



Student and Family Handbook
2024-2025

Board approved on August 13, 2024

Linn-Bloomfield J4 School District
W3490 Linton Rd.
Lake Geneva, WI 53147
262-248-4067
www.traverschool.org

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FOREWORD

This handbook was developed to answer many of the commonly asked questions that students and families may have during the school year. The handbook summarizes many of the official policies and administrative guidelines of the School Board and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the District Administrator.

If any of the policies or administrative guidelines referenced herein is revised after June 30, 2024, the language in the most current policy or administrative guideline prevails. The current policies are linked on the front page of the District's website.

TRAVER SCHOOL MISSION STATEMENT

The mission of Traver School is to provide educational programs that ensure an inclusive educational experience to create lifelong learners. Students thrive academically in a community-based environment where they feel emotionally, socially, and physically safe. Instruction and the learning environment are developmentally appropriate and meet the needs of all students. Staff persevere toward academic excellence by providing students with the tools needed to become lifelong learners who develop respect, integrity, and empathy in a challenging world.

**Traver Elementary School
Linn J4 School District
W3490 Linton Road
Lake Geneva, WI 53147
262-248-4067
<http://www.traverschool.org>**

District Administrator
(Superintendent/Principal/Business Manager) Allyssa Andersen

Support Staff

Administrative Assistant and Secretary	Melissa Chernouski
Kindergarten Aide	Kay Ransom
Student Success Coach	Lisa Barber and Joon, the therapy dog
Custodian	Jeff Smith
Cleaner	Noe Cordova

Teachers

Four-Year-Old Kindergarten	Dawn Wokasch
Kindergarten	Abigail Stegman
First Grade	Anessa Feucht
Second Grade	Chris Cates
Third Grade & Reading Specialist	Michelle Niemuth
Fourth Grade	Abby Felgehauer
Math 5-8	Camelia Behrens
Physical Education, Health 7-8	Troy Nottestad
Science 5-8, Social Studies 7-8, Health 6	Eric Parmelee
Language Arts 5-8	Abby Wilson
Social Studies 6, Spanish 6-8	Chris D'Amico
Art	Julie Juszczuk
Library/Media, Technology Director	Sara Schultz
Music Director	Adam LuMaye
Cross-Categorical Special Education	Nikki Schuerr
Speech Therapist	Melissa Flies

ATTENDANCE

Regular school attendance is important because it contributes to high achievement and academic success. Parents play an important role in developing positive attitudes about school attendance.

The District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

ATTENDANCE PROCEDURES

The school day for 4K through Grade 8 begins at **8:20 AM** and ends at **3:35 PM**. *The Four-Year-Old Kindergarten students whose parents choose to leave at the half day will attend at pre-arranged times.*

Parents or guardians should call the school office between 7:30 and 8:20 AM to report any student who will be absent. A student that arrives after the 8:20 AM bell is considered tardy. Failure to contact the school will result in a telephone call to the parents. If your child is going to be late for school, please call to let the office know. **Please call by 8:45 AM if your child will be ordering hot lunch. We are not able to order additional lunches after that time.**

If you do not call the office or if we are not able to reach you by phone, a written excuse signed by the student's parent/guardian must be brought to the office when the student returns to school. Please state the reason for the absence. Failure to bring in the written notice will be counted as an unexcused absence.

Children who are ill should be kept at home. If a child is ill or has been injured, the school requires a doctor's permission to excuse the student from participation in physical education or other activities. A doctor's slip is also required when the student is able to participate again. Participation in any activity will be excused if it would complicate full recovery from an injury or illness.

Doctor and/or dentist appointments are considered excused reasons for being absent from school, if an appointment cannot be made out of school time. **Written documentation from the doctor/nurse must be filed in the office either before or after such appointments or the absence will be unexcused.**

Students who miss more than two class periods in the morning or afternoon session will be

counted as being absent for a half-day. Some students are habitually tardy in the morning due to oversleeping, missing the bus, etc. These students and their parents may be required to meet with the principal if tardiness becomes an issue.

Students who are absent because of illness for three (3) or more consecutive days are required to bring a written doctor's excuse. When students reach more than ten (10) days of excused absences, parents will be required to provide a written doctor's excuse for each subsequent absence. If a written doctor's excuse is not provided, the absence will be unexcused.

STUDENTS ARRIVING OR LEAVING DURING THE DAY

A phone call or written notification from the parent must be given to the school office prior to a student being allowed to leave early. Parents will complete the log book in the office with the date, time, and reason when their child leaves the school and when they return. Students arriving at school late must check in at the school office before going to their classroom.

If you need to pick-up your child early from school for an appointment, send a note or call the school with time that you will be at school to pick them up. This will help us make sure that your child is in the office and ready to leave for their appointment.

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the District Administrator and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by District Administrator. (Board Policies 5200 and 5230)

EMERGENCY INFORMATION SHEETS

Emergency Information sheets are kept on file in the school office. This information is extremely important since it is the only way of finding parents in an emergency. If there are any changes during the year, please notify the office so we can keep this important emergency information up-to-date.

COMPULSORY STUDENT ATTENDANCE

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception

outlined in the District's Administrative Guidelines Policy 5200. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies.

Excuse for Absence

A parent of a student who is absent shall provide either a written or oral notification stating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the school office and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

Release of Students to Authorized Persons

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

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

No student shall be released to anyone who is not authorized by a parent with authority to do so.

EXCUSED ABSENCES

A student shall be excused from school for the following reasons:

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds three (3) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time for which the certification is valid may not exceed thirty [30] days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the

required school hours. The time or periods of absence shall be determined by the District Administrator. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly to the District Administrator of the school regularly attended, the names of the students who attended such weekly religious instruction. See Policy 5223 - Religious Instruction for further details.

Permission of Parent or Guardian

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

- a. Professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- b. To attend the funeral
- c. Legal proceedings that require the student's presence

Vacations

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the District Administrator and the student's teacher(s) to make necessary arrangements.

Make-Up Work from Absences

A student whose absence from school was excused or unexcused shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility, with parent help if needed, to contact teachers to determine what work must be made-up. Teachers shall have the discretion to assign substitute course work and examination. Teachers shall also have the discretion to specify where and when work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the District Administrator based upon extenuating circumstances.

The general timeline for make-up work is 2 days for every absent day. For example, as student is absent on Tuesday. The student returns on Wednesday, asks for and receives work. The student has the rest of Wednesday and Thursday to complete the work. The student hands in the work on Friday. This rule also applies to individual classes for partial-day absence.

TRUANCY

A student will be considered truant if he or she is absent part or all of one or more days from school during which the Secretary or District Administrator has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute - (Sec. 118.15, Wis. Stat.).

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- Counseling the student;
- Requiring the student to make-up lost time;
- Requiring the student to make-up course work and/or examinations;
- Conferring with the student's parents;
- Referring the student to an appropriate agency for assistance.

Administrative action to address unexcused absences shall be in accord with due process as defined in Policy 5611, the Student Code of Conduct, and other applicable Board Policies.

Habitual Truancy

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

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Student Responsibilities

Students are required to attend all classes and other school activities on their daily schedule unless they have been excused from school.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. (Board Policy 5855)

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event.

The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity.

SCHOOL CLOSING

Inclement weather or emergency situations may cause us to start school late, close early, or call school off for the day.

In the case of inclement weather, we will send a message via School Messenger that informs families of school closing, and post the message on the school website and Facebook page. We share busses with Lake Geneva Jt. 1 schools and Badger High School. If you see they are closed, so are we. We will have closings and delays announced as early as we can, with the goal of notifying by 6:00 A.M.

Early dismissals will be announced as appropriate. In the event of early school dismissal, prepare your child with a plan of what to do in the event that a parent is not at home. Please keep the office up-to-date on all phone numbers, including emergency contacts. We will call all families to explain the need for early dismissal and how their child(ren) will be getting home. (Board Policy 8220)

ENROLLMENT

ENROLLING IN THE SCHOOL

Students generally enroll in the School District in which they live. However, the Board will release a resident student who is accepted as a student in another School District under that District's open enrollment program.

Students that are new to Traver School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a. A birth certificate or similar document;
- b. Custody papers from a court (if appropriate);
- c. Proof of residency; and
- d. Proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling will have their student files transferred from the previous school of attendance. Parents must supply the contact information from the previous school when enrolling. The office will obtain the official records from the previous school.

During the enrollment process, a parent may present information to the District certifying that the parent, his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison regarding enrollment procedures (Board Policy 5111.01).

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact regarding enrollment procedures (Board Policy 5111.03).

SCHEDULING AND ASSIGNMENT

The District Administrator will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the District Administrator.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer to another school, the parent must notify the District Administrator. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the office for specific details.

OPEN ENROLLMENT

The School District ("District") will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time. (Board Policies 5113 and 5113.01)

PART-TIME OPEN ENROLLMENT

The School Board will provide students enrolled in the District with the ability to take up to two (2) courses at any given time in a non-resident public school district. Any interested student should contact the District Administrator to obtain the necessary information. (Board Policy 5113.01)

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and completion of any required forms.

COMMUNICATION AND TECHNOLOGY

Communicating with the school is encouraged. Melissa Chernouski, in the main office, can be reached by phone and email on school days from 7:30 AM to 4:00 PM. The phone system allows for voicemail, so please leave a message during non-school hours and your call will be returned.

Main Office: (262) 248-4067

Email: melissa.chernouski@traversschool.org

We do not allow students to use personal devices, like cellphones, because of the distraction they can cause. We understand there are times when parents need to communicate with their children during the school day. We are very happy to give your children messages and for children to call their parents from a school phone for forgotten items or other needs.

MESSAGES

Plan ahead and talk to your children about your schedule before they leave for school. Please do not text or call your student on his/her personal cell phone or device during the school day. Our policy is that the device should be off and put away for the day. If you have a message you need to relay to your child, please call the office and we will get the message to your child.

From time to time, teachers may call parents to talk. We do not want to worry anyone when the school's number appears on the phone that there might be an emergency. Please check your voicemail. Teachers know they must leave a message on parents' voicemail system so parents know who the caller is.

Our school has a messaging system called School Messenger. We use this messaging system for important information as well as upcoming events happening at school. School Messenger will automatically call, text, and email parents. Please provide your current contact information to the office, including your email. It is so very important that we can connect with parents during the school day.

TELEPHONE USE

We ask that families plan ahead so everyone knows about after school activities and responsibilities. However, we understand that families are busy. If your children are worried that you do not know about something happening at school, like an after school activity, they can call from the office. Or, students may call for a forgotten school item they need for the

day. If parents need to get a message to their children, please call the office. We are happy to help.

Students may not use their personal devices to contact you during the day per the cellphone policy.

SCHOOL-TO-HOME COMMUNICATION

Traver strives to keep parents as informed as possible of upcoming events and activities at school. Each month, a newsletter will come home with the lunch menu and important dates to remember. One copy will be sent home with the youngest student per family. If you would like a different child to take home the newsletter or if your family needs extra copies, please let the office know. There will also be handouts periodically throughout the month and individual teachers will also send out information from their classrooms. Please ask your child about papers they receive.

Other resources of information are the school's website: www.traverschool.org and the school's Facebook page: www.facebook.com/traverschool or Instagram: @traverschool. Individual teachers also have their own online resources they will share with students and families.

We ask parents to give the school their email and phone numbers with texting. We send reminders to help busy families stay connected.

USE OF CELLPHONES AND PERSONAL COMMUNICATION DEVICES (PCDs)

We understand that personal cellphones and PCDs have become important for many children. However, they can be quite distracting and disruptive to the school day. We have a no PCD policy at Traver. (Board Policy 5136)

Students may not carry personal cellphones or other electronic devices during the day. Cellphones and other electronic devices must be turned off and left in the student's backpack. Wearable devices, like watches and exercise monitors should be disconnected to the phone.

Alternately, devices can be held in the school office or in a teacher's locked cabinet in the classroom. Staff is not responsible for loss or damage.

Students may not use their cell phones or electronic devices during normal school hours. Violation of the cell phone or electronic device policy will result in confiscation of the device for the remainder of the day. Further violations will require a parent to pick up the device and result in loss of privileges.

Use of PCDs, except those approved by a teacher or administrator, during school hours is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. Students may use PCDs before and after school, during after school activities (e.g., extra-curricular activities), or at school-related functions.

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

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

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

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

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

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

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

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

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

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

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the District's policies and administrative

guidelines. Prior to accessing the Internet at School, students must sign the Student Technology Acceptable Use and Safety Agreement each year as part of the registration materials.

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the District, civil liability and/or referral to law enforcement.

The School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of District technology resources to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on the internet;
2. Sending e-mail or direct messages that are mean or threatening;
3. Using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students or school staff;
4. Posting misleading or fake photographs of students or school staff members on the internet.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. (Board Policy 7440.03)

Students shall not access social media for personal use from the District's network.

GETTING TO AND FROM SCHOOL

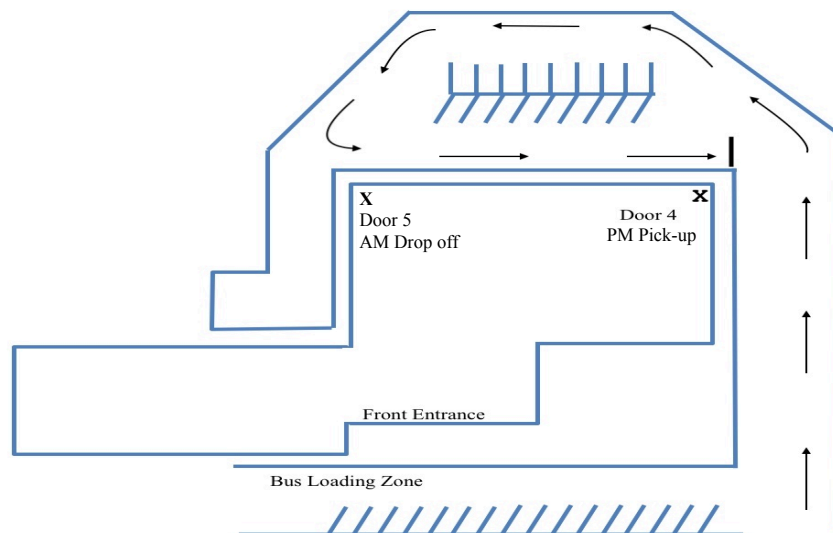
CAR DROP OFF AND PICK UP

Regular morning drop-off for cars will be AT THE BACK of the school at DOOR 5 from 8:00 AM to 8:20 AM. DO NOT DROP OFF YOUR CHILD AT DOOR 4 BEFORE 8:00 AM OR IF THERE IS NO ADULT PRESENT. DO NOT DROP YOUR CHILD OFF IN THE MAIN OFFICE BEFORE 8:00 AM. There is no supervision before 8:00 AM and we want your children to be safely monitored by an adult. If drop-off before 8:00 AM is necessary for the family schedule, then please enroll in the Camp Traver club.

Only if there are morning practices for school-sponsored activities, students should be dropped off at the front entrance of the school. Please do not drop off before the assigned time.

Students getting picked up at regular dismissal time (3:35-3:45 PM) will leave from DOOR 4. Parents will loop around the back of the school to wait for their children. Students will not be released for pick-up until at least the 3:35 bell and when the supervisor is at the door to release students. Students will not be individually called for pick-up over the speaker system. Children who have not been picked up by 3:45 PM will go to the office and parents will be notified that their children are waiting for their ride home.

Pull up to the walkway of Door 4 so your car is visible.



Please note: Students are released in the order of the cars in line. Students are ONLY released when their cars are along the building to use the sidewalk. Students in 4K-4th are typically

ready at 3:35 for pick-up. 5-8 students are ready closer to 3:40 PM. Please get into the line later if your child is in grades 5-8 or if you have different ages to pick up. The car line moves more quickly that way.

We take the safety of your children very seriously. Students may not leave the building without the supervisor's permission. Students will wait in the entryway of Door 4 and the supervisor will release them when she or he sees that the student's pick-up is there.

We will not let your child leave with an unauthorized person. Please use the bright-colored pick-up card given at registration and show it to the supervisor. Call ahead if the pick-up person is different from the person we regularly see.

Please note: Any during-the-day pick-ups or drop-offs will be in the front office.

Students cannot stay in the school building or on the school grounds after school is dismissed unless they have prior permission and are being properly supervised by an adult.

BUS TRANSPORTATION

Our goal is to provide safe and comfortable bus transportation. We contract with Dousman Transportation for this service. Dousman Transport routes their buses and plans their stops in order to provide safe and efficient transportation. If you have a problem with a bus, please call the school office.

The school bus ride is an extension of the school day; therefore, students are governed by our behavior expectations, and general rules of respect and courtesy. Riding a school bus is a PRIVILEGE, NOT A RIGHT. Please see the transportation handbook for more information.

BUS STOPS AND ROUTES

1. Bus stops and routes will be established for safety first and then to serve pupils as conveniently and fairly as possible. The routes are created by the bus company, not the school.
2. In order to accommodate working parents, children may be picked up and delivered to a child care provider as long as the provider's home is on the bus driver's route.
3. Students may only ride on their assigned bus. If students ride the same bus they can be dropped off at a different stop if we have notes from **both** parents. Students may **ONLY** ride in their assigned bus.
4. If you are planning an after-school event, you must provide your own transportation for the children attending the event.
5. **If your child will be picked up or will not be riding the school bus as he/she regularly does, please send a note to school or call the school office before the end of the school day. If**

we do not get a note or receive a phone call or if you are not here prior to the bus leaving, we will send your child home on the bus.

6. If someone else will pick up your child, please call or send a written note to the school office. The person picking up your child will be required to show a picture ID if we do not know them. Without a phone call or a note, we will not let your child go with another person.

BUS BEHAVIOR

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to Loading (on the Road and at School)

Each student shall:

- Be on time at the designated loading zone
- Stay off the road at all times while walking to and waiting for the bus
- Wait until the bus is completely stopped before moving forward to enter
- Refrain from crossing a highway until the bus driver signals it is safe
- Go immediately to a seat and be seated. If there are assigned seats, students must sit in their assigned seats.

During the Trip

Each student shall:

- Remain seated while the bus is in motion
- Not move or jump seats
- Keep head, hands, arms, and legs inside the bus at all times
- Not litter in the bus or throw anything from the bus
- Keep books, packages, coats, and all other objects out of the aisle
- Be courteous to the driver and to other bus riders
- Not tamper with the bus or any of its equipment

Leaving the Bus

Each student shall:

- Look around the seating area for personal items that may have been misplaced
- Remain seated until the bus has stopped
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe
- Be alert to a possible danger signal from the driver

CAMERAS ON SCHOOL BUSES

Dousman Transport installs cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on the bus camera, the recording will be submitted to the District Administrator and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (Board Policy 8600)

PENALTIES FOR INFRACTIONS

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

RIDING BICYCLES TO SCHOOL - GRADES 5-8 ONLY

Due to the speed of traffic and the limited visibility on roads leading to school, we **do not** recommend that children ride bicycles to school. If you wish to ride a bicycle to school the following school rules will apply:

1. **Written permission from parents must be on file in the office before riding a bicycle to school.** Students who do not bring a note will not be allowed to ride their bicycles home. Parents will need to pick-up the bicycle.
2. Bicycles should be parked and locked in the bicycle rack. The school is not responsible for stolen bicycles.
3. For safety reasons, bicycle riders will not be dismissed until after the buses have left. Bicycle riding in the school parking lot is not permitted.

BICYCLES ARE VEHICLES AND YOU MUST OBEY ALL TRAFFIC RULES/ REGULATIONS CONTAINED IN THE WISCONSIN MOTOR VEHICLE CODES.

RIDING SKATEBOARDS TO SCHOOL

State law prohibits skateboards to be ridden on any roadway. Therefore students may not ride their skateboards to school.

WALKING TO SCHOOL - GRADES 5-8

Due to the speed of traffic on the highway, we do not recommend that children walk to school. If parents/guardians want their children to walk to school, we will need a written parental permission slip. **Please make sure we have the permission slip before you allow your child to walk to school.**

"CAMP TRAVER" BEFORE AND AFTER SCHOOL CLUB

We know that families may need a place for their children outside of the regular school day. The School Board offers the club's services at no extra charge to families. We ask that families contribute snacks for the kids to share.

Students who are enrolled in Camp Traver will use Door 10 (front of the building, opposite of the main entrance) to enter and exit the building. The Camp room is the upstairs classroom next to the office.

Please read the separate Camp Handbook for further details and yearly changes and modifications.

Camp Traver is not a "drop in" program. Students must be registered and have filled out all the proper forms in order to participate. Space is limited.

If you are interested in Camp Traver, please contact the office.

BEHAVIOR

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Traver School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

GENERAL GUIDELINES

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason this is not possible, the student should seek help from their teacher or the office.

In order to provide a safe school environment for all children, students will follow these guidelines:

1. Follow classroom and school rules as well as abide by national, state, and local laws.

1. Help maintain a school environment that is safe, friendly, and productive
2. Act at all times in a manner that reflects pride in self, family and in the school

2. Respect others' civil rights. This includes, but is not limited to:

1. Keeping your hands to yourself

2. Not touching someone else's property or possessions
3. Not teasing others, speaking politely to others, and treating each other kindly

3. **Display appropriate behaviors.** This includes, but is not limited to:

1. Being prepared for class time: bringing needed materials and books to class, following directions, listening while others are talking, and paying attention
2. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background
3. Complete assigned tasks on time and as directed

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct and may be referred to law enforcement. (Board Policy 5113)

PROHIBITED BEHAVIORS

In order for schools to be safe for all students, behavior that is disruptive, dangerous, or unruly cannot be allowed. Examples of such behavior may include, but are not limited to, the following:

1. Repeated refusal to follow and comply with school rules and policies.
2. Personal cell phones and other electronic transmittal/recording devices are prohibited for use by students during school hours.
3. Fighting, battery, assault.
4. Theft, vandalism, and destruction of property.
5. Threats, intimidation, or harassment.
6. Possession, use, sale, or dispersal of alcohol, controlled substances, mood altering chemicals, and paraphernalia associated with the above or any look-a-likes.
7. Possession or use of firecrackers, smoke bombs, firearms, ammunition, weapons, or

- any look-a-likes.
- 8. Possession or use of chains.
- 9. False fire alarms or bomb scares.
- 10. Gang associative behaviors, which include graffiti and recruitment.
- 11. Use or possession of tobacco and smoking materials.
- 12. Inappropriate attire, which is clothing or personal adornment, which refers to alcohol, drugs, tobacco products, weapons, profanity, obscenity, or makes reference to sexual innuendo.

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- 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 text messages, direct messaging (DM), 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.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

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 trou-

ble 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. (Board Policy 5517.01)

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the District Administrator or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. [Policy 5516]

CHEATING

Cheating is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the work of both the student who cheated and the student who allowed the cheating will be confiscated. Plagiarism is also unacceptable.

Parents will be notified by the teacher. It is the teacher's discretion when and how the work will be redone. If cheating or plagiarizing continues, further disciplinary action is at the discretion of the administrator.

BUILDING EXPECTATIONS

In order to provide a safe school environment for all children, certain responsibilities have to be practiced by all students. Ultimately, students are responsible for their own behavior.

1. Students are to report to their homerooms by the 8:20 A.M. bell. At the end of the school day, students are to stay in their homerooms until dismissed.
2. Students are not to leave the school grounds during the school day without permission from the office.
3. Students should make every effort to keep noise in the hall at a minimum when going from class to class or when coming into the building.
4. Students are to walk in the building for safety reasons. There is to be no pushing or shoving at the water fountain, on the stairs, or when loading or unloading school buses.
5. Students should use bathrooms, water fountains, etc. before school, during noon hours, and during breaks.
6. Skateboards and roller blades are not allowed on school grounds. Bicycle riding is not allowed on the school parking lot or the playground areas.
7. School and playground behavior should be governed by mutual respect for each other and respect for school property. "Treat others as you would like them to treat you."

PLAYGROUND EXPECTATIONS

School and playground rules are put in place to protect students. Playground rules are especially important because many accidents can happen on the playground.

1. Obey the directions of the recess teachers at all times.
2. Utilize the playground equipment as it was intended.
3. Be considerate of the feelings of your schoolmates.
4. If you have a dispute with a schoolmate on the playground, talk calmly to the recess teachers about it so they can do their best to help.
5. Play games by the rules. Sportsmanship and fair play should dominate all your playground activities.
6. Play only in the designated play areas and always remain on the school grounds.
7. Stay on the playground unless you receive permission from the recess teachers to come into the building.
8. Report all injuries to the playground teachers.
9. Students are to practice general safety rules. Tackle football, wrestling, roughhousing, snowball throwing, etc., are not allowed.

10. Tag is allowed as long as the tags are touches—not hitting or tackling to tag another student.
11. Students are responsible for returning the school's balls and play equipment to the proper storage place.
12. Students are discouraged from bringing expensive toys from home to use on the playground. The school is not responsible if these items are lost or broken.
13. During the winter, students will be required to wear boots, snow pants, jackets, hats, and mittens/gloves if they want to play in the snow. Students without proper clothing will only be allowed to play on the asphalt.
14. Report any broken playground equipment or other unsafe conditions to the playground teachers.

LUNCH ROOM EXPECTATIONS

Students are expected to display appropriate behavior in the lunchroom, such as talking in a normal tone of voice and respecting other students. All students should remain seated until they are dismissed. Students are expected to clean up their tables and throw their garbage in the appropriate garbage can.

GUM

The school does not allow gum at school for students. Gum gets found stuck under furniture and on the floor and is a detriment to the health and cleanliness of the school.

We encourage personal health and hygiene. If your student would like to carry breath mints as an alternative to gum, we encourage them.

FOOD

We encourage healthy choices for snacks and lunches. We also encourage drinking water. There are two bottle-filling drinking fountains here at school. Students may carry water bottles during the day if the bottle can completely seal.

Healthy foods are encouraged during snack breaks. Students in kindergarten through fourth grade have a morning and afternoon snack break. Students in fifth through eighth grade have a morning snack break. No food or beverages may be consumed during normal school hours except during snack breaks and the lunch period.

Sometimes classes have special activities that may involve food or students will bring treats for special occasions. In this case, food may be eaten in classrooms.

We discourage soda, energy drinks, and the like. No open cans of any type can be left in the hallways. They will be taken off the shelves and emptied.

Please see our school website for links on healthy food choices.

LUNCH PROGRAM

Students who bring their own lunches are encouraged to bring items with nutritional value. There are microwaves available for the students to use.

Milk is available to all students at no additional cost by an annual resolution by the School Board. Students are limited to one carton per student per meal.

School lunches cannot be ordered after 9:00 AM. If your child is absent during morning attendance and needs a hot lunch please call the office by 8:45 AM to ensure your student receives a lunch. Otherwise, please send a sack lunch.

We encourage families to complete the forms for free and reduced lunch. It can really save families some extra money if they qualify. The information is private and is not shared with anyone or any other agency.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students (Board Policy 8531). Extra applications can be obtained in the school office.

The following nondiscrimination statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil

rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html

and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or

E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

HEALTH CONCERNS

STUDENT ACCIDENTS/ILLNESS/CONCUSSION

The School District believes that school personnel have certain responsibilities in case of accidents, illness, or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340)

PANDEMIC RESPONSE

The district's response to protecting students and staff are based on the recommendations from the CDC and state and local health departments. The response to the pandemic may change, and therefore, cannot be stated in this handbook. Please refer to the district's pandemic plan and current information on the district website: <http://www.traverschool.org>

EMERGENCY MEDICAL AUTHORIZATION

The Board has established Policy 5341 that requires every student to have an Emergency Medical Authorization Form completed and signed by his/her parent to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to submit the completed form may jeopardize the student's participation in school activities.

MEDICATION

State law requires that dispensing of medication by school personnel can only be done when the following steps have been followed.

1. For over-the-counter medication: parents must provide a written statement which authorizes school personnel to give medication in the dosage prescribed. Medication forms are attached at the end of this handbook.
2. For doctor-prescribed medication: the medication must be in the bottle provided by the pharmacy.

- a. The dosage must be clearly written. Please include a physician's note that states the conditions under which he/she should be contacted regarding reactions. Medication forms are attached at the end of this handbook.

The office should be made aware of any medication being taken by students whether it is over-the-counter or prescribed. All medication must be stored in a locked cabinet in the office. Medication should not be kept in a student's desk or book bag.

If a student is found using or possessing a non-prescribed drug product without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one previously authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code. (Board Policy 5330)

IMMUNIZATIONS

Wisconsin law requires that all children in public and private schools must be immunized against certain diseases. These are: polio, diphtheria, tetanus, whooping cough, measles, mumps, rubella, Hepatitis B, and chicken pox. All students in 4K through grade 8 must either have the chicken pox immunization or provide the date they had chicken pox. Students entering K and 6th grade need their second dose of the chicken pox vaccine. Also, 6th graders are required to have their Tdap injection.

All students must have on file in the office a record of the month and year of their required immunizations. Returning students who have previously been up-to-date on their required immunizations should already have their record on file. New students and kindergarten students must turn in their records on the first day of school.

Parents who have personal or religious reasons for not getting their children immunized can sign a statement at the school. Students who have not been immunized or who do not have a personal or religious statement signed by a parent can be excluded from school. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the Secretary. (Board Policy 5320)

ASTHMA AND INHALERS

State law recognizes that students with asthma may need to carry their inhalers so that they are readily accessible. **If your child has asthma and he/she needs to carry an inhaler, a**

form must be filled out and signed by the physician, parent, and student. This form must be turned into the school office. This form can be found at the end of this handbook.

CBD PRODUCTS

In accordance with Board Policy 5330, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities:

No CBD products will be permitted for use at school.

ESSENTIAL OILS

In accordance with Board Policy 5330, students and parents are reminded of the following regulation regarding the use of essential oils on District property or at school activities:

All students wishing to use essential oils in the school must seek prior approval from the administrator.

HEAD LICE

If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment with an FDA-approved pediculicide/ovicide and upon returning to school, the child will be examined by the school health staff or District Administrator. The District practices a policy of "no live lice" as a criteria for return to school. (Board Policy 8451)

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In accordance with Board Policy 8450, a teacher, nurse, or District Administrator may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping

cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health Services.

Any student's removal from school will only be for the contagious period as specified in the Wisconsin Department of Health Services guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (Board Policy 8453)

Non casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

PROGRAMS AND OPPORTUNITIES FOR STUDENTS

EVALUATING STUDENT PROGRESS

Grading Scale

Students in grades five through eight are graded according to the following criteria:

A - Excellent	90-100
B - Above Average	80-89
C - Average	70-79
D - Below Average	60-69
F - Failure	below 60

Students in grades one through four are graded via the Wisconsin State Standards. Students are scored according to proficiency levels: BW–Below grade level (1), AP–Approaching grade level expectations (2), M–Meets grade level expectations (3), and E–Extends beyond grade level (4).

Students in 4K and 5K are also scored in a standards-based system. Their proficiency levels are: Not Attempting Skill (1), Beginning Skill (2), Developing Skill (3), and Mastery of Skill (4).

***Beginning in the 2021-22 school year and moving forward, the staff will be developing a new report card with some different grading systems than before to help parents understand their children's progress better. The report card will look different and grades may look different than in the past.*

PROMOTIONS AND RETENTIONS

The District is dedicated to student success by providing quality programming through the grades and giving special attention to the need for students to achieve academically. Promotion to the next grade level will be based on the successful completion of required academic work and/or a demonstration of satisfactory proficiency in each of the relevant academic areas. Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth.

Retention is governed by the Board Policy 5410.

REPORT CARDS AND PARENT/TEACHER CONFERENCES

The evaluation of student achievement is one of the most important functions of a teacher. Students receive a report card at the end of each grading period. The school year is divided

into trimesters. Parent/teacher conferences are held in October or November and January or February.

Parents are encouraged to check their students' grades at any time in our online grading system, Skyward. Parents are urged to reinforce their child's positive school behavior and academic ability.

Parents are encouraged to contact the teacher at any time in regard to their child's progress. It is important for the school, the student, and the parents to work together.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the staff's Recognition Committee.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. (Board Policy 2623)

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify areas of student interest or talent. These are often given by the school counseling staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

ASSIGNMENT COMPLETION

The federal Every Student Succeeds Act (ESSA) legislation, increased federal testing mandates, as well as Wisconsin academic standards requirements mean that teachers have to know that students are learning the curriculum. Not only are teachers accountable for student learning, but also students are expected to be responsible for completing their assignments.

Students in grades 3-8 are required to have an assignment notebook. The school will provide an assignment notebook to students. Students will be expected to carry the assignment notebook to every class and to fill in assignments.

Students in grades 5-8 who come to class with incomplete work may be required to contact a parent and stay after school the same day to finish the work. Students will stay until 4:30 PM. Staff members take turns supervising students who need to stay after school. We ask your cooperation in picking up your child at 4:30 PM. Under extenuating circumstances and by mutual agreement, assignment completion may be served at 7:30 AM the next school day.

Homework Completion time is NOT a behavior detention; we simply want the work finished in a timely manner. If the student is enrolled in afternoon Camp Traver, the parent will still be notified but the student will stay at Camp until their normally scheduled pick-up.

ATHLETICS

The primary purpose of Traver School is to foster academic and intellectual development of students. However, education is not limited to academics, but includes interpersonal competition, practicing of skills, and learning to get along with others. Extracurricular activities relieve everyday boredom, offer opportunities to learn new things, and give students the chance to contribute something personal to the school.

Extracurricular athletics include: boys' basketball, girls' basketball, girls' volleyball, and co-ed track and field. The following guidelines have been established for students interested in participating in extracurricular athletics:

1. Written permission by parents is required for participation in athletics.
2. Physical examinations prior to participation are not required.
3. The school's insurance does not cover medical treatment of injuries. Parents will need to provide the name of their insurance carrier before their child can practice. If you don't have insurance, student insurance is available through the school. Please ask for forms in the office.

4. Students not in school the day of a game will not be allowed to participate in the after school activity.
5. Athletic eligibility will be determined by the coach, the teachers, and/or administrator. Teachers will work with the students to help them catch up and also be able to play, if needed. Students must be caught up with teachers or have a plan for completion created by the teacher and student in order to be eligible to play.

CLUBS AND OTHER ACTIVITIES

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. (Board Policy 2430)

- Drama Club, when available, is offered every spring for Grades 4 or 5 (depending on the size of the play) through grade 8 with an evening performance usually at the beginning of May.
- Elementary forensics, when available, for Grades 1 through 5 annually in the spring. Students may be chosen to attend the larger competition held in an area school in April.
- Special days are offered throughout the school year for all students to enjoy:
 - Fun First Friday is a morning activity for the whole school. Often, students are in teams that work together in fun physical activities.
- Other clubs and activities may be included as we find staff to sponsor the activity.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The application for permission can be obtained from the District Administrator. The application must verify that the activity is being initiated by students, attendance is voluntary, no School staff person is actively involved in the event, the event will not interfere with School activities, and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

Non district-sponsored organizations may not use the name of the School, District, or the

School mascot or logo. (Board Policy 5730)

SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. (*Board Policy 5722 - School-Sponsored Publications and Productions*)

MUSIC AND BAND

We offer both vocal and instrumental music at Traver. All students beginning in 4K participate in music classes. Students learn songs, rhythm, and learn to read music. Students participate in our Christmas and Spring concerts.

Instrumental music is incorporated into music class as well as Band. Students in third grade learn to play the recorder. Students play a band instrument beginning in fourth grade. Each student has lesson time with the band director during the school year. Students participate in our Holiday, Early Spring, and Spring concerts as well as the eighth grade graduation ceremony.

ASSEMBLIES

Student assemblies are held to provide students with a broad range of educational and cultural experiences. At all times students should conduct themselves in a courteous manner being considerate of the rights of their fellow students to hear and participate in the assembly program.

FIELD TRIPS

Field trips are encouraged as part of the learning process. All school rules are in force on school-sponsored field trips. Student conduct is to be courteous and proper at all times. Dress will be appropriate for the field trip activity as directed by the field trip supervisor.

Students may lose their privilege of attending field trips if they exhibit negative behavior. The teachers and the administrator will make this determination.

Students who have been referred to the office for disciplinary or code of conduct violations may be excluded from field trips and/or the end of the year school field trip. Students who have been in-school or out-of-school suspended may also be excluded from field trips. The

administrator and the teachers will make this determination.

Parents are welcome to take part in field trips when possible! The school covers the costs for the students; parents need to pay for their own entrance fees. Typically, the busses are full of students, so parents will need to provide their own transportation as well.

ONE-TO-ONE TECHNOLOGY PROGRAM

Each year, students are issued devices to use at school. Staff will help them learn to be responsible with their school devices as “work” machines (as opposed to their own personal devices).

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the District Administrator. (Board Policy 2460)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

ENGLISH LEARNERS/MULTI-LINGUAL STUDENTS

The District recognizes that there may be students enrolled whose primary language is not English. The District provides appropriate identification and transition services for students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum. (Board Policy 2260.02)

To inquire about programs and services for students with limited English language proficiency, a parent should contact the District Administrator.

ACADEMIC AND CAREER PLANNING

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (*Board Policy 2411 - School Counseling and Academic and Career Planning*)

SAFETY AND SECURITY

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical information completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340)

VISITORS

Visitors, particularly parents, are welcome at the school. To properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. The badge is to be worn at all times and be visible. It will be returned to the office upon leaving the building. Any visitor found in the building without a pass shall be reported to the District Administrator and/or law enforcement.

If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, to prevent any loss of instructional time. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the District Administrator regarding these restrictions. (Board Policies 7440 and 9150)

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The door into the office is locked. Visitors will get "buzzed" into the office by the secretary. The other entrance doors will be locked from the outside. Parents who want to visit the school may do so at any time by contacting the teacher or administrator.

Student visitors are not allowed. The only exception is prospective students wishing to visit the school. Parents must initiate a visitor request with the administrator.

BUILDING SAFETY

The safety of our students requires the following precautions that are conducted in accordance with Board Policy 7440 and the School Safety Plan:

- A. All visitors must enter through the designated visitor entrance and report to the school office when they arrive.
- B. All visitors are given and required to wear a visitor pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

All outside doors, except the main entrance, are locked during the school day.

Portions of the building that will not be needed after the regular school days are closed off.

BUZZER SYSTEM

The school has an outside buzzer system that will be used during the school day. On the left side of the outer doors, press the button and the office will be alerted. You will be greeted and asked your name and reason for entering the building. The door will then be unlocked. Please open the left door and be sure it latches behind you.

VIDEO SURVEILLANCE

The School Board has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (Board Policy 7440.01)

SAFETY DRILLS

The school has a comprehensive School Safety Plan (Board Policy 8420) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Fire exit directions are posted in each classroom. When the alarm sounds, students should leave the building immediately following the posted directions. If a route is blocked, the nearest exit should be used.

Tornado directions are posted in each classroom. Students should report to their assigned areas when the tornado alarm is sounded.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year. The WAVE system may be activated as part of the drill.

DESKS/CUBBIES/GYM LOCKERS

School desks, cubbies, and gym lockers are the property of Traver School and are provided for the convenience of students. Desks and cubbies are provided to students for the storage of texts and personal items. Gym lockers are provided for physical education attire. The school retains the right to conduct both announced and unannounced desk/cubby/gym locker searches, which may result in the seizure and/or confiscation of contraband. Among the reasons for a search are suspicions of concealing alcohol, drugs, materials of a disruptive nature, stolen property, weapons, or other items which pose a danger to health and/or safety.

DRUG ABUSE PREVENTION

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means. Students in at least one year of grades 5 through 8 learn about drug abuse prevention.

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

- All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- Chemicals which release toxic vapors;
- Alcoholic beverages;
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (Board Policy 5530)

SMOKE FREE/DRUG FREE CAMPUS

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

State law prohibits smoking, use, or possession of tobacco products on the school grounds at any time. Tobacco products include cigarettes, cigars, pipes, chewing tobacco, and snuff. The consumption, use, or possession of any alcoholic beverage, marijuana, or any narcotic is strictly prohibited at all times.

Students that violate this policy may be subject to suspension or expulsion from school. Law enforcement agencies will be notified of any alcohol or drug seizures. This applies to students, faculty, parents, or citizens who have access to the school building or premises. (Board Policy 5512)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the District office upon request. (Board Policies 8431 and 8431.01)

WEAPONS

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

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

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- theatrical props used in appropriate settings; and
- a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

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

location of the person(s), and how this information was obtained.

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

VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for administrative action. The school requires that vandal damage be paid for before a student is allowed to return to class. If a student accidentally causes damage they should report it to a teacher or the principal immediately, so that the damage is not mis-construed as vandalism.

GENERAL INFORMATION

DRESS/CLOTHING

The District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Students must wear shirts with fabric on the front, back, sides, underarms, pants, jeans, dresses, skirts, or shorts, and footwear at all times.

Prohibited student dress or grooming practices:

- Presents a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- Interferes with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- Causes excessive wear or damage to school property;
- Prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

Before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the District Administrator shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernible nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- Obscenity
- Language or depictions intended to incite violence or foment hatred of others
- Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent.

(Board Policy 5511)

STUDENT'S RIGHTS OF EXPRESSION

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. Material cannot be displayed if it:

- is obscene to minors, libelous, indecent, or vulgar;
- advertises any product or service not permitted to minors by law;
- intends to be insulting or harassing;
- intends to incite fighting or presents a likelihood of disrupting school or a school event; or
- presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the District Administrator twenty-four (24) hours prior to display.

Distribution or display by any student of prohibited non school-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

STUDENT INTELLECTUAL PROPERTY RIGHTS

Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No District staff may take steps to claim intellectual property rights relative to any work product created by student(s), except as expressly approved by the District Administrator and agreed to by participating students prior to the commencement of any projects. The District does not determine the protectable nature of any particular work. (Board Policy 5870)

LOST AND FOUND ITEMS

Please print initials or other markings on boots, scarves, mittens, caps, etc. Students should report the loss of any items to staff as soon as possible. Staff tries to reunite students with lost items. If this is not possible, unclaimed items will be given to charity at the close of the school year.

Anyone finding items of value should turn them into the office. Lost textbooks or other school-owned items should be turned into the office so they can be claimed by the student or returned to the teacher.

PETS

Pet visits must be pre-arranged with staff. The owner of the pet must verify that the pet is not dangerous or frightening to children. If the pet will walk on its own, it must be leashed. If the pet needs to be carried, please transport the pet in a cage or some sort of enclosure to avoid escape or injury.

SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and Board Policy 8390.

Other animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the District Administrator.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Therapy dogs which meet the certification and documentation requirements in Policy 8390 may be allowed access to the schools to perform their educational purpose as determined by the District Administrator.

SCHOOL PICTURES

HRI Photography will take student pictures in September in the morning. Retakes will be taken later in the fall and class pictures will also be taken. Individual student packages are for sale if parents would like to purchase. This picture will be used in the yearbook. Class pictures are complimentary to all students regardless if individual photo packages were purchased.

Yearbooks are created every year and include all students and staff. They are available for purchase in April and May. Purchased yearbooks are distributed within the last week of school.

STUDENT VALUABLES

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school and staff cannot be held responsible for valuables which students bring to school. **It is recommended that students leave all valuables at home.**

If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them in the office or asking the teacher to store the item(s) in their locked classroom cabinet. The school is not responsible for lost or stolen items.

Electronic devices are often costly. Parents/Guardians should be aware that their children bring those items to school at their own risk. These expectations are for all students and their safety.

TEXTBOOKS/SCHOOL SUPPLIES

1. Textbooks and other materials are provided by the school district. Other supplies are to be provided by the parents. Supply lists can be found on the school website.
2. Students are responsible for lost or damaged textbooks, library books, and any other school owned materials, including technology issued to them. Students are

encouraged to cover their textbooks in order to prevent damage.

3. Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit. Fees or charges are determined by the cost of the fees associated with the item (Board Policy 6152). Fees may be waived in situations where there is financial hardship.
4. We recommend that students in grades 5-8 change for physical education class. Students should bring attire (shorts, shirt, socks, and shoes). We do not require or supply uniforms. A sweatsuit should be available for use on inclement days. Students in grades 5-8 are required to bring deodorant and have separate gym shoes to protect the gym floor.
5. All students from the four-year-old kindergarten through eighth grade are required to have separate gym shoes at school. Students will not be allowed to wear their street shoes on the gym floor in physical education class as dirt and rocks from these shoes will damage the floor.

COMMUNITY CLUB

The Community Club is an active parent/school organization to support the school. Community Club raises funds to support family activity nights throughout the year, the fifth grade ski program, and the eighth grade graduation reception and gifts. The Community Club also sponsors a Holiday shopping night, a scholarship opportunity for Traver alumni, and purchases items for the school to enhance student learning.

The Community Club meets throughout the school year. They would like to encourage all parents to get involved.

STUDENT AND FAMILY CONCERNS

STUDENT CODE OF CONDUCT

The school is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers.

Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.

To ensure adherence to these expectations and principles, the School Board has adopted this Code of Classroom Conduct, which applies to all students. (Board Policy 5500)

Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the District Administrator. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. Would result in suspension or expulsion under the Board's policies and procedures;
- B. Violates the behavioral rules and expectations of the school;
- C. Is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the

following:

2. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
3. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
4. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
5. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
6. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
7. Pushing, striking, or other inappropriate physical contact with a student or staff member;
8. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means;
9. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
10. Restricting another person's freedom to properly utilize classroom facilities or equipment;
11. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
12. Throwing objects in the classroom;
13. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
14. Behavior that causes the teacher or other students fear of physical or psychological harm;
15. Willful damage to or theft of school property or the property of others; or
16. Repeated use of profanity.

D. Interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to the following:

1. Repeated reporting to class without bringing necessary materials to participate in class activities;
2. Possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.

E. Shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior;

F. Is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to blatant inattention or other overt or passive refusal or inability to engage in

class activities.

Procedure for Student Removal from Class

When a student is removed from class, the teacher shall contact the District Administrator and inform the District Administrator of the reason for the student's removal from class.

The District Administrator will generally give the student an opportunity to briefly explain the situation. The District Administrator shall then determine the appropriate educational placement for the student.

Student Placement

The District Administrator shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. An alternative education program approved by the Board under State law;
- B. Another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- C. The class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the District Administrator determines that readmission to the class is the best or only alternative.

Parent/Guardian Notification Procedures

The District Administrator shall notify the parent or guardian of a student removed from class about the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized

under the laws.

Definitions

"Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.

"Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.

"Class" or "classroom" means any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the District Administrator's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal Discipline

Informal discipline takes place within the school. It includes:

- Conversing with the student
- Writing reports regarding the incident
- Change of seating or location

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents notice. Parents are responsible for transportation.

In-School Discipline

The following rules shall apply to In-School Restriction:

- Students are required to have class assignments with them.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.

SUSPENSION AND EXPULSION

Board Policy 5610 authorizes the use of suspension and/or expulsion as follows:

SUSPENSION

Duration and Grounds for Suspension

The District Administrator or a person designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the School District in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator or teacher designated by the District Administrator shall

suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.

Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct. The District Administrator, within his or her discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt notice of the suspension and the reason for the suspension will be confirmed in writing.

Sending a Student Home on the Day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the District Administrator shall attempt to contact the student's parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any trimester, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as

required by the rules adopted by the School Board concerning the content of student records.

The suspended student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

Co-Curricular or Extra-Curricular Participation

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

EXPULSION

Grounds for Expulsion

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- a. Repeatedly refused or neglected to obey the rules established by the School District;
- b. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- d. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of

others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled.

Expulsion for Bringing a Firearm to School

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

Expulsion Hearing

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

Discipline of Students With Disabilities

Students with disabilities will be entitled to the rights and procedures afforded by the

Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

STUDENT DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due process is provided a student, the Board establishes the following guidelines in Policy 5611:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the District Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

SEARCH AND SEIZURE

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the School Board, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided cubbies, lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District

retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

The District Administrator may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the District Administrator will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (Board Policy 5771)

REVIEW OF INSTRUCTIONAL MATERIALS

Any parent who wishes to review instructional materials or observe classroom instruction should contact the District Administrator to make the appropriate arrangements. Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter (Board Policy 2414). Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

PARENT COMPLAINTS

Whenever a person has a complaint about a teacher, concerning his/her teaching methods, materials being used in class, student requirements, or conduct, the following procedure shall be used:

1. The complaint is to be filed with the District Administrator.
2. The District Administrator will meet with the complainant. If necessary, a conference will be set up with the complainant, the teacher, and the District

- Administrator.
3. If the complainant is not satisfied by the solution arrived at from this conference, he/she must file a written complaint with the School Board.
 4. Upon receipt of a written complaint (that has followed this procedure) the School Board shall call for a meeting (closed session) with all parties for a discussion of the problem.
 5. The School Board will make the determination of action before it is taken.

If the complaint is against the District Administrator, the complaint should be written and filed with the president of the School Board for discussion at a closed session.

Please note: School Board members, by law, have no power or authority to act as individuals. All actions must be taken as the result of decisions made by the Board as a whole. School Board meetings are held monthly and are open to the public, unless prior notice of date change or closed meeting has been made. The School Board meets on the second Tuesday of the month at 6:30 PM.

SECTION 504/ADA COMPLAINT

Any person who believes that Traver School or any staff person has discriminated against them in violation of the District's Section 504/ADA Policy 2260.01 may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Doug Parker
Superintendent
(262) 394-4501 x 7105
fax: (262) 275-5117
401 Devils Ln. Walworth, WI 53184
drparker@bigfoot.k12.wi.us

Tami Martin
Superintendent
(262) 248-4120
fax: (262) 248-5133
W4094 S. Lakeshore Dr. Lake Geneva, WI 53147
tmartin@linn6.k12.wi.us

STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law (Board Policy 8330). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory information and confidential records.

Directory information can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information is specified in Policy 8330 and includes a stu-

dent's name, address, telephone number.

If parents and eligible students do not submit such written notification to the District, directory information may be utilized by the District Administrator in District-wide publications, social media, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the District Administrator or consult the Board's Policy 8330 - Student Records.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the District Administrator to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building District Administrator.

The District Administrator will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (*Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity*) of the School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within School District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Mrs. Andersen.

It is also the policy (*Board Policy 5517 - Student Anti-Harassment*) of the School District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the School District can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the School District.

The School District 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.

Any person who believes that Traver School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a School District Compliance Officer listed below:

Tami Martin
Superintendent
262-248-4120
W4094 South Lake Shore Dr
Lake Geneva, WI 53147
tmartin@linn6.k12.wi.us

Doug Parker
Superintendent
262-394-4501
PO Box 99, 401 Devils Lane
Walworth, WI 53184
dparker@bigfoot.k12.wi.us

The complaint procedure is described in *Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity* and *Policy 5517 - Student Anti-Harassment*. The policies are available on the School District's website.

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

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under *Board Policy 5517.01 - Bullying*, and not harassment under *Board Policy 5517 - Student Anti-Harassment*, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the district administrator.

Under no circumstances will the School District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action 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.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes "hate speech" directed against a student—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 of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;

- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. notes or cartoons;
- E. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

NONDISCRIMINATION ON THE BASIS OF SEX

The Board of the Linn J4 School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The School District's Title IX Coordinator is:

Allyssa Andersen
District Administrator
262-248-4067
W3490 Linton Rd. Lake Geneva, WI 53147
allyssa.andersen@traversschool.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in *Board Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities*. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the School District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The School District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or *Board Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities*, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of *Board Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities* that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review *Board Policy 2264 Nondiscrimination on the Basis of Sex in Education Programs or Activities* for more information and detail regarding the School District's commitment to nondiscrimination on the basis of sex.

SEXUAL HARASSMENT

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with *Board Policy 5517 - Student Anti-Harassment*. Sexual harassment consists of 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 obtaining an education; or
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or

- C. 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 include, but is not limited to:

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

Sexual harassment examples include, but are not limited to:

- A. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. rating a person's sexuality or attractiveness;
- C. staring or leering at various parts of another person's body;
- D. spreading rumors about a person's sexuality;
- E. letters, notes, telephone calls or materials of a sexual nature;
- F. displaying pictures, calendars, cartoons or other materials with sexual content;

- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, 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. An inappropriate boundary invasion by a School District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact the School District's Title IX Coordinator listed below:

Allyssa Andersen
District Administrator
262-248-4067
W3490 Linton Rd. Lake Geneva, WI 53147
allyssa.andersen@traverschool.org

Any person may report sexual discrimination, including sexual harassment, to the School District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during nonbusiness hours.

A copy of *Board Policy 2264 - Nondiscrimination of the Basis of Sex in Education Programs or Activities*, including the reporting, investigation, and resolution procedures, is available in the school office and on the School District's website. *Board Policy 5517 Student Anti-Harassment*, as well as *Board Policy 2264*, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the School District.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

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

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

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

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

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

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

Notice of the Board's policy on nondiscrimination and the identity of the District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

District Administrator's Responsibilities

The District Administrator shall verify that the procedures used with students and parents for selection of and participation in any part of the District's academic, co-curricular, or extra-curricular programs do not discriminate on the basis of the Protected Classes.

In furtherance of the aforesaid goal, the District Administrator shall:

A. Curriculum Content

1. review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict those Protected Classes toward the development of human society;
2. provide that necessary programs are available for students with limited use of the English language.

B. Staff Training

1. develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

3. verify that the educational programs of this District are accessible to all students;
 1. All programs need to be designed and scheduled so the location or nature of the facility or area will not deny an otherwise qualified student with a disability the opportunity to participate in the academic or other school programs on the same basis as students without disabilities.
4. require that service animals for students who require this type of assistance shall be permitted access to all facilities, programs, and events of the District.

D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

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 unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

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).

Military status: refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, and full-time National Guard duty. It also includes the period of time for which a person is absent from school for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

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

School District community: means students and Board employees (i.e., administrators, and professional and support 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). The District Administrator shall publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the 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 discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The Board is committed to educating (or providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the Board operates a separate class or facility under Section 504 that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 22, who reside in the District but do not receive a public education. In addition, the District Administrator shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the

progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis. The District Administrator is responsible for verifying that a concentration of students who are Limited English Proficient English Learner (EL) in one or more programs is not the result of discrimination.

Reporting Procedures

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) days.

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available. If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the District Administrator or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation of a student is

obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age of eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

District Compliance Officers (hereinafter referred to as the "COs")

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

Tami Martin, District Administrator

Linn J6 School District (262) 248-4120

W4094 S. Lakeshore Dr. Lake Geneva, WI 53147 tmartin@linn6.k12.wi.us

Doug Parker, Superintendent

Big Foot Union High School District 262-394-4501

401 Devils Lane

Walworth, WI 53184 drparker@bigfoot.k12.wi.us

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

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure

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

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

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

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of work assignment or class schedule for the Complainant, tentative enrollment in a program, or other appropriate

action. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the District Administrator.

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

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

The investigation will include:

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

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

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

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

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

legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

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

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a grievance utilizing the District's grievance procedure as outlined in Policy 3340 or Policy 4340.

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

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

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

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.) (Policy 8462), or threats of violence (Policy 8462.01), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Privacy/Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed, however. Additionally, the Respondent must be provided the Complainant's identity.

During the course of an investigation, the CO or designee 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 an 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, the opportunity to complete assignments missed due to absences related to 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 discrimination/retaliation by taking appropriate action reasonably calculated to stop 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 State law and the terms of any relevant codes of conduct.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity level of any student involved. In those cases where discrimination/retaliation 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 reoccurrence, 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 unlawful 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 the 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.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) 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:

1. all written reports/allegations/complaints/statements;
2. narratives of all verbal reports, allegations, complaints, and statements collected;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
6. all documentary evidence;
7. e-mails, texts, or social media posts related to the investigation;
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
9. 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;
10. dated written determinations to the parties;
11. dated written descriptions of verbal notifications to the parties;
12. written documentation of any supportive measures offered and/or provided to

- Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;
13. documentation of all actions, both individual and systemic, taken to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
 14. 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);
 15. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and
 16. 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.



LINN J4 SCHOOL DISTRICT
 W3490 LINTON RD.
 LAKE GENEVA, WI 53147
 PHONE (262) 248-4067
 FAX (262) 248-1050
 www.traverschool.org
 Allyssa Andersen, District Administrator

PARENT/GUARDIAN MEDICATION CONSENT FORM

For Over-the-Counter Drugs, Short-Term Medication From a Physician, or Inhalers

Name of Student _____ Phone Number _____

Physician's Name _____

Clinic Name _____ Phone Number _____

Medication: _____

Dose: _____

Route: _____

Frequency: _____

Duration: _____

If this is an as-needed medication, state conditions under which medication is to be given:

Medication: _____

Dose: _____

Route: _____

Frequency: _____

Duration: _____

You will be contacted when a medication need arises.

Office staff is authorized and will be giving the medication during school hours, 8:20 AM-3:30 PM.

I hereby give permission to the above named individual(s) to give the medication(s) to my child according to the directions stated above and further authorize the individual(s) to contact my child's physician. I agree to hold the Linn J4 School District, its employees and agents who are acting within the scope of their duties, harmless in any and all claims arising from the administration of this medication at school.

 Signature of Parent/Legal Guardian

 Date



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Allyssa Andersen, District Administrator

PHYSICIAN'S ORDER FOR MEDICATION ADMINISTRATION

For Long-Term Medication Prescribed by a Physician

Date Order Effective from: _____ to _____

Name of Student _____ Phone Number _____

Physician's Name _____

Clinic Name _____ Phone Number _____

Diagnosis: _____

Medication: _____

Dose: _____

Route: _____

Frequency: _____

Duration: _____

State the specific conditions under which contact should be made with the doctor in relation to the condition or reactions of the student receiving the medication:

NOTE: Your signature on this document attests to your willingness and intent to direct, supervise, decide, inspect, and oversee the administration of the medication by non-medically trained designees, and that you will accept direct communications from them regarding the administration of the medication. We urge that all instructions be stated in language that a layperson could understand.

Physician's Signature

Date



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LAKE GENEVA, WI 53147

PHONE (262) 248-4067

FAX (262) 248-1050

www.traverschool.org

Allyssa Andersen, District Administrator

**ASTHMA INHALER FORM
(for inhalers carried by the student)**

Date: _____

Name of Student: _____

Name of Medication: _____

We assume full responsibility for the child possessing the above named medication during school hours and agree that it will be kept secure and solely in the child's possession. The child has been instructed in and understands the purpose and appropriate use of this medication. In addition, we are aware that this policy only refers to the use of the asthma inhaler and not any other prescription and/or nonprescription medication.

Parent/Guardian Signature

Date