, guests who do not attend Lomira High School must be pre-registered by the Lomira student one week prior to the dance. Each Lomira High School student may bring one guest to the dance. In order for a LHS student to bring such a guest, the Lomira student must be in good standing and have all fees paid (registration, fines, sport fees, etc.). Guests must be high-school- aged, in good standing at their high school, or a previous LHS graduate that is not older than 20 years old. The registration process includes completing a form obtained from the high school office that lists the student's name, guest's name, signatures of the guest's parents and the guest's school verification of good standing signed by the Principal or Associate Principal of the guests school. The Lomira High School principal will then determine if the guest is eligible to attend the dance or not.

DETENTION TIME

Students that have difficulty following school policies may be issued detention time in order to communicate with the appropriate individual regarding those rules. In most cases, detention time assigned by an individual instructor should be after school. After school detentions must be served regardless of athletic, work or personal obligations. That is part of the consequence. Students should be respectful of all school rules while serving detention time, they must turn in their cell phones and all electronic devices to the detention supervisor, they must bring something to read or academic work to complete while in detention or the time will not be counted. Students that continue to earn detention time may be assigned to meet with the building principal. Office detentions may be assigned by the principal for any number of handbook violations including but not limited to, skipping class, study hall or school, habitual tardiness, failure to serve teacher-assigned detentions, use of profanity or lack of respect for persons or property. Conflicts that cannot be resolved during these meetings may result in more serious disciplinary consequences, including potential suspension/expulsion or disorderly conduct citations.

DRESS CODE

The policy of the Lomira School District states that the principal will **use their discretion regarding the appropriateness of any clothing**. It is the mission of the school to help teach students what type of clothing is appropriate for different settings to help prepare students for post-secondary goals.

Lomira High School student dress or grooming should not:

- a. Affect the health or safety of any individual within the school
- b. Be disruptive to the learning process within the classroom or at any other school function.
- c. Distract from the primary mission of Lomira High School, which promotes high ideals related to conduct, education, and study.

Student dress and grooming guidelines are:

- Clothing and/or jewelry that contain pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity and/or illegal drugs are inappropriate for the educational setting and will not be allowed.
- For the safety and security of all of our students, chains (usually used to link items carried in student's pockets with their pants/belts) & and spikes on jewelry or clothing will not be allowed.
- Backpacks, bags and/or purses will not be allowed in any classroom without the request of building administration for health reasons (i.e. due to student injury).
- All head coverings are not allowed. Head coverings include, but are not limited to: caps, hats, hoods, and bandanas.
- No pajamas or skimpy lounge wear allowed. Clothing with holes or tears that reveal too much as deemed by the principal will also be unacceptable.

- Students should bring warm enough clothing (i.e. sweatshirt, sweaters, etc.) for them to adapt to the variable temperature of a large building. For safety reasons (i.e. the ability to conceal materials), coats/jackets will not be allowed in classrooms.
- Clothing must cover undergarments and private areas of the body completely at **all times** for both male and female students. Student tops that are worn must have straps, cover the front, sides and back of the upper body (from the middle of the shoulder blades down at a minimum, and meet (touch) the pants (trousers, jeans, shorts, skirt) at the waist when the student is standing straight and tall).
- No students will be allowed to wear any clothing which is identified with gangs or gang-related activities (e.g., gang-related colors, insignias, hats/caps, jackets, bandanas tied on clothing, etc.)

It is recommended that students dress moderately to avoid problems, remembering that this is a school and by the nature of the environment a certain type/quality of dress is required. Students found in violation of these administrative rules will be asked to change into approved attire immediately. Students should **not** anticipate using school time to fix dress code violations. If students have to go home to change, they will be charged the time gone as unexcused and given detention time to make up for the lost instructional minutes. Repeated violations may be punished by suspension. This policy shall be enforced during the regular school day and at all school-sponsored activities. Our school environment is a training space for future employment and professional attire will be expected.

DRIVING AND THE SCHOOL PARKING LOT

The school parking lot will be subject to the provision of the Village of Lomira Ordinance No. 171, which regulates the operation and parking of motor vehicles on school property and gives police department officials authority to arrest and fine persons who violate.

Students are permitted to use the student school parking lot at no cost during the school day and during school authorized events. All vehicles must appropriately display a school issued parking sticker for identification purposes. Stickers can be obtained in the high school office at no charge. This is a privilege and the privilege can be revoked. Students must park cars and other appropriate vehicles in the lined areas designated for student parking. No vehicles should be parked in such a manner that they take more than one parking space. ATV's, tractors, snowmobiles and other such vehicles are not allowed on school property. It is critical that students do not park in any areas that will interfere with the movement of school busses. It is the responsibility of all students to keep the parking lot clean and safe. Students that fail to follow all parking regulations will lose parking privileges and may face suspension and/or legal action.

To protect the health and safety of all our students and staff, vehicles driven to school by a student parked on school property are subject to search by any authorized school personnel or law enforcement agencies.

Students that do not wish to comply with any/all parking lot rules and regulations are advised to leave vehicles at home or to park somewhere other than on school property. Students may not park in the teacher/staff parking areas without prior approval of designated school personnel. Students that have any questions about parking lot rules are encouraged to check with the building principal or designee prior to encountering any difficulties.

ELECTION OF CLASS OFFICERS

Students will elect Class Officers and Student Council officers by secret ballot in a spring election. Papers explaining the procedure can be obtained from the Student Counsel advisor.

FIELD TRIPS

Students attending an enhancement field trip/activity during the instructional day need to have passing grades in all courses in order to be eligible to attend. Grades are updated regularly and posted on Skyward. These grades will be used to determine eligibility. Field trips that are deemed to have necessary academic value based on the course content and standards may be approved for attendance by pre-approval only.

FIREWORKS

The possession and/or use of any type of fireworks on school premises, in school vehicles, or at any school-sponsored activities are prohibited. Violators will be suspended from school and referred to the police.

GRADUATION CEREMONY, CREDITS & SENIOR ATTENDANCE

Participation in the graduation ceremony is a **privilege** for seniors who complete the necessary coursework by the end of their second semester during their senior year. This privilege can be lost if a student has a serious violation of school policy (i.e. any act that results in suspension such as vandalism, fighting, drugs/weapons, etc.) or any unexcused absences during the second semester of their senior year. Organized senior "skip days" are an automatic suspension of participation privilege. Senior students who are hoping to participate in the graduation ceremony must have all absences during the last month of school pre-approved directly with the building principal or excused with a medical/professional note. If a student is expelled during any part of their senior year they will not be allowed to participate in the graduation ceremony.

In order to participate in the graduation ceremonies, seniors must also: have paid all fees in full, completed all course & credit requirements, served all detentions, have participated in graduation practice, and have the appropriate cap, gown and tassel to wear in the ceremony. Only school sponsored academic honor cords and/or military cords will be allowed to be worn during the official ceremony. This is a formal ceremony and graduates will be expected to wear appropriate clothing and footwear for this important event. Students who choose not to comply with this expectation may be removed from the ceremony. Students of a graduating class are required to have a minimum of 24 semester credits. Credit is presently given for all scheduled courses offered and approved alternatives (i.e. Edmentum coursework, etc.).

STUDENT HANDBOOK

The Student Handbook is a collection of general rules, guidelines, and information for student use. Each student is responsible for knowing and abiding by the regulations in the Student Handbook. Other rules and regulations may also exist within the school district that have not been printed in the handbook, such as the Lomira School Board Policy Student Code of Conduct. Questions regarding any materials printed in the handbook should be directed to the building principal for clarification. A copy of the handbook can be found on the Lomira School website. There is a replacement fee of \$5.00 for a book if lost.

HARASSMENT / BULLYING POLICY

5517.01 - BULLYING

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

Definitions "Bullying"

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

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

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

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

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

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

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

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

Complaint Procedures

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

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

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

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

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

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

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

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

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

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

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

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

Retaliation/False Reports

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

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

Privacy/Confidentiality

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

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

Notification

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

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

Records and Reports

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

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

Education and Training

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

HARASSMENT / STUDENT ANTI HARASSMENT POLICY

5517 - STUDENT ANTI-HARASSMENT

Prohibited Harassment

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

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

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, harassment means behavior toward a student or group of students that substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment.

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

Other Violations of the Anti-Harassment Policy

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

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

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

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

Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

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

Complainant is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

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

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Bullying

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

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

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

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

"Harassment" also includes "hate speech"—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s). Examples are:

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

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

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

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

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;
Examples are:
 - 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 - 2. rating a person's sexuality or attractiveness;
 - 3. staring or leering at various parts of another person's body;
 - 4. spreading rumors about a person's sexuality;
 - 5. letters, notes, telephones calls, or materials of a sexual nature
 - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;
Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

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

- 1. hugging, kissing, or other physical contacts with a student;
- 2. telling sexual jokes to students;
- 3. engaging in talk containing sexual innuendo or banter with students;
- 4. talking about sexual topics that are not related to the curriculum;
- 5. showing pornography to a student;
- 6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- 7. initiating or extending contact with students beyond the school day for personal purposes;
- 8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
- 9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- 10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- 11. going to a student's home for non-educational purposes;
- 12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
- 13. giving gifts or money to a student for no legitimate educational purpose.
- 14. accepting gifts or money from a student for no legitimate educational purpose
- 15. being overly "touchy" with students;
- 16. favoring certain students by inviting them to come to the classroom at non-class times;
- 17. getting a student out of class to visit with the staff member;
- 18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- 19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- 20. being alone with a student behind closed doors without a legitimate educational purpose;
- 21. telling a student "secrets" and having "secrets" with a student;
- 22. other similar activities or behavior.

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

- K. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

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

Deb Janke	Chris Keiler
High School Principal	Director of Pupil Services
1030 Fourth Street	1030 Fourth Street
Lomira, WI 53048	Lomira, WI 53048
920-269-4396 x 109	920-269-4396 x 112
djanke@lomira.k12.wi.us	ckeiler@lomira.k12.wi.us

The names, titles, and contact information of these individuals will be published annually:

- A. on the School District's website.
- B. in the parent and staff handbook.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

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

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

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

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

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

Investigation and Complaint Procedure

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

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

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR") and/or the Wisconsin Equal Rights Division. The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

Complaint Procedure

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

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

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

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

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

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

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

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

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

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

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

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

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

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

If the decision of the District Administrator is that there is no finding of harassment pursuant to this policy, the student/parent will be informed of the provisions of Policy 5517.01 - Bullying.

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

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

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

Additional School District Action

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

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the CO's may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

Privacy/Confidentiality

The District will make all reasonable efforts to protect the rights of the Complainant and the Respondent. The District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed, however. Additionally, the Respondent must be provided the Complainant's identity.

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

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

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

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

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

Reprisal

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

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

Education and Training

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

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

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

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

Retention of Public Records, Student Records, and

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation including but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- 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 supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination of harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy

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

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

HONOR ROLL

The Honor Roll is figured on a 4.0 grade point average scale. The Honor Roll is composed of students who have obtained a grade point average of 3.25 or better. Senior students who have accumulated an overall GPA of 3.5 or higher after 7 semesters will be awarded High Honor Cords to wear to their graduation ceremony. Additionally, students who have taken a minimum of 4 semesters of college-credit bearing courses (i.e. CAPP, AP, ECCP or articulated courses) during their first seven semesters and have earned an overall GPA of 3.4 will also be eligible for honor cords. These are stable numbers and are the absolute minimum grade point averages required to earn these cords.

INSURANCE FOR STUDENTS

The School District of Lomira **does not provide** any type of health or accident **insurance** to cover injuries incurred by your child at school. The School District is not responsible for hospital or doctor bills contracted due to accidents that happen on the school premises or at school sponsored activities. However, students and parents are given the opportunity to enroll in a low-cost accident benefit plan that covers accidents and injuries at school and at school sponsored activities. Enrollment brochures are distributed at registration and are available in the high school office at any time during the school year. Families interested in purchasing this insurance need to complete the form, include payment, and return it to the high school office.

All students should immediately report any injury they receive to both their coach/teacher and the high school office. Copies of injury/accident report forms are available in the high school office. The School District of Lomira offers equal employment and educational opportunity. Policy questions should be directed to the district administrator.

LIBRARY SERVICES

Students who use the library should do so with the purpose of making use of reference materials or a quiet study space. In order to facilitate the use of the library, all students will be restricted to **one class period per day**, unless they have a special pass from a teacher for the purpose of working on an assignment that requires the use of the library materials.

Students who have a study period and wish to use the library facilities should report directly to their study hall. After checking out of the study hall students may then proceed to the library and sign in on a sheet provided at the librarian's desk. Students are eligible to be in the library during their study hall based on their academic grades. Students with an "F" in a subject, as noted in the PRL, are prohibited from being in the library during their study halls. Any misconduct can result in revoking the privilege to use the library and/or detention after school. Library computers will not be used for gaming in any manner other than approved academic competitions. Students who are asked to log-off games while in the library may lose library privileges or computer access privileges indefinitely.

LOCKERS

Each student will be issued a locker and a school-owned lock at the beginning of the school year. You are responsible for your own personal belongings and those items belonging to the school that are under your care. The school is not responsible for the loss of any materials from a student locker. Students should use and remain in their assigned lockers during the school year. A nominal lock rental fee is included in student fee at the start of the year. Students wishing to exchange their locks for any reason during the school year may request a new lock.

During the course of the school year it is the responsibility of the student that is assigned to a locker to report any/all damage that may occur. The interior of each locker is the responsibility of the individual student (because the locker should be locked at all times). Damage to the exterior should be reported to the high school office immediately after it is discovered. In most cases, the student may be asked to clean graffiti from the exterior of a locker/lockers to avoid additional vandalism. Any deliberate damage to lockers will result in that student being assessed an appropriate fine for repair. **Remember, that the locker is the property of the school district and may be inspected at any time by authorized school officials. (Wisconsin Assembly Bill 910.)**

In order to deter theft in the high school, the following policies and recommendations have been established:

1. Do not leave valuables of any kind in your locker. If valuables must be brought to school, keep them in the office for the day. Remember that you are the one responsible for your personal property and items in your care (books, fund-raising items, co-curricular materials, etc.)
 2. Keep your lockers locked at all times. This includes your gym locker. Do not tell your combination to anyone! Your friend today may decide to trash your locker at some future date when you are no longer friends. If you feel that another student knows your combination, you may exchange your lock at the high school office.
 3. If something is stolen, report it immediately! The longer you wait to report that an item is missing, the lower the odds of recovery.
 4. Report anyone that you know is guilty of theft. The concept of being a "snitch" is one that was developed by thieves and liars to try to protect their dishonest actions from discovery. Honest individuals don't worry about the facts being known.
- Lost or broken locks must be replaced. Students will be charged a \$5.00 fee for lost locks.

LUNCH

The school lunch program provides lunches to all students who desire them. Student hot lunch cost is \$ 2.95 a day. Extra milk is \$.25 per carton. The hot lunch includes the hot lunch of the day, or a salad bar, or a combination (meal deal) on the ala-carte line. Additionally, there are single priced items on the ala-carte line daily.

An automated lunch payment system is used. Each student will have a food service account and will be able to automatically withdraw funds when a lunch or food item is purchased. Each student will be given a 4-digit numeric code to enter into the computer in the cafeteria to pay for their lunch. Additionally, eFunds, an electronic program, is available for families to pay their food service accounts online. Please see the district website for more information. Deposits to lunch accounts may be made daily in the high school office.

LUNCH REGULATIONS

When students are finished eating, they are required to clean up their area and returned garbage or utensils to their proper location. Students will then have an option to stay in the cafeteria for the remainder of the period, designated areas, or move to the high school gym and wait for the bell. Students are not allowed in the hallways or classrooms with food during lunch time unless they are invited by a teacher to a meeting or gathering that has been pre-determined.

Students are not to be in any other area of the building during their lunch break unless they have a specific pass or purpose (class/activity meeting).

Special meetings or activities may necessitate the need for students to meet during the lunch period. Student leaders/advisors shall be present for any lunch period meetings. Permission to hold meetings during the lunch break should be received from the building principal. Students wishing to use the library during the lunch break may do so by making arrangements with the library staff. Students may return to their lockers after the bell to end the lunch period. Students that violate any of these policies will lose their lunch hour privileges.

MEDICATION

Should a student need to take a prescription medication at school, a signed consent form by the prescribing doctor and parent/guardian must be on file. This medication must be in the current/correct pharmacy bottle when brought in and must be stored in a locked cabinet with the school nurse. Prescription medication of any kind is not allowed to be in a student's locker or on their person. The school nurse or a delegated staff member will give the medication to the student. A record will be maintained of all prescribed medications given at the school. If students need an inhaler or Epi-Pen, a signed consent form by the doctor and parents must be on file, and then the students may carry their inhaler or Epi-Pen on their person.

Prescription medication is for the prescribed individual only! Due to the increase of abuse of prescription medication, we ask that parents/guardians personally transport any medication that is to be given at school. Incidents of students asking for another's medication will be reported to administration immediately. Any misuse of prescription drugs (giving them away, selling, buying, taking, etc.) will result in suspension and/or expulsion.

By Wisconsin law, beginning January 1, 2011, schools in Wisconsin will no longer supply over-the-counter medications to students. No Tylenol, Ibuprofen, throat lozenges or any other type of over-the-counter medications will be provided by the school. Any over-the-counter medication must be provided by the parent/guardian. High school students may keep over-the-counter medication in their locked locker and is for their personal use only.

MESSAGES

It is not the responsibility of the high school office to deliver personal messages for students. Parents that need to contact their children in cases of an emergency may leave a message for them in the high school office. Students will be contacted at the earliest convenient moment. Be aware students are not allowed use of their cellphones in classes. If you send your child a message through their cell phone they may not see it for several hours.

OUT-OF-SCHOOL CONDUCT

Per WI State Statute Sec. 120.13(1)(c) 1, students that engage in conduct that endangers the property, health, or safety of any school district employee or engages in conduct which has an adverse and direct effect on the welfare of another student or school operations while NOT in school or under the supervision of a school authority may face school disciplinary consequences, including expulsion. This would include posting inappropriate or false information to social networking sites (i.e. Instagram, Snap Chat, etc.) and/or sending inappropriate messages/pictures via technology resources. A full investigation will occur prior to any determination regarding the consequences for such actions.

PARENT/TEACHER CONFERENCES

Regularly scheduled parent/teacher conferences will be posted on school calendars. Individual conferences with teachers may be arranged any time during the year. Parents are encouraged to call school or e-mail teachers whenever they feel they need to communicate with members of the educational staff.

PASSES

Students that are outside of their regularly assigned classroom should have their planner books or a teacher's pass at all times in the hallway when class is in session. Planners are NOT to be shared with other people and can be confiscated if misused. Students wishing to leave their study hall should have a teacher-issued pass in their student planner book prior to their arrival at their study hall. Study hall supervisors may refuse privileges to any student that does not have an appropriate pass. If passes are misused (i.e. a student is found in a place other than where the pass was given for) or if a student wanders the building without permission, a student's right to leave the classroom during non-passing periods will be revoked until such time as the building principal determines. Passport sheets removed from the planner are void and cannot be used for a pass. Using another student's passbook will result in immediate revocation.

POLICE

School authorities are commonly asked by law enforcement agencies, Social Services, Child Protection Agencies, and others for permission to speak to our students as part of their investigative procedures. It is the position of the Lomira School District to cooperate with these requests.

PRIVILEGE RESTRICTION LIST

As the staff of Lomira High School attempt to help students focus on their academic performance, the appropriate use of student time becomes a critical element. Students that receive an "F" grade in any subject area on specified "grade-check" dates, shall be placed on the student "Privilege Restriction List" (which restricts students to stay in their study hall unless they have a subject-specific pass).

USE OF PROFANE OR VULGAR LANGUAGE AND/OR GESTURES

Students are not to use profane or vulgar language/gestures while in school or attending any school activity. Those violating this policy may be issued a detention, have their parents contacted, may be suspended and/or reported to the police for a citation for disorderly conduct. PBIS expectations for professional behavior and language apply.

PUBLIC DISPLAYS OF AFFECTION

Students that display any degree of affection toward each other that are disruptive to the educational function of the school or its personnel should be reported immediately to the high school office. Parents will be informed of such situations and will be asked for their cooperation in directing their sons/daughters towards appropriate degrees of public behavior. Students refusing to comply with suggestions/directions will face disciplinary consequences and a parent/principal conference arranged. PBIS expectations for professional & school appropriate behaviors apply.

RECREATION FACILITY USE GUIDELINES

Students may only use the weight room or gym facility under the direct supervision of a staff member or other school-designated community supervisor at all times. District employees may individually use the weight room or gym facility at their discretion. If district employees choose to supervise students or other adult community members, it is their responsibility to secure the area and ensure that all individuals have left the facility when the employee has finished. Adult community members may use the facility only under the direct supervision of a district employee or school-designated community supervisor.

RELEASE OF INFORMATION

State law allows for the school to publish and release certain information about students without consent unless it has been requested, on-line or in writing, that the school does not release information. Specifically, what can be released about students is: name, date of birth, participation in activities, dates of attendance, photographs, awards, and the name of the school most recently attended. To exempt a student from the law that allows the school to release the above information, a parent/guardian must request that we do not include the student's name. A parent/guardian must do so, on-line, prior to the end of the second week of school.

RESOURCE

Students are each assigned individual log-ins to the software to request which Resources they would like to attend. Resource registration must be completed by each individual student weekly anytime between Friday morning and Monday by midnight. Students who do not take care of scheduling their requests during this time may be issued lunch detentions or specially designed resources after several reminders. All resource assignments will be posted through the software site and will reflect the most pressing requests. Students are responsible for attending their accurately assigned classes.

RESTROOM PRIVILEGES

Each individual classroom instructor should present classroom policies and rules at the beginning of the school year and review those guidelines periodically during the course of the year. Included in these rules should be information regarding bathroom privileges. Unfortunately, some students abuse these privileges and create situations where teachers place restrictions on movement in and out of the classroom. Students that have a medical reason for needing to leave the classroom are instructed to file a letter from a medical professional in the high school office indicating their individual circumstances. No technological devices of any kind are allowed in the restrooms.

SCHOOL CLOSINGS

When school must be cancelled or delayed due to severe weather or other unforeseen reason, the decision will be made by the Administration as early as possible. Notice will be sent through the emergency texting system that parents are encouraged to sign up for and also broadcast over the following radio stations:

620 WTMJ Milwaukee	1470 WBKV West Bend	97.7 WFDL Fond du Lac	104.9 WTKM Hartford
1170 WMRH Waupun	1540 WTKM Hartford	98.7 WMDC Mayville	107.1 KFIZ Fond du Lac
1430 WBEV Beaver Dam	1450 KFIZ Fond du Lac	99.5 WPKR Oshkosh	

If all Lomira Public schools are closed, all after school activities are also cancelled.

SCHOOL FEES OR SCHOOL WAIVER

The Lomira School District makes every attempt to keep school fees reasonable for families while balancing the needs of the programs that the district offers. Students are expected to pay their school fees or arrange a payment plan with the district during the school registration days held in August. Families with extreme circumstances can apply for a waiver with the superintendent no later than **September 30th**

Students that fail to pay their fees will not:

- Be able to participate in athletics (middle school and high school).
- Be able to participate in school-sponsored conferences
- Be able to secure work permits at school
- Be able to participate in graduation or other senior activities
- Be able to participate in Homecoming, Winterfest and Prom

The Board shall waive fees or fines assessed only for students whose parent(s) are unable to afford them and such fees and fines are barriers to the educational program. The District Administrator may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding requests for the waiver of fees.

Eligibility Standards

Subject to completion of required forms or direct certification through the Wisconsin Division of Children and Families database, students eligible for a waiver of school fees or fines include, but are not limited to, the following:

Students who qualify for free lunches or breakfasts under the School Free Lunch Program Act and after submission and approval of the income-based application or direct certification through the Division of Children and Families State database.

Students who are experiencing homelessness pursuant to Policy 5111.01 - Homeless Students.

Students who are eligible to receive reduced price lunch or breakfast are eligible for a 50% reduction.

Notification to Parents

Annually the substance of this policy shall be communicated in writing to the parent(s) of all students in the District.

The first bill or notice sent to parent(s) who owe fees shall state:

The District will waive fees or fines for persons unable to afford them in accordance with this policy.

The procedure for applying for a waiver, and the name, address, and telephone number of the person to contact for information concerning a fee waiver.

SENIOR CLASS TRIP

A Senior Class Trip will be held during 4th quarter for all senior students who are eligible. In order to be eligible, a student must be on-track to graduate and be passing both their 4th quarter and 2nd semester courses by the deadline date determined by administration. The class officers will determine the destination of the class trip with input from their classmates. The purpose of the Senior Class Trip is to give students a chance to spend quality time with their peers prior to graduation. The loss of instructional time is not taken lightly and, therefore, students who chose not to attend the class trip are expected to be in school on the day of the trip. Students who do not attend school on the day of the trip and are not excused per the district attendance policy, will forfeit their graduation privilege. Any absences that are not professionally excused during the 4th quarter of the senior year may result in forfeiture of graduation privileges as well.

SPORTSMANSHIP

Students and adult spectators are expected to display the following sportsmanship guidelines:

FLYWAY CONFERENCE SPORTSMANSHIP CODE

1. AS A SPECTATOR I WILL RESPECT:
Players and Coaches, Game Officials, Cheerleaders, Other Spectators, School Property and School Authority.
2. I WILL DEMONSTRATE GOOD SPORTSMANSHIP BY:
 - a. Acknowledging efforts of all players.
 - b. Accepting decision of officials.
 - c. Refraining from profanity, obscene gestures, taunting and/or throwing objects.

Students and adult spectators refusing to comply will be asked to leave the school grounds and maybe suspended from future extra-curricular attendance.

STUDENT HEALTH

Lomira School District has a school nurse on staff to address minor health issues and is available to students. Students must receive a pass from their instructor to the office, if they desire to see the nurse. Students who are light headed or unsteady should request an escort to the office for safety reasons.

SUSPENSIONS/EXPULSIONS

The School District of Lomira School Board Policy will follow the 1995 Wisconsin Act 235 dealing with students' rights.

TARDINESS

Any student in the hallway after the class bell is tardy. Students are to report directly to their appropriate class when they are late. Tardy penalties are as follows: a 1st and 2nd tardy will result in a warning from the instructor; a 3rd tardy and subsequent tardies will result in detention issued by the classroom teacher. Students that fail to serve their detention time with the instructor will have their detention time doubled by the principal and be responsible to serve future detentions in the office. Failure to serve assigned detentions after a warning may be issued an in-school suspension to make up for the missed time.

TELEPHONE

The phone in the office is to be used only under limited circumstances and only after receiving permission. Parents and friends are asked not to call students at school except in cases of emergency. Phone calls and messages from parents on a students' personal cell phone that interrupt a students' focus in the classroom are not acceptable excuses for a cell phone use. Parents should call the high school office for all emergency or timely communications.

TITLE IX Sex Discrimination and Sexual Harassment

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and accompanying federal regulations, the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The School District of Lomira has designated the following Title IX Coordinators:

Deb Janke/ High School Principal
(920) 269-4396 ext. 109 PO Box 919, Lomira, WI 53048
djanke@lomira.k12.wi.us

Chris Keiler/ Director of Pupil Services
(920) 269-4396 ext. 112 PO Box 919, Lomira, WI 53048
ckeiler@lomira.k12.wi.us

The District's commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in Board Policy 2266. Any person, including a person who is not claiming to have been personally harmed/victimized by the alleged discrimination, may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to a District Title IX Coordinator, either in person, by U.S. mail, by telephone, or by electronic mail, using the contact information listed above. As required by the federal Title IX regulations, the District has established a formal grievance process for investigating and resolving formal complaints of sexual harassment, as those terms are defined in the regulations. Specific details outlining the grievance process is delineated in Board Policy 2266.

Complainants should place formal complaints of sexual harassment with a District Title IX Coordinator by submitting a document or electronic submission in person, by U.S. mail, or by electronic mail, using the contact information specified above. Additional requirements for formal complaints of Title IX sexual harassment, including a description of the required content for a formal complaint, are set forth in Board Policy 2266. During a formal complaint through the grievance process, submitting false statements or false information are prohibited and may result in sanctions pursuant to the Student Code of Conduct or the Employee Handbook.

THEFT / VANDALISM / GRAFFITI

No person may take or destroy property of the school or personal property of others. Theft should be reported to the high school office immediately! Items left in unlocked lockers generate a great deal of "interest" and are often impossible to recover if found missing. All students are encouraged to always lock their lockers.

The selling of stolen materials in school or on school property is prohibited and will result in disciplinary actions.

Any individual that is found to be defacing property at LHS will be subject to immediate suspension, restitution, potential police intervention, and the possibility of expulsion. Examples of such damage include, but are not limited to: writing on lockers, desks, walls, toilet papering, damage to surfaces, and spray paint.

TRANSCRIPTS

Current students may receive transcripts of their records free of charge. After Sept. 30th of their graduation year, all alumni will be charged a \$5 per transcript fee.

TRANSPORTATION

All co-curricular participants are expected to use district transportation to and from the event. Parents may also personally transport students from an event by notifying the advisor/coach directly at the event. Exceptions to this rule (i.e. requests to have a student ride with another adult other than their parents) must be approved in writing by the building principal in advance of the event. Permission will only be granted in cases where students are being transported by an approved adult (i.e. another participant's parent, relative, etc.). Students refusing to follow school transportation guidelines may be excluded from participation and may face additional disciplinary action.

VENDING MACHINES AND CLASSROOM FOOD OR BEVERAGES

Student eating in the classroom is based on each teachers expectations and rules.

The soda vending machine will be turned off during the time classes are in session. It will be turned on after school. The vending machine that vends water, juice and milk, in accordance with the district's Wellness Policy, will vend during the periods that classes are in session and are allowed in classrooms. Clear water bottles containing regular drinking water will also be allowed in the building.

No glass containers are permitted in the school for reasons of safety. School personnel may immediately confiscate them.

VISITOR POLICY

Students are not allowed to bring guests to the building unless prior approval has been granted by the building principal. Such provision will only be made in the event that the guest is attending for an educational purpose and prior contact with the guests parents has been made. Visitors must always report to the office when arriving to register and receive a visitor badge. Other non-students are not allowed in the school building or on school grounds during the school day, including lunch. Violators will be referred to the Lomira Police Department.

WEAPONS

No person shall possess or use a weapon or look-alike weapon in school buildings, on school premises, in a district-owned vehicle or at any school-sponsored function or event.

A weapon is defined as an object, which can be used or intended to be used to inflict bodily harm. A look-alike weapon or an object, which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose, also falls within the scope of the definition.

The following are two exceptions to this policy:

1. Weapons under the control of law enforcement personnel, and
2. Weapons that are registered and handled in a legal manner for the purpose of education as authorized by the principal and/or police liaison officer.

Weapons confiscated from a student shall be reported to parents/guardians and to law enforcement authorities, and disciplinary measures will include immediate suspension and referral to the Board of Education for possible expulsion from school.

The severity of the suspension/expulsion will also be based upon the intentional and reckless use of the weapon or look-alike weapon by the student who may jeopardize the health and safety of students and staff. While this policy represents a "no tolerance" position on weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. Examples of this exception include the use of table knives in the cafeteria for eating purposes, the use of knives and scalpels in the science classroom for lab demonstrations and the use of tools in the shop for various instructional purposes. **IT IS IMPORTANT TO NOTE THAT COMMON SENSE AND REASON WILL BE THE GUIDING FACTORS AS THE LOMIRA BOARD OF EDUCATION DELIBERATES THE MERITS OF EACH INCIDENT AND SITUATION.**

PROHIBITED ITEMS

The following items are prohibited in school buildings and on school grounds, on school transportation, or at school events at all times:

1. Weapons, including all type of firearms, knives, hunting devices, chains, and fireworks of any type, even if legal in Wisconsin.
2. Laser pointers and all types of water and liquid propellant devices, including aerosol cans and similar devices, pepper spray and all camouflaging scents, liquid or other.

WELLNESS POLICY

Students who practice good nutrition attend school with minds and bodies ready to take advantage of their learning environment. Thus, the Lomira School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

The following are new guidelines for foods, beverages and fundraisers:

Candy: The vending of candy, candy bars, snack cakes/brownie will not be permitted nor will it be sold on the ala carte lunch line, vending machines or any school functions during the instructional periods. Candy is defined as any item that contains sugar listed as one of the first two ingredients.

Beverage Items: The vending or non-vending sale of soda, sports drink, and any form of energy drink or drink with less than 50% fruit juices will be prohibited during the instructional part of the day. These vending machines will be turned on at the conclusion of the instructional day. Milk, water and beverages containing at least 50% juice may be permitted both prior to and during the instructional day. These vending machine will be on all day.

Fund Raisers: Each extra-curricular club/team or class may, through the course of a school year, have a 3-day fundraiser that does not meet the wellness guidelines, per approval of the building principal and with an approved "Fundraiser Request Form".

WORK RELEASE AND SCHOOL-TO-WORK

Students must be in a school approved school /work experience program in order to be released, for up to two periods a day, from school during the instructional day. Provisions for receiving permission to participate in these programs include:

- Must be a Senior with a minimum of 18 credits or a Junior/Senior in the School-To-Work Program.
- A minimum of a 2.0 cumulative grade point average.
- Passing grades in every class during the previous semester.
- Attendance rate of 90% or better during the previous semester with no reports of an Unexcused absence.
- Written documentation on file with the high school office indicating the student's employment opportunity.
- School requirements take precedent over work. Students who are called to a Resource for any academic purpose must make prior arrangements with their employer to be at school for these academic support periods.
- Must maintain passing grades throughout the work experience.
-

YEARBOOKS - YEARBOOK PICTURES

Student yearbook pictures, grades 9-11, will be taken during the August summer registration dates. Seniors may have their graduation pictures taken at any studio or photographer of choice, but must provide the yearbook staff with a colored print by October 15th of their senior year. Seniors may also have their picture taken by the school photographer. Only school appropriate photos will be printed in the yearbook and used for graduation purposes.

Yearbooks are sold online at the Jostens Logo "Order Yearbook" link on the district's website at www.lomira.k12.wi.us beginning after Sept, 1st of each school year. Order forms will also be distributed at registration if you do not wish to order online. Prices vary with additional features. The deadline for all yearbook orders is the last day of the first semester.

SCHOOL DISTRICT OF LOMIRA
CO-CURRICULAR CODE & OFFENSES POLICY
(Revised June. 2023)

Dear Parents and Students:

Students enrolled in Lomira Schools grades 6-12 have the opportunity to participate in the many interscholastic sports and other co-curricular opportunities sponsored by the school. It is the philosophy of the school that these activities are important to the total educational development of participating students by providing opportunities to meet the following objectives:

1. Development of knowledge and interest in sports and a variety of other co-curricular activities.
2. Development of sportsmanship and academic growth through competition and participation.
3. Promotion of good health habits and concern for proper mental/physical conditioning and development.
4. To enable students to develop skills and find areas of endeavor in which to succeed.
5. To encourage social and civic responsibilities through identification with the school's programs.

The school district provides many opportunities for the individual student, but like all opportunities, there are also responsibilities, which each student must be willing to accept. The School District of Lomira has set standards of conduct, which each student is expected to follow. If rules are broken, the offender can expect disciplinary action. Certain major rules, such as those relating to violating state and local laws, smoking, use or possession of alcoholic beverages, electronic cigarettes and controlled substances (but not necessarily limited to these rules) require particular emphasis and uniform response.

I. RULES OF CONDUCT

The following shall be the standards of conduct, which must be observed by all students participating in all co-curriculars. Additional rules for each activity or sport shall be enforced in the manner determined appropriate by the advisor or coach.

1. No smoking or possession of tobacco products under any circumstances.
2. Use of or possession with intent to use or sell any alcoholic beverages is prohibited.
3. No use or unlawful possession of a controlled substance. A controlled substance is any illegal drug or other controlled substance enumerated in Wisconsin Statutes References Chapter 125 and Chapter 161 (1994 edition), as may be amended from time to time.
4. Any conduct unbecoming of a student representing the school and the community. This would include (but is not limited to) the violation of any state or local laws.
5. Repeated violation of reasonable standards of conduct necessary to the health or safety of the school community (i.e., repeated dangerous conduct in the locker room or verbal, physical, or sexual harassment of others).
6. Any form of theft or vandalism.
7. All students will be expected to abide by the minimum standards established by state and local laws and by the Wisconsin Interscholastic Athletic Association (WIAA) in addition to the above rules.
 - a. if charged with a felony, normal penalties apply. If convicted, the student will be ineligible for a full calendar year from the date of conviction. Appeals may be made to the school board considering factors of degree of felony and time elapsed. WIAA may apply additional penalties.

All reports of violations must be submitted to the principal in writing and signed by the person making the report. No action will be taken on anonymous reports.

Reports of violations posted on any social networking sites and brought to the attention of the principal, athletic director, advisor or staff member, will be investigated.

The Rules of Conduct for all students involved in co-curriculars apply continuously for the entire time that a student is in grades 7-12. This includes vacation periods and summer (WIAA mandate). Offenses accumulate during the student's high school career. Any student, who chooses to engage in athletics, or other co-curriculars will be subject to the Co-Curricular Code for the duration of his/her participation eligibility. Every student shall observe the training rules and agree to abide by them. His/her signature and that of the parents on the Co-Curricular Signature Sheet shall attest this. These signatures indicated that both the student and parent/guardian agree to support and enforce all aspects of the Co-Curricular Code.

All forms of recognition and awards will be given to the student who has earned the award for a sport or activity, and will not be affected by any suspension period.

II. DISCIPLINARY ACTION

In order to ensure fairness in the event of a violation of "major" district rules, and to underscore the seriousness of violations, the board has adopted certain disciplinary responses if these rules are violated. These responses are "automatic" unless the board determines otherwise due to extraordinary or compelling circumstances. The disciplinary actions prescribed by the school board for these major Rules of Conduct are as follows:

1. First Offense:
ATHLETICS: The student may not participate in 20% of interscholastic contests of the team (squad) of which he/she is a member. If the offense happens between sport seasons, this suspension will apply to the first two (2) contests of the next sport in which he/she participates. Prior to the end of the suspension period, the student must submit to the Athletic Director a written request for reinstatement and continue to attend practice sessions of that sport to be eligible for reinstatement. The student must complete the sport season for the suspension to count (students cannot participate in a sport merely to serve a suspension and then quit). Students guilty of drug/alcohol offenses will also be required to participate in the school Student Assistance Program for reinstatement to be completed.

CO-CURRICULARS: Each school organization will administer penalties equivalent to the athletic code suspension guidelines (per written organization policies approved and on file in the high school office). Students must serve applicable penalties in each co-curricular activity to earn reinstatement. Sport and non-sport Co-Curricular Code penalties may be served concurrently.

However, academic suspension must be served before Co-Curricular Code violations can be served. Students guilty of drug/alcohol offenses will also be required to participate in the school Student Assistance Program for reinstatement to be completed. Dance Courts fall under the Co-Curricular Code. Students who have a co-curricular violation within the six (6) months to election are not eligible. Students elected to court who violated the co-curricular code will be removed from the court. The six (6) month period begins on the date of the co-curricular suspension notice.

2. Second Offense: A student found to violate a rule a second time within one calendar year of the commission of the first offense will be suspended for 50% of the contests of that season or an equivalent percentage of contests during the next program participation by the student; if the violation occurs beyond one calendar year of the commission of the first offense, the student will be suspended for 30% of the contests. Students guilty of alcohol/drug related offenses would also be asked to complete an alcohol/drug dependency assessment to determine possible placement (voluntary) in a treatment program for reinstatement to be completed.
3. Third Offense: In the event of a third offense by a student during his/her co-curricular eligibility in Lomira, the student will be dismissed from any participation in co-curriculars for an entire calendar year (meaning, if the violation occurs on September 15, he/she is not eligible until September 15 of the following year).
4. Fourth Offense: In the event of a fourth offense by a student during his/her high school career, the student will not be allowed to participate in co-curriculars for the remainder of their high school career.
5. A student involved in an alcohol/drug abuse program will not be penalized with co-curricular suspension for their involvement in such groups. In other words, seeking treatment/counseling will not be considered a confession of a training violation. However, students observed in possession of alcohol, tobacco, or controlled substances or observed using such items will always be subject to the procedures and penalties outlined in the Co-Curricular Code, regardless of whether or not they are under treatment/counseling.

III. PROCEDURES TO ASCERTAIN VIOLATIONS OF THE RULES OF CONDUCT AND APPROPRIATE DISCIPLINE

A. Forums

1. Co-Curricular Panel
 - a. A Co-Curricular Panel initially determines the accuracy of the reported violations of these rules. The Panel acts within three (3) school days of the report of violation when possible. All reports of violations must be submitted to the principal in writing and signed by the person making the report. No action will be taken on anonymous reports.
 - b. The Co-Curricular Panel will be appointed as needed by the Athletic Director in instances of athletic violations and by the Student Council Advisor in all other co-curricular violations and shall consist of any three (3) school head coaches designated by the Athletic Director or three (3) school activity advisors. The Athletic Director or Student Council Advisor will be the chairman of the Panel, but not a voting member of it.
2. Co-Curricular Council
 - a. The Co-Curricular Council shall consist of:
 - (1) All head coaches of the sports sponsored by the School District of Lomira (except any that served on the Panel involved in the initial review of the alleged violation); or in cases not involving athletics, all co-curricular advisors (except those involved in the initial review of the alleged violation)
 - (2) Athletic Director or Student Council Advisor
 - (3) High School Principal or designee
 - b. School Board

If the Co-Curricular Council supports the Panel's decision, the student may then appeal to the school board. The board will identify the relevant provisions set forth in the Co-Curricular Code, and then decide the appeal. Suspension under this code will take effect immediately upon receipt of the board's decision or the expiration of a period for appeal, whichever occurs first. If the ruling is supported, then an additional 10% of season contests will be forfeited as well.

B. Procedures

1. The Co-Curricular Panel Chairman shall inform the student prior to Panel proceedings of the nature of the alleged violation, and the date, time and location of the subsequent Panel Meeting(s) regarding the alleged violation. The student may attend such meeting(s) except as otherwise directed by the panel. If witnesses are present, the other party may question such witnesses. The panel will proceed in such a manner as facilitates the presentation of all relevant facts. The Panel will preserve a taped record of its non-deliberative proceedings.
2.
 - a. A student dissatisfied with the Panel's decision may appeal the Panel's decision to the Co-Curricular Council by written appeal to the Athletic Director or Student Council Advisor within two (2) school days of receipt of the Panel's written decision. Failure to appeal in writing within two (2) school days means the Co-Curricular Panel's decision is final. The Athletic Director or Student Council Advisor will convene the Co-Curricular Council to review the case within seven (7) school days of receipt of the appeal.
 - b. The Athletic Director or Student Council Advisor will be the chairman. The Co-Curricular Council will review the record preserved by the Panel, and the Code, and issue a written notification of its decision. Because the Co-Curricular Council will only review the record made by the Panel, and the Code, no witnesses will be called unless otherwise directed by the Council after it has reviewed the Panel's record.
3.
 - a. A student dissatisfied with the Council's decision may appeal to the school board provided such appeal is filed with the district administrator in writing two (2) days of receipt of the council's decision. The Board of Education will limit its review to the record preserved by the Panel and Council unless the subsection (b) is applicable. The Board will conduct an appropriate proceeding. Written notice of the Board's decision will be sent to the student/parents within 72 hours of the Board's decision.

- b. If a student desires to present further facts to the Board, such desire shall be indicated in the written appeal filed with the district administrator with a general description of what the additional facts are and an explanation as to why such facts were not presented to the Panel or Council. In such event, the Panel will be so notified and appropriate witness arrangements made. No new facts beyond those indicated in the appeal will be received.
- C. Adoption of this policy shall not extinguish previous violations or penalties. Except where the Board determines that fairness compels otherwise, a violation under prior district policy shall be considered a prior offense under this policy.

ACADEMIC STANDARDS

One or more F's received by any student as a quarter grade would make that high school student ineligible for extra-curricular participation for a period of fifteen (15) school days and a middle school student ineligible for a period of ten (10) days. A school day is equivalent to a "student day" on the district calendar. The student would be allowed to participate in practice or meetings, but would be ineligible for competition. Dance Courts fall under grade check rules as well. Students must be passing all classes to be eligible for the election to court.

All students in grades 7-12 must comply with all academic eligibility standards listed above. This includes students advancing both within the School District of Lomira and those students transferring into the district from any outside educational program. Students in grades 7-8 should refer to your Student Handbook for additional information.

Students on suspension can regain their eligibility by showing that they are doing passing work in all of their classes on the 15th school day after the end of the previous grading period. Students may become eligible to compete on the day following the suspension. (This is consistent with WIAA procedure.) If a student fails to regain his/her eligibility during the suspension period, they will remain ineligible for another 15 school days, after which they again have the opportunity to regain eligibility if they are passing all of their classes.

Fourth quarter grades will be used to determine eligibility in the fall sports at the beginning of the next school year. If a student receives one or more F's in the fourth quarter, that student will be ineligible for fall competition for the number of days specified by the WIAA Fall Sports Academic Ineligibility standards. This standard will be used only for the first grade check for the fall season. The traditional 15-day grade check will be used thereafter. If a student passes a summer school course that is equivalent to the course in which he/she earned a fourth quarter F, the student will regain athletic eligibility as soon as the grade/credit is officially recorded. This applies to credit earned either at school or through a school approved educational program.

If a student drops, or is removed from a class he/she is failing after the second week of the semester, he/she will be immediately penalized with the 15-school-day ineligibility period if they are currently involved in a co-curricular activity. If a student drops a class he/she is failing between sports seasons or co-curricular activities, he/she will be assessed a minimum of two-contest suspension when competition begins. (This suspension is waived if all classes are passed during the grading period prior to the athlete's next sport participation.)

ATTENDANCE

Students must be present in school for four (4) full class periods, two (2) periods on block days, not including resource, to be eligible to compete that day. Saturday competition or school-related activities that cause absence from the classroom are exempt. Any classes unexcused will result in a suspension of practice or event the day the student misses class or the date of administrative attendance action. Any suspension (either in or out of school - part day or whole day) results in suspension from practice or event the day of the suspension. Students are required to be in attendance the school day following the previous evening's athletic event and on time. Students not attending school the following day may have consequences for their absence. Unique circumstances will be judged on their own merits by the building principal and will be communicated with the student, parent/guardian, Athletic Director, and appropriate coaches.

TRANSPORTATION

All co-curricular participants are expected to use district transportation to and from the event. Parents may, in certain circumstances, personally transport students home from an event by notifying the coach directly at the event. Exceptions to this rule (i.e. requests to have a student ride with another adult other than their parents) must be approved in writing by the building principal in advance of the event. Permission will only be granted in cases where students are being transported by an approved adult (i.e. another participant's parent, relative, etc.). Students refusing to follow school transportation guidelines may be excluded from participation and may face additional disciplinary action.

PHYSICAL EXAMINATION

In accordance with the WIAA, a student in the School District of Lomira may not practice for or participate in interscholastic athletics until the district's Athletic Director has written evidence on file in the high school office attesting to: (a) parental permission each school year including an acknowledgment of receiving the School District of Lomira Co-Curricular Code & Offenses Policy, and (b) current physical fitness to participate in sports as determined by a licensed physician or Advance Practice Nurse Prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. Also in accordance with the WIAA, the School District of Lomira determines when an athlete may return to competition following an injury, except where the WIAA Rule Book or WIAA tournament policies apply. The Lomira School District requires a doctor's written permission on file with the Athletic Director for a student to return to athletics.

**Try hard, make yourself proud and build yourself into the best person that you can be!
Act, Work and Live with Lion Pride.**