



Pecatonica MS/HS

Student and Activities Handbook

2021-2022

Pecatonica Student and Activities Handbook - 2021/2022

Pecatonica Area School District will provide each student a diverse education in a safe, supportive environment that challenges and equips students to become productive and innovative learners, leaders, and citizens in our ever-changing global community.

The Pecatonica Area School District, of Lafayette, Iowa, Green and Dane Counties, is committed to creating equitable opportunities and collective action against the deep-rooted institutional racism present throughout our society and in our schools. We stand alongside our community members in condemning the continued violence and use of excessive force against people of color. We need to address the disproportionate suffering of our black and brown communities in our state and in our nation as a reminder and a call to action. We acknowledge that we have much work to do for our students, our community, our nation and our world.

As a school district, we all have a responsibility to call out racist actions, educate our students and community, and work for a better world. Most importantly, we cannot remain silent. We all must recognize our place in perpetuating inequalities and acknowledge that if we do not actively disrupt racism, then we allow racism to continue. Our School District is committed to building meaningful connections within our community that promote equity and inclusion for all. To our community members of color: you matter. We see you, we respect you, and we support you.

Jill Gaskill, Board President

Danielle Scott, Ph.D., District Administrator

Dear Parents & Students,

As Superintendent of Pecatonica, it is my pleasure to welcome everyone back for another great year! We are all excited to have students back in our buildings, filling them with energy and enthusiasm for learning. The Pecatonica Area School District remains committed to providing each student a diverse education in a safe, supportive environment that challenges and equips students to become productive and innovative learners, leaders, and citizens in our ever-changing global community. Our curriculum will continue to be challenging, rigorous, and relevant. We take great pride in the many different subjects, advanced placement, and career, tech-ed, and extra-curricular options that we offer. We truly are preparing our students to be 21st century global leaders. .

Our teachers continue to spend hours preparing for the upcoming year. They want to ensure high quality, engaging learning activities are available for our students in grades 4K-12 throughout the year. Our teachers utilize research-based best practices and analyze data to set goals for growth and improvement. Our number one goal is to see our students excel in life, wherever it may take them

We want our district to be a hub of parent and community involvement. Our schools are designed to be welcoming, and we are fortunate to have incredibly active parent and community activities and organizations. If you ever have any questions or concerns, please do not hesitate to reach out to me directly at dscott@pecatonica.k12.wi.us or 608-523-4248.

Sincerely,
Dr. Dani Scott
Superintendent
Pecatonica Area School District

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PECATONICA MIDDLE/HIGH SCHOOL

STUDENT HANDBOOK

I. ATTENDANCE

Compulsory Student Attendance

In accordance with state law, all children between six and eighteen years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen years of age unless the student falls under the exceptions outlined in state law or has graduated from high school.

Any student that has reached the age of sixteen may be excused from school attendance under established conditions to participate in programs leading to high school graduation or high school equivalency.

Ordinances and/or legislation developed at the municipal, county, or state level shall be adhered to as it affects school attendance.

Student Attendance Guidelines

A. School notification of absence by parent/guardian

1. The responsibility for regular attendance of a student rests with the student's parents/guardians. Parents are expected to telephone their student's school informing the school of any absences as soon as possible.
2. Parents/Guardians of middle/high school students are requested to telephone the school attendance office no later than 8:30 on the day of the absence to report student absence/tardy. Failure to contact the school may result in the absence being recorded as unexcused.

B. Types of Absences

1. Absences authorized by parent/guardian
 - a. A student is excused from school attendance if their parent/guardian calls the school prior to the student's absence from school. A student may be excused under this provision for not more than ten days in the school year. Any partial day of absence will be counted as one day under this provision. A student excused under this provision is required to complete the course work missed during the absence.
 - b. If a student will knowingly be absent from school for two or more consecutive days they will need to complete a Planned Absence Form. This process MUST be started with their parent/guardian calling the school office to report the days the student will be absent. The student will then be able to pick up a form in the office to take to all of their teachers. This form is meant for communication between the student and their teachers listing the homework that will need to be completed during the absence. This form does NOT need to be turned into the office.

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2. School-Excused absences

- a. Except as noted in (a) above, the school not the parent/guardian excuses the student from school attendance. The following reasons are classified as school excused absences:
 1. Personal illness;
 2. Impassable roads due to inclement weather;
 3. Accidents or illness in the student's family for which the student is needed at home;
 4. Suspensions from school;
 5. Other times where in the judgment of school administration it is in the best interest of the student to be absent from school. Such absences will be judged on the merits of each individual case, such consideration will only be made after ten parent excused days are exhausted.
- Any student missing school due to an appointment (doctor, dentist, orthodontist, etc) shall bring a signed slip from that agency showing time and date of appointment. Students with this documentation will result in an "excused absence", but without the documentation it will result in an "unexcused absence."

C. Unexcused Absences

1. These are absences from school for reasons other than those listed in (A) and (B) above.
2. The administration, or person designated by the administration, will deal directly with the student absent for reasons classified as unexcused and will use judgment and discretion in dealing with each individual case. Administration may use any or all of the following methods in dealing with students who have an unexcused absence.
 - a. Conference and counseling with student and/or parent/guardian
 - b. Referral to local law enforcement for issuance of truancy ticket
 - c. Make up of missed time
 - d. Make up of missed work is the student's responsibility. The student should contact the teacher to set up a time and place for completion of work and/or exams.
 - e. In-School suspension
 - f. Suspension from school not to exceed five days
 - g. Suspension from extra-curricular activities
 - h. Referral to appropriate agency or to a court of law under state compulsory attendance/truancy laws

D. Truancy

1. Truancy means any absence of part or all of one or more days from school during which the school district has not been notified of the legal cause of such absence by the parent/guardian of the absent student. It also includes the intermittent attendance carried on for the purpose of defeating the state's compulsory school attendance law.

Truancy notices shall be sent to the student's parent/guardian in accordance with state law requirements.

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E. Habitual Truancy

1. Habitual truant is defined as a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.
2. Notice of habitual truancy shall be sent to a student’s parent/guardian in accordance with state law requirements. Habitual truants will be referred to the courts in accordance with state law and provisions of the Pecatonica Area School District’s truancy plan. This process will automatically start after a student reaches ten (10) unexcused absences.

F. Parental Notice

1. Parents will receive a letter after five absences and again after ten absences. The letters will be notification of student attendance guidelines.

II. ACADEMIC REQUIREMENTS

Graduation Requirements

English	4.0
Math	3.0
Science	3.0
Social Studies	3.0
Additional Credit or combination of credit from English, Math, Science or Social Studies	1.0
Personal Finance	0.5
Phy. Ed.	1.5
Health	0.5
Required	<hr/> 16.5
Electives	9.0
Total	<hr/> 25.5

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High School Honor Roll

Students in grades 6-12 will be eligible for honor roll provided:

- A. they take a minimum of 6 courses or school sanctioned activities
- B. have no grade of D or lower
- C. earn a grade average of 3.5 or higher for high honor roll
- D. earn a grade average of 3.0 - 3.49 for honor roll.

Honor Stoles & Honor Cords

Graduating seniors who have achieved a seven semester cumulative grade point average of 3.5 or above shall be awarded an honor stole. Graduating seniors who have achieved a seven semester cumulative grade point average of 3.00-3.499 shall be awarded an honor cord.

Grade Point Average (GPA) is determined from the following grading scale:

Grade Points							
A+/A	4.00	B+	3.33	C+	2.33	D+	1.33
A-	3.67	B	3.00	C	2.00	D	1.00
		B-	2.67	C-	1.67	D-	.67
		F =	Failing, no grade points				

Grade point average is determined by adding the grade points from all regular credits and dividing by the number of credits. A regular class is defined as one that meets face to face with the instructor every day that the class is scheduled to be in session. Courses taken as audit shall be graded on a pass/fail basis; these courses may be awarded high school credit but they will not be part of a student's GPA.

Class Rank

Only semester grades are used in computing cumulative grade point averages. Class rank is determined by rank ordering the cumulative grade point averages of all the students in a class. For graduation and some scholarship competitions (including the Academic Excellence scholarship), the class rank at the end of the first semester of the senior year is the official class rank.

This same rank is then used to determine the valedictorian and salutatorian. The Academic Excellence Scholarship is awarded to the valedictorian in a process determined by Wisconsin Statute.

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Pecatonica Grading Policy

The faculty, administration and school board recognize that the evaluation of each student's performance is a necessary and important part of the educational experience. The grading of student performance will be based on a variety of assessment strategies, keeping the individualization of learning styles in mind. Teachers' grading systems shall be explained to students and written copies made available to them at the beginning of each course. Also, copies of these grading systems will be available, upon request, for parents to review.

Appropriate grading systems will be determined at each K-5 grade level by the principal and the instructional staff.

Letter grades of A, B, C, D, and F, with a plus or minus will be used for most courses 6-12. Some specialized courses will be graded on a P/F basis. The four-point scale will be the accepted grading system. It makes plus and minus grades more meaningful to the student, and allows for a more accurate translation of letter grades to numerical grades.

The following system will be used to compute grade point averages (GPA):

A+/A=4.00	B+ =3.33	C+ =2.33	D+ =1.33	P/F =not used
A- =3.67	B =3.00	C =2.00	D =1.00	
	B- =2.67	C- =1.67	D- =0.67	

Determination of Class Valedictorian/Salutatorian and the Wisconsin Academic Excellence Scholarship

The valedictorian shall be the student who has the highest grade point average at the end of seven high school semesters according to the following guidelines. The salutatorian will be the second ranked. He/she must have attended school in Pecatonica for at least one complete high school year (any two complete semesters) prior to the senior year.

No grade from any course taken on a Pass/Fail (P/F) basis will be considered in determining grade point average.

The highest grade point average will be determined by all regular (A, B, C, D, F) semester grades in all courses taken during grades 9-11 and first semester grade 12 that are accepted for credit in the Pecatonica School District.

All accepted courses/grades will be weighted equally except for Advanced Placement courses and Cooperative Academic Partnership Program (CAPP) courses. These courses (AP & CAPP) will be weighted as follows:

A =5.00	B+ =4.16	C+ = 2.92	D+ =1.66	F =0.0
A- =4.58	B =3.75	C =2.5	D =1.25	
	B- =3.33	C- =2.08	D- = .84	

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The Wisconsin Academic Excellence Scholarship will be awarded to the valedictorian. In the event the valedictorian does not attend a qualified Wisconsin school, the Wisconsin Academic Excellence Scholarship will be awarded to the next highest ranked student who is attending a qualified Wisconsin school.

TIE-BREAKER SYSTEM

In the event two or more eligible students have identical grade point averages at the completion of seven semesters, the following criteria will be used to determine class valedictorian.

The student with the highest composite score from the American College Test (ACT) on file with the School District by February 1st of the student's senior year shall be the valedictorian.

If a tie still exists, the student with the highest total composite score from the 10th grade Language Arts, Math, Science & Social Studies Forward assessments shall be the valedictorian.

In the event two or more students are tied for the Wisconsin All-State Scholars/Robert C. Byrd Scholarship Program, the following criteria will be used to break the tie:

The student with the highest Pecatonica grade point average after the completion of seven semesters shall be the recipient.

If a tie still exists, the student with the highest composite score from the American College Test (ACT) on file with the School District by February 1st of the student's senior year shall be the recipient.

If a tie still exists, the student with the highest total composite score from the 10th grade Language Arts, Math, Science & Social Studies Forward assessments shall be the recipient.

The District shall not discriminate in the methods, practices and materials used for evaluating students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

National Honor Society

The National Honor Society is an organization made up of students who exemplify academic excellence, strong leadership, good character, and the willingness to serve others.

Selection for membership is based on academic excellence, leadership, service, and character. Applicants will be rated in these areas by the entire faculty, with the final decisions made by a faculty council.

Students are eligible to apply for membership in the National Honor Society in their junior and senior year, provided they have a cumulative grade point average of at least 3.33. To apply, eligible students are asked to complete an information form, write a short essay about their involvement in school and community and explain how, if selected for membership; they plan to use this honor to serve others. In addition, students are asked to obtain 3 references.

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Academic Awards

Students achieving academic excellence will receive awards determined by their semester grade point averages. Points involved in the program to be awarded on the following basis:

High Honor Roll	(3.5 and up GPA)	3 points
Honor Roll	(3.0-3.49 GPA)	2 points

Awards include the following:

Certificate awarded the first time a student makes either honor roll or high honor roll

Academic Letter awarded after a student earns 8 points

Silver or Gold Pins awarded after a student earns an academic letter

Honor Roll = Silver Pin

High Honor Roll = Gold Pin

Plaque awarded after a student earns 21 points

Points will be kept through all eight semesters

Correspondence Courses

The approval of the guidance counselor and administration is required before a student may take any correspondence courses.

College Entrance Requirements

Both two and four year colleges in Wisconsin continue to revise their entrance requirements. Consult with your counselor early in your high school career to make sure you are taking the proper high school courses.

Academic Imperative

Weekly grade checks identify students struggling in all academic areas, if a student is earning a D+ or lower in any class a letter will be sent to the parent/guardian notifying them of their student's progress. If a student has a failing grade at this point they will have one week to get all courses to a passing level or they will lose all eligibility until they are passing all courses. The weekly grade checks will begin the third week of each quarter.

Students that are identified by the weekly grade checks are referred for extra help after school if necessary, and may be assigned to a guided study hall during their regular study hall time.

III. GENERAL INFORMATION

Lunch

Pecatonica Middle and High School students are prohibited from leaving campus. Students must eat in the commons unless working with a teacher or attending a meeting. Following lunch, students will be allowed to remain in the commons, athletic hallway, or use the gym when available. Students who are in other areas during this time without permission may be subject to disciplinary actions.

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Lunch Tickets

All students will have an automated lunch account with an individual pin number. Only hot lunch purchases will be made through these accounts. Vending machines with ala carte items are located in the commons and require cash for purchases. Deposits to the accounts may be made in the district office.

Gym Use During Lunch

It is a privilege for students to use the gym during lunch, not a right. When using the gym students are expected to wear appropriate shoes that will not damage or leave marks on the floor. In addition, students will engage in games or activities that are safe. Students that engage in unsafe activities will be removed from the gym until the supervisor gives them permission to return.

Student Valuables

Students are responsible for their personal property. Students should not leave valuable items or money in their locker. When it is necessary to bring large and/or valuable items to school, students are encouraged to check these items into the office for safekeeping. This applies to academic and physical education/athletic lockers. Students should always keep their lockers locked.

Administering Medication to Students

Parents of students requiring medication during the school day should contact the building principal, who in turn shall assume the authority of designating school personnel to administer any medication needs. Prescription or non-prescription drugs should not be kept in student lockers. Prescribed medication shall be kept in a safe location in the school office. A signed written statement from the parent/guardian and a signed written instruction sheet from the medical practitioner must be on file at school authorizing school personnel to administer any medication.

The statement must include:

- *Student name & date of birth
- *Medication name, dosage, route, frequency, time/conditions, & duration of medication
- *Reason for medication
- *Name of Practitioner/Doctor
- *Parent/Guardian & Practitioner/Doctor signatures
- *Date

***NOTE-** Many of the short-term medications do not need to be given at school. For example, medication taken three times per day may be given before school, immediately after school, and at bedtime.

Student Injuries

If a student is injured in class or during a school-related activity, the student should report the injury to the supervising individual so that an injury report may be filled out and filed with the office. If a student must go to the doctor, the student must provide the office with the name of the doctor. An insurance form will then be sent to the parent/guardian at their request. When forms are sent in they should be sent to the insurance company along with the doctor and/or hospital bills.

Leaving the Building

Students that leave the building during the school day must sign out in the office. In order to sign out parent/guardian permission must be given to the office. This includes students that have reached the age of eighteen. In emergency

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situations, students will be allowed to leave the building after administration has contacted a parent/guardian or other emergency contact.

Telephone

Students will be called out of class only for emergency situations. A student phone is available in the office for limited use with permission only. A phone is also available in the lower lobby for local calls only after 3:25 PM.

Lockers

School lockers are the property of Pecatonica Area Schools. At no time does the Pecatonica School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school personnel for any reason at any time, without notice, student consent, or a search warrant. Students will be charged repair costs for damaged lockers.

Only school appropriate pictures or slogans that are free from violence, racial, gender, ethnic or any other discriminatory topics will be allowed to be posted on lockers.

Security Cameras on Premises

Please be aware that security cameras have been installed throughout the Pecatonica MS/HS parking lot and campus building to ensure student and staff safety. Footage is only reviewed if there is cause to, particularly in relation to law enforcement proceedings for purposes authorized by the student's code of conduct and related laws. Surveillance footage is for administrative use only and will not be provided to media or other outlets.

If a student is questioned in relation to something criminal in nature caught on the video surveillance, parents or guardians will be requested to view the footage with the administrative team and student.

Cell Phones

Pecatonica Area School District shall allow middle school and high school students to possess cell phones on school premises during the school day and at sponsored activities. Student possession of cellular devices include the following expectations:

- Students may responsibly use cell phones:
- Before school prior to the first bell which is then the signal to turn off cell phones.
- Per teacher discretion, students may be asked to turn their cell phones in before each class to a predetermined location decided by the teacher.
- During the lunch period for **high school students** once they get to the Commons (but not while they are in the lunch line)
- After school when the-dismissal bell rings
- Notes:
 - Parents/Guardians are asked not to text or call students during the school day. If there is a need to get the student a message, the parent should contact the office and the office will deliver the message. If there is an emergency, parents/guardians should contact the office so that the student can be brought to the office to call home with privacy.

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- The Pecatonica School District prohibits students from using cell phones, cameras, or recording devices to take pictures while on school premises, unless approved by administration. State statutes state that these devices are not allowed to be used in locker rooms or restrooms.

*If a student is observed using a cell phone without a teacher/administrator's permission:

- Student will turn in phone to the supervising teacher who will deliver it to the office
 - student will receive the phone at the end of the school day without further disciplinary action
- If the phone is not turned in (i.e. refusal), the situation is no longer about the phone, but adhering to Pecatonica Middle School / High School student expectations.
 - This will result in the involvement of the Middle School / High School office, confiscation of the phone, and possible further disciplinary action depending on the resulting student behavior.
 - parents will be asked to come in to pick up the phone
 - parents, student, and principal may devise a plan for future success that may or may not include the phone

Personal Electronic Devices

Personal electronic devices are not allowed at school during school hours

Food/Drink/Candy Guidelines

Everyone in the building is responsible for properly disposing of waste, and keeping personal and community spaces clean.

- Pop, Energy Drinks and Coffee Drinks are not allowed in the school building. These items cannot be sold to students, provided to students by staff, or brought into school from home. The only exception is that soda can be allowed in the commons area after 4:00pm.
- * All drinks must be in a sealed container to help eliminate spills.
- Water bottles are permissible except around computers. Safety and/or equipment issues may require additional guidelines to be set by individual teachers. If the water bottle is not clear then it is subject to search if needed.
- Responsible, non-disruptive use of gum/hard candy is allowed except in music, band, chorus, physical education, lab situations, and at teacher discretion.
- Food may be kept in and consumed at academic lockers between classes, but may not be taken into the classroom, locker rooms, or gymnasium.

Quality control guidelines:

- Classroom disruptions do not occur
- Hallways must stay clean
- Lockers stay clean (periodic checks may be made)
- Extra work not required of custodians

When students and staff remember to clean up after themselves, it certainly helps to keep our building looking great. Custodians are not here to clean up after students, they are here to maintain and clean the school. We have a great facility so we all need to do our part to keep it looking great.

Textbook Fines

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When textbooks are issued to students, staff will enter their evaluation of the condition of the book (new, excellent, good, fair, or poor). When the books are collected each student will be responsible for turning in the book in similar condition, normal wear is expected.

Students will be charged for damages to textbooks according to the following schedule:

*Book is no longer usable = cost of replacement

*Book needs rebinding = cost of rebinding

*Book is damaged but still usable = one half the cost of replacement

Student Schedule Changes

All schedule changes must be done through the guidance department.

Voter Registration

Voter registration is done when a student is eighteen years of age at your local municipality or township polling location.

III. TRANSPORTATION

- A. The Pecatonica Board of Education will provide transportation to students who qualify in accordance with State Statute and Board Policy.
- B. All school regulations and rules apply to all students at all times they are being transported by school bus or any other form of school provided transportation. This includes the guidelines set forth in this student handbook.
- C. School buses are equipped with video cameras. Footage is only reviewed if there is cause to, particularly in relation to safety, handbook violation or law enforcement proceedings. Surveillance footage is for administrative use only and will not be provided to media or other outlets. If a student is questioned in relation to something criminal in nature caught on the video surveillance, parents or guardians will be requested to view the footage with the administrative team and student.

Bus transportation to and from school is a privilege provided by the school district. All attempts are made to make buses safe and convenient. Students have the responsibility of maintaining a good relationship with and respecting driver's requests.

Due to the fact that a bus is an extension of the school system and classroom, the school district and bus contractor require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Students who interfere with the safety of those riding the bus will receive discipline that could result in loss of bus riding privileges. Cameras may be on some buses to support safe transportation and student behavior.

The school district contracts out transportation to and from school through Lamers Bus Lines, Inc. If a parent requests that their child leave school during school hours, it is the responsibility of the parent to provide transportation and liability.

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*****Parents/Guardians are asked to please call the Lamers Bus Lines, Inc. (608-523-1724) Option 2 or x 14211 to report when your child/children will not need bus service. There is a voice mail system to leave messages if there is no answer. You can also email them at the following email address: 42GroupSB@golamers.com. The following are some basic rules governing bus transportation:**

1. The bus driver is in charge and has the authority to control and discipline passengers. His/Her directions are to be followed.
2. Be on time to keep the bus on schedule. Enter and exit the bus through the main door of the bus. The emergency door is to be used **only** in case of emergency.
3. Remain seated while the bus is moving. Never tamper with or damage bus equipment. The student is responsible for damage costs. Do not throw items inside the bus or out the windows.
4. Rural students will be bussed to/from their legal address. If a student is to be picked up or dropped off at a different location, a written request for change from the parent/guardian must be presented to the driver, the school and the Bus Company must be notified. The location must be on a regular route. Students **cannot** be picked up or dropped off anywhere in the city limits other than the designated points as determined by the Board of Education.
5. School buses will not drive into private driveways for the specific purpose of picking up students. Buses may be required to go into private driveways for the purpose of providing a safe turn around as needed by the district to provide safe and efficient bus routes.
6. Food and beverages are NOT to be consumed on the bus and no pocket knives, lighters, matches or dangerous objects are permitted.
7. Keep hands, feet and head inside the bus and keep personal items out of the aisles.
8. Use of tobacco products, vaping devices, alcohol or drugs on the bus is absolutely forbidden.
9. Riders are expected to be courteous to fellow pupils and the bus driver at all times. Fighting, harassment, intimidation or horseplay is not allowed. Profane or indecent language is not allowed.
10. Riders are required to cross the road after getting off the bus, walking ahead of the crossing gate. Do not cross until after the driver signals to do so.
11. Riders should remember that the driver will not discharge students at places other than the regular bus stop unless he has authorization from the principal or MS/HS secretary.

D. Student Vehicles

a. Because of safety issues and supervision concerns, students who drive to school are required to keep their vehicles parked until the end of the school day. Also, students are expected to stay out of their vehicles during the school day; this also includes the student's lunch period. In order to move a vehicle during the school day a student must receive permission from the principal.

b. Students who drive to school are required to register their vehicle(s) in Skyward and must park in those areas designated for students only.

IV. STUDENT BEHAVIOR

Philosophy

The School Board firmly believes that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise

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responsibility within the school setting. This School Discipline Policy is not intended to be punitive, but rather to communicate expectations regarding acceptable conduct in school in order to provide a positive learning environment for all students.

It is the responsibility of the School Board, administrators and school staff to safeguard the health and safety of each student. As a result, it is the responsibility of the School Board and administrators to make reasonable rules and regulations for the governing of student behavior and conduct.

A. Code of Conduct

- a. Disciplinary action may be taken as a result of any behavior which is unsafe, disruptive of good order, or which violates the rights of others. The following acts are examples of unacceptable behavior and subject to disciplinary action in Pecatonica Secondary School, on school buses, and at school sponsored activities.
- b. The listing of minimum actions does not imply or require that an administrator employ a “step-by-step” progression of increasing severity in dealing with a violation. However, there shall be a logical relationship between the severity of the offense and the administrative action.

Fighting - Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.

Minimum Action: Student conference/Suspension

Maximum Action: Expulsion or Exclusion

Harassment - Participating in, or conspiring for others to engage in harassing acts that injure, degrade, or disgrace other individuals.

Minimum Action: Student conference and/or parent/guardian contact

Alternate Action: Referral to appropriate law enforcement agency

Maximum Action: Expulsion or Exclusion

Sexual Harassment - Unwelcome, unwanted sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

Minimum Action: Student conference and/or parent/guardian contact.

Alternate Action: Referral to appropriate law enforcement agency.

Maximum Action: Expulsion or Exclusion.

Abusive Language - (1)Disrespectful language to others. (2)Threatening language to others

Minimum Action: Student conference and/or parent/guardian contact

Maximum Action: Expulsion or Exclusion

Disruptive Behavior - Actions which interfere with effective operations of a classroom or school, including refusal to follow school rules or a request by any staff member.

Minimum Action: Student conference and/or parent/guardian contact

Maximum Action: Expulsion or Exclusion

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Leaving School Building or Grounds - Leaving school grounds during school hours without proper clearance. Students must sign out in the high school office in the presence of a school official, after receiving permission to leave.

Minimum Action: Student conference and/or parent/guardian contact

Maximum Action: Expulsion or Exclusion

Chronic and Unexcused Tardiness

Minimum Action: Teacher or administration detention

Maximum Action: Suspension

Trespassing - Physically present on a school campus or at a school activity after being requested to leave by the school principal or other persons lawfully responsible for the control of the campus or event. **This includes students who are serving out of school suspensions.**

Minimum Action: Referral to police or juvenile authorities

Maximum Action: Expulsion or Exclusion

Possession of Weapons Which Could Cause Harm

Minimum Action: Student conference, parent/guardian contact, suspension and possible notification of police.

Maximum Action: Expulsion or Exclusion*

*(State law requires expulsion for any student possessing a gun at school or school activity.)

Assault - "Assault" is doing an act with intent to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.

Minimum Action: Student conference/Suspension and possible notification of police.

Maximum Action: Expulsion or Exclusion

Disorderly Conduct – Engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct.

Minimum Action: Student conference and parent/guardian contact

Alternate Action: Referral to appropriate law enforcement agency.

Maximum Action: Expulsion

Use, possession, distribution, or sale of drugs, alcohol, tobacco/nicotine or tobacco/nicotine products,

electronic cigarettes/vaping products

Use and/or possession of tobacco/nicotine products or electronic cigarettes/vaping products by any student regardless of age will be governed by Wisconsin Statute, Village Ordinances, and School Board Policy.

Minimum Action: Suspension from school sponsored athletics/activities and referral to appropriate law enforcement agency.

Maximum Action: Expulsion

Fire Alarms – The sounding of false fire alarms.

Minimum Action: Student conference, parent/guardian contact, and notification of appropriate police and fire department officials.

Maximum Action: Expulsion or Exclusion

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Willful Damage of School Property or Property of Others

Minimum Action: Parent/guardian contact and recommended restitution

Maximum Action: Expulsion or Exclusion

Theft - The unauthorized taking of the property of another.

Minimum Action: Student conference, parent/guardian contact, and possible notification of police or juvenile authorities.

Maximum Action: Expulsion or Exclusion

Robbery/Extortion - The obtaining of property from another where his/her consent was induced by a use of force or threat of force.

Minimum Action: Suspension, parent/guardian conference and possible notification of police.

Maximum Action: Expulsion or Exclusion

Tampering with Food or Beverages - Adding or attempting to add foreign substances to food or beverages.

Minimum Action: Student conference and/or parent/guardian contact

Maximum Action: Expulsion or Exclusion

Parking - Parking in an unauthorized area of school property.

Minimum Action: Student conference

Maximum Action: Vehicle will be ticketed and possibly towed.

Reckless or Careless Driving - Driving on school property in such a manner as to endanger persons or property.

Minimum Action: Student conference and possible loss of parking privileges on school grounds.

Maximum Action: Suspension and/or referral to police or juvenile authorities

B. Corrective Measures

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct.

Corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior.

Corrective measures will normally begin at a minimal level and then proceed to more serious levels. These procedures may include but are not limited to the following:

Student Conference/Due Process - Conferences will be conducted with students regarding disciplinary matters to insure due process. Each student facing the imposition of disciplinary action under this Code of Conduct must be informed, orally or in writing, of the facts and the nature of the conduct which has been challenged and be given an opportunity to explain his or her version of the facts or conduct which has been challenged prior to the imposition of discipline.

Parent/Guardian Contact - Depending on the violation and the seriousness of the action, a student's parent/guardian may be contacted by telephone or mail in addition to a student conference. The intent of the

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contact is to inform the parent/guardian of the violation and the student's **attitude** during the conference and to elicit parent/guardian support for correcting the unacceptable behavior.

Parent/Guardian Conference - The principal, counselor, or teacher may request a parent/guardian conference, with or without the student present, to insure parent/guardian understanding of the student's academic and/or behavior problem and to mobilize a cooperative effort to correct the difficulty.

Detention - Detention may be required of a student during lunchtime or after school for one or more breaches of the Code of Conduct or other school guidelines.

1. Student failure to serve detention on the assigned date(s) will result in either an increased term of detention, referral to the principal or designee, or suspension.
2. Students who have detention are not to participate in extracurricular activities on any given day until the detention assignment has been completed.
3. A student assigned detention has the responsibility to inform their parents/guardians and arrange for transportation if necessary.
4. Students will have one school day to make these arrangements prior to serving a detention

Teacher Detention - A teacher may detain a student to correct a student's unacceptable behavior. Students who are assigned detention by more than one teacher must inform all teachers concerned.

Administration Detention - Students may be detained by the administration for the following reasons:

1. Excessive tardiness to school or class.
2. Unexcused absence from school or class.
3. Deliberate disrespect and/or insubordination.
4. Disciplinary reasons in the school or classroom.

In-School Monitoring - Students may be required to have an hourly report signed by their teachers verifying their movement in the building during the day. The report will be picked up daily from a designated person and returned to a designated person at the end of the day for verification of the student's movements. Parents/Guardians are often notified of this arrangement.

Suspension

"Suspension" means an action taken by the school administration prohibiting a student from attending school for a period of not more than five consecutive school days. The suspension period may be extended an additional ten days when it is determined that the student will create an immediate and substantial danger to persons or property around him/her. The purpose of suspension is to remove the student from the school environment and to provide time for the professional staff, parent/guardian and student to discuss the matter and bring about an agreement on future conduct.

Expulsion

"Expulsion" means an action taken by the School Board to prohibit an enrolled student from further attendance for a designated period.

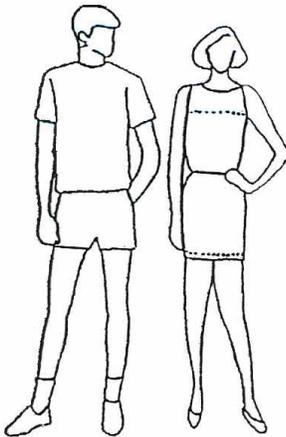
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Referral to Police or Juvenile Authorities

If a student's misbehavior is so extreme that a law violation is involved, administration or a designated representative will contact police or juvenile authorities. Every reasonable attempt shall be made to notify parents/guardians at the same time juvenile authorities are called. If the officer indicates that he/she is arresting the student, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter and the administration shall not interfere with the student's removal from the building. It is expected that the contact with the student shall be arranged in a manner to make it as unobtrusive as possible. The parent/guardian and the Superintendent shall be notified by telephone or letter as soon as the officer takes the student from the building.

V. PERSONAL APPEARANCE

- A. Dress and behavior issues are reasonably related to valid educational purposes of Pecatonica Area Schools as a way of maintaining order and protecting the health, safety and educational well being of all students and staff. Consequently, it is expected that the dress and grooming of students will not endanger the public health and safety of either students or staff. Also, student dress or grooming will not disrupt the education of other students. Students are expected to use good judgment in matters of personal appearance. For health and safety reasons, shoes (not slippers) must be worn in school, and outside coats must be kept in the locker.



Students at Pecatonica shall have no skin or undergarments exposed from mid-thigh to the armpit line ** (see drawing example.) See-through shirts or blouses, bare midriffs, strapless and/ or backless outfits, spandex and beachwear are prohibited.

** Mid-thigh – the point where fingertips touch the thigh when arms are relaxed and at the sides.

** Armpit line – the line that connects the upper armpits across the chest and around the back. A string or tape measure can be used in evaluation.

- B. Samples of unsuitable/unacceptable dress are:

1. Clothing adorned with improper writing or pictures
2. Clothing or adornments with inappropriate or negative messages regarding alcohol, drugs, sex, race, or gender.
3. Clothing with "double meaning" expressions about any of the previously mentioned items are also not acceptable in school.

Students who come to school improperly attired will be asked to change into extra clothing that will be available in the Principal's or Guidance Counselor's office. Any school time lost may be unexcused. This regulation is not limited by any of the above examples.

VII. AGE OF MAJORITY

Pecatonica High School recognizes the legal right of eighteen-year-old students. Students in this category will be directly responsible for all actions taken or imposed by the school. It should be understood that all rules and guidelines set forth by the school as applied to students in general are applicable to eighteen-year-old students as well.

VIII. REMOVAL OF PUPILS FROM CLASS

A teacher employed by the District may temporarily remove a pupil from the teacher's class or school function if the pupil violates the terms of the Code of Student Conduct. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detention, suspension or expulsion for the conduct the student was removed from.

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

1. An alternative education program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternate or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
2. Another class in the school or another appropriate place in the school.
3. Another instructional setting
4. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.

When making placement decisions, the building principal or designee shall consider the following factors.

1. The reason the student was removed from the class or the severity of the offense
2. Limitations of the district such as cost and space
3. The estimated length of time of the placement
4. The student's individual needs and interests
5. Whether or not the student has been removed before
6. The relationship of the placement to any disciplinary action. (Is a suspension the result of the student's conduct?)

All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting.

IX. ACADEMIC HONESTY

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It is expected that all school work submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. It is important that all involved in the educational process -- administration, faculty, students and their parents/guardians – understand their integral role in helping to promote a climate of academic honesty.

The **administration** will:

1. Promote and encourage the staff on an ongoing basis to educate students regarding the district’s academic integrity policy.
2. With staff and student input, determine appropriate consequences for policy violations.

The **staff** will:

1. Educate students and offer continued guidance regarding acceptable and unacceptable behavior in areas that shall include, but not be limited to, test taking, research techniques, written work, and use of library and computer resources.
2. Encourage the demonstration of knowledge, the honing of research skills, and self-expression in student work.
3. Promote circumstances in the classroom that will reinforce academic honor and promote original and focused responses from students.
4. Evaluate the effectiveness of their own efforts.

The **students** will not:

1. Plagiarize in written, creative or oral work.
2. Submit work that is not original, copy or “borrow” from another source and give it as one’s own work. These are all unacceptable practices.
3. **Give** or **receive** unauthorized assistance on exams.
4. Alter grades or other academic records, give false information or forge any documents.

The **parents/guardians** will:

1. Discuss the district’s academic honesty policy with their children.
2. Promote circumstances that will help to uphold the district’s policy.

Cheating means taking credit for work that is not yours. Plagiarism, copying, borrowing, and forging are all forms of cheating.

	<u>Consequences for Cheating</u>	=	Grade	
1.	Cheat on quiz/test	=	0	parent/guardian notification
2.	Blatant copying of homework	=	0	parent/guardian notification
3.	Those that knowingly allow another student(s) to cheat	=	0	parent/guardian notification
4.	Plagiarism	=	0	parent/guardian notification

** Certain group assignments, group projects or any kind of collaborative effort as a group may allow or require different parameters for defining what is really “one’s own work”; this is best covered by the teacher and the students before the project is begun. Students need to know the ground rules before the work or project is actually started.

IX. ACCEPTABLE USE POLICY--COMPUTERS AND NETWORKS

School technology (computers, chromebooks, iPads, etc) are the property of Pecatonica Area Schools. At no time does the Pecatonica School District relinquish its exclusive control of the technology provided for the convenience of students. Periodic general inspections of technology may be conducted by school personnel for any reason at any time, without notice, student consent, or a search warrant. Students will be charged repair costs for damaged technology.

Only school appropriate pictures or slogans that are free from violence, racial, gender, ethnic or any other discriminatory topics will be allowed to be set as a screensaver or profile pictures. The school has the authority to have students change to the default setting.

Using Technology at Pecatonica Schools

Grade 6-12

Pecatonica Area Schools provides 1:1 Chromebooks to students K-12 along with a wide range of other technology resources for students to use. These technology resources are to be used for educational purposes only. The following agreement outlines the acceptable use and prohibited activities when using school accounts, resources and electronic devices through the school network. Every student is expected to follow all the rules and conditions listed, as well as any verbal instructions given by teachers or administrators, to demonstrate good technological citizenship and ethical behavior.

The filtering system we use monitors all internet use of the school network. This system is designed to prohibit access to educationally inappropriate sites, however, filtering systems are not perfect. Although we do our best, due to the quickly evolving nature of technology, we cannot guarantee that students will not reach inappropriate sites. It is the student's responsibility to report any inappropriate site.

Some online conduct that may constitute a violation of federal and/or state laws include regarding cyber crimes, but are not limited to:

Criminal acts: Hacking into another person's computer without permission, sending harassing email, sending threatening emails, cyber-stalking, vandalism, child pornography, using another person's identity and/or identity fraud and unauthorized tampering with computer systems.

Libel laws: Public defamation of any person by publishing material on the internet, email or any other digital means.

Copyright violations: Copying, printing, performing, selling, or dispersing copyrighted material without the permission of the author or publisher. Students should assume all material on the internet is protected under copyright laws and should cite materials properly. Plagiarism, passing off someone else's work as your own, is also a copyright violation.

Acceptable Use Policy (AUP)

1. I am responsible for the Chromebook, charger and tote bag which is assigned to me, as well as any other school technology resource I use. I am also responsible for my computer account and email account. I understand that I am responsible for all

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activities done through my account. I will not allow others to use my account or try to use that of others. I understand that I will be in violation of the law if I attempt or use another person's account, pretending to be them.

2. I am responsible for my language. I will use appropriate language while on the internet, email, and other digital communications. I will not use profanity or vulgar language as determined by the school code of conduct.
3. I am responsible for how I treat other people. I will use digital communications with good citizenship. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment or other antisocial behaviors through the computer while in school or out of school.
4. I am responsible for my use of the school network. I will use the school computer resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any school computer resources unless authorized by a school teacher or administrator as part of a school assignment. I also understand the use of the school network for illegal or commercial activities is prohibited.
5. I am responsible for my conduct on all online sites. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
6. I am responsible to be honest while I am online. I understand that impersonating or pretending to be someone else is forbidden. This includes, but is not limited to, sending out emails, creating accounts, or posting messages or other online content in someone else's name.
7. I am responsible for protecting the security of the school network. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, apps, or extensions, including file sharing, shareware, or freeware on school devices.
8. I am responsible for protecting school property. I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any technology resource. I will securely transport Chromebooks in the closed position along with the power cord inside a closed messenger bag. I will charge the Chromebook nightly to be ready for use the next morning.
9. I am responsible for respecting other people's property online. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright, including but not limited to. Music and movies.
10. I am responsible for following school rules whenever I publish anything online. I will follow all guidelines set forth by Pecatonica Area Schools and my teachers when publishing schoolwork online. I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number or school. I will not post photos or students with their first and last names on any online site, including but not limited to blogs, wikis, and discussion forums.

AUP Adapted from BPS Mass.

PECATONICA AREA SCHOOL DISTRICT

ATHLETIC/ACTIVITIES CODE

I. PHILOSOPHY

As an integral part of the school curriculum, the athletic and extracurricular activities programs provide opportunities and goals difficult to duplicate in other school functions.

Therefore, the philosophy of the Pecatonica Area Schools Athletic/Activities Code emphasizes the following:

1. An athlete and/or activities participant must adhere to the academic and training rules set forth in this code.

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2. In addition to representing themselves, students represent their school, their community, their fellow students, and their families.
3. Participation in the athletic and activities programs is a privilege which carries certain responsibilities. The responsibilities are outlined in this code.
4. All students involved in athletics and/or extra-curricular activities and a parent/guardian are required to sign a pledge sheet and pay their \$35 (MS)/\$50.00 (HS) athletic fee before the student may participate in any sport/activity.
5. In accordance with WIAA regulations, **enforcement of this handbook is the responsibility of the school, parents/guardians, and students on a YEAR ROUND BASIS.**

Athletic Participation Philosophy

The Pecatonica Athletic Participation Philosophy will cover sports that the Pecatonica School District sponsors at the middle school, junior varsity and varsity levels. It pertains to those sports during their regularly scheduled sports season.

Middle School

All students will be given the opportunity to participate equally in the middle school level. Coaches will attempt to make participation during competitions as equal as possible. Also taken into account will be such factors as attitude, attendance at practices, following rules, etc.

Junior Varsity

While participation will still be emphasized, the junior varsity level will take into account preparation for playing at the varsity level. Again, factors such as attendance, attitude, following rules, etc. will also be considered. If numbers warrant, coaches, athletic director and the school board will provide additional playing opportunities for junior varsity members by providing a reserve and or freshmen teams.

Varsity

Participation at the varsity level will be based on ability if all other factors such as attendance, attitude, following rules, etc. are followed. If numbers warrant, the coach, athletic director and school board will look at the feasibility of providing additional playing opportunities through the use of JV and or reserve games.

II. ACADEMIC ELIGIBILITY

The student is responsible, first and foremost, for maintaining the highest academic standards possible. It is required that a student be passing in all academic credit classes. Failing one class in any grading period will result in academic ineligibility.

Eligibility will be determined by the grades received for the following grading periods:

- End of 1st Quarter
- End of 2nd Quarter/1st Semester
- End of 3rd Quarter
- End of 4th Quarter/2nd Semester**

Failure to maintain academic eligibility in one class will result in the immediate removal of the student from the sport/activity. Immediate removal means from 3:35 p.m. on the day that grade sheets are due in the office. If, after ten school days beyond the date that grades are due in the office, the student is passing all classes, reinstatement is possible. Failure in two or more classes will result in fifteen days' removal of the student from the sport/activity in

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accordance with WIAA regulations. The student shall be responsible for petitioning the athletic director/principal for reinstatement. The student shall be reinstated only with the full agreement of the teachers, the parents/guardians of the students, and the athletic director/principal.

****** If a student earns one failing grade at the end of the 4th Quarter and/or 2nd (Spring) Semester of the previous school year, and enrolls in a Fall sport, they will be ineligible for 15 school days from the first day of practice. The student athlete may still practice, but they will not be allowed to participate in any contests until the 15 school days have concluded.

*******If a student earns two or more failing grades at the end of the 4th Quarter and/or 2nd (Spring) Semester of the previous school year, and enrolls in a Fall sport, they will be ineligible in accordance with WIAA regulations the lesser of: A) 21 consecutive calendar days from the first day allowed for competition or B) one-third of the maximum number of games/meets allowed (rounded up if one-third results in a fraction) The student athlete may still practice, but they will not be allowed to participate in any contests until the requirements have been met.*

Incompletes must be completed within two weeks of the end of the grading period in order to maintain eligibility. The end of the grading period comes at 3:30 p.m. on the day that grade sheets are due in the office.

These academic eligibility requirements apply to students in 6th, 7th and 8th grade as well.

ACADEMIC PROBATION

A student will be placed on academic probation under the following circumstances:

1. A student receives a F or Inc. for any quarter or semester grading period. Academic probation will result in weekly grade checks with all teachers until the end of the next quarter grading period. Weekly checks will be reviewed by the office and appropriate coach/advisor.
2. A student receives a D+ and below during weekly Academic Imperative grade checks.

Under the district's Academic Imperative program, if a student is receiving a grade of D+ or lower in any course a letter will be sent to the student's parent/guardian as notification of their son/daughter's progress. **If the student is receiving a failing grade during weekly grade check that student has one week to raise all grades to a passing level. If after the one week period the student is still failing any course they become ineligible until they are passing all courses.**

IV. ATHLETIC ELIGIBILITY

A student is ineligible by WIAA policy for athletic competition if he/she:

1. Becomes 19 years old before August 1 of any school year.
2. Attends more than 8 semesters of high school (a semester of eligibility is charged after 40 school days or participation in one interscholastic contest).
3. Enrolls after the 17th day of a semester without extenuating circumstances (i.e. sickness, accident, transfer).
4. Competes in a given sport more than four different seasons.
5. Participates in an all-star contest or similar activity involving participants from more than a given league.
6. If an open enrollment student transfers back to the school of residence, after attending one athletic practice and/or one day of school at the selected school, he/she is ineligible for the remainder of that school year.
7. Transfer students will be considered ineligible until the athletic director has declared the student meets school and WIAA requirements.

In addition, a student is eligible for athletic competition only if he/she meets all of the following WIAA/school criteria.

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1. Maintains amateur status.
2. Does not compete in outside activities in the same sport during the same school season.
3. Has a physical examination at least every other year as confirmed on the WIAA physical examination card or alternate year athletic permits card.
4. Has parent/guardian signed permission on the WIAA card.

V. PERSONAL CONDUCT

1. All players shall conduct themselves in such a way as to reflect positively on themselves, their family and school while representing Pecatonica Area High School.
2. Students who use, possess, or are involved with drugs, alcohol, tobacco/nicotine, tobacco/nicotine like products, electronic cigarettes/vaping products in any manner will be suspended from interscholastic competition.
3. Students should be in school the day of a contest or for a regular practice unless an excused absence has been arranged. Students must be in school the entire day to participate in practice or games unless they are absent for family or medical/dental reasons. If a student misses any part of school due to illness they will not be allowed to participate in either practice or a game. An unexcused absence will result in suspension from the next scheduled activity, contest, or game in which the student is scheduled to participate, no matter at what level of competition. Unexcused absences on Fridays make students ineligible for the entire weekend. In-school suspensions are considered unexcused absences. Chronic unexcused class absences will result in further disciplinary action.
4. All participants are expected to attend all practices and games unless excused by the advisor/head coach of the sport involved.
5. Students may also be disciplined or suspended from competition for insubordination or disrespect to any school employee, coach, or official, or not meeting the requirements of individual coaches.
6. Students will follow an eleven p.m. curfew Sunday through Thursday except on evenings of school sponsored events when the curfew will be extended to one hour after a home event, or one hour after returning from an away event, Friday and Saturday curfew will be one a.m.
7. Violations, which occur during a WIAA tournament, will result in suspension from the remainder of the tournament series.

VI. LOCKER ROOMS AND CARE OF EQUIPMENT

1. Responsible behavior is expected in the locker room at all times.
2. Locker rooms are to be kept clean.
3. Each student is responsible for the proper care and safekeeping of equipment issued. Lockers should be locked before and after practices or competition.
4. Lost or stolen items must be paid to the coach in charge.
5. No athlete will be allowed to practice with another sport until all equipment and/or uniform obligations are cleared up with his/her previous coach.

VII. TRANSPORTATION REGULATIONS

1. Team members must use the transportation provided by the school to reach the site of the contest. Team members must also return to school using the same transportation unless parents request, by personal contact with the coach/advisor, permission to take the player home in their private vehicle. Only the legal parent or guardian will be given this choice .

VIII. CHANGING SPORTS/ACTIVITIES

1. It is the student's responsibility to inform the coach/advisor when dropping or changing sports/activities.
2. A verbal agreement between both coaches shall precede changing from one sport to another. This shall be true also if a player is cut from one squad for disciplinary reasons and wants to report to another.
3. If a student quits an activity, that student may not take part in any new activity until twenty (20) days have been sat out.
4. If during participation, any ineligibility period is served and the student then chooses to quit the activity, the ineligibility period must be re-served in the next activity participated in.

IX. DISCIPLINARY PROCEDURE

1. Minor violations will be handled by the coach/advisor in charge.
 - a. Minor violations will include undesirable behavior, keeping late hours, field discipline, lack of cooperation, missing practices, etc.
 - b. Penalties for minor violations will range from a verbal reprimand up to suspension from practices/meetings and games/performances for a maximum of ten (10) school days for activities or 10 percent of the total number of games for athletics.
2. The Athletic Director & Principal will handle major violations.
 - a. Major violations take place when an athlete is involved in the use, possession, buying, or selling of intoxicating beverages, tobacco and tobacco like products such as e-cigarettes, vaping products, hookah pens(including products that do not contain tobacco/nicotine), illegal drugs, or drug paraphernalia. Excessive undesirable behavior, including but not limited to criminal behavior, will also be considered a major violation.
 - b. Participation in a "party" or other situation involving the illegal consumption of intoxicating beverages or other illegal drugs by minors without personally participating in the consumption.
 - c. Penalties for major violations will be as follows and will be carried over from season to season and year to year in grades 7-12:

First Major Violation:

Athletic Activity

The penalty for the first major violation will be a suspension from 20 percent of the total number of games for the sport in which the violation occurs. The suspension will carry over from one sport season to another if necessary. Any pre-season or vacation violations will carry the same suspension when the athlete enters a sport season. Practice attendance will be at the coach's discretion throughout the suspension period. There will also be loss of captancy, team honors (special awards, etc) and no All-Conference consideration for each season affected by a suspension. Any involvement in extra-curricular activities will be suspended for a 3 week period and loss of office for the balance of the year.

If you have a co-curricular violation during the season that you are eligible for post season recognition (All-Star, All-State), you will not be eligible for nomination of such awards. If the violation occurs after the All-Star selection, you will not be allowed to participate in the All-Star event.

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Extra-Curricular Activity

A member of an extra-curricular activity will be ineligible to participate for three weeks starting with the next scheduled activity. There will be the loss of office for the balance of the year.

Second Major Violation:

Athletic Activity

The penalty for a second major violation will be suspension from 50 percent of the total number of games for the sport in which the violation occurs. The suspension will carry over from one season to another if necessary. There will also be loss of team honors (special awards, etc.), loss of captaincy, and no All-Conference consideration for each season affected by a suspension. Any involvement in extracurricular activities will be suspended for a 6 week period and loss of office for the balance of the year.

If you have a co-curricular violation during the season that you are eligible for post season recognition (All-Star, All-State), you will not be eligible for nomination of such awards. If the violation occurs after the All-Star selection, you will not be allowed to participate in the All-Star event.

Extra-Curricular Activity

A member of an extra-curricular activity will be ineligible to participate for six weeks starting with the next scheduled activity. There will also be a loss of office for the balance of the year.

Third Major Violation:

Suspension from all athletics/activities for one calendar year.

Fourth Major Violation:

Permanent suspension. Should any student suspected of alleged violations be untruthful in statements to the athletic director, principal or athletic board, all penalties shall be increased to the next level (i.e., first violation penalty would be increased to the second violation penalty). Any student who receives a ticket issued related to behaviors outlined in section IX, 2a must report the violation to the athletic director or principal prior to his/her next scheduled activity or within 48 hours, excluding weekends, whichever comes first. If this does not happen, all penalties will be increased to the next level.

1. **Truthfulness:** 2. Each violation has its own characteristics. Each case will be judged on its own individual merits.

X. DUE PROCESS

1. Minor violations will be handled by the coach/advisor. Appeals may be made to the athletic director and, if necessary to the principal.
2. Any reported major violation must be submitted in writing to the athletic director/principal and is to be signed by the person reporting the violation. Any tickets issued related to behaviors outlined in section IX, 2a will be considered an automatic violation report.

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3. Upon receipt of a major violation report, the school will give the student the opportunity to admit his/her guilt or to request a hearing before the activities board.
4. The activities board will consist of 5 members:
 - a. Principal or Designee
 - b. Athletic Director
 - c. 3 Coaches/Advisors
5. The board will meet to conduct a hearing within 48 hours, weekends excluded, after receiving the complaint, unless an extended timeline is acceptable to both the student and the school.
6. The student will be required to appear before this board. Parents/Guardians of the student may attend the hearing if
9. Appeals of the decision of the activities board may be made within 48 hours to the appeal board that will meet within five days. The appeal board will consist of an appointed school board member, the district administrator (chairperson), and two appointed faculty members.
10. Appeals of the appeal board may be taken to the school board and the courts.

X. AWARDS

Awards for each sport/activity will include participation certificate, major letter, and special awards (MVP, Most Improved, etc.). Each coach/advisor will use their own discretion in giving out awards, taking into consideration attitude, conduct, dedication and commitment to the sport.

Major Violations

1 st	Loss of office	No activities:	3 weeks from next scheduled event
2 nd	Loss of office	No activities:	6 weeks from next scheduled event
3 rd	Suspension from all activities for one calendar year		
4 th	Permanent suspension	Unexcused absence=	Loss of next scheduled activity

CLUB/GROUP	OFFICES LOST	ACTIVITIES SUSPENDED FROM	EXCLUSIONS FROM SUSPENSION
Art Club	President Vice-President Secretary Treasurer	Contests Leadership Training Trips	Meetings Fund Raiser
Drama Club	President Vice-President Secretary	Performances	Practices Meetings Fundraisers
Forensics	President Vice-President	Tournaments WHSFA Meets Trips	Practices Meetings
Student Council Student Congress	President Vice-President Secretary Treasurer	Conferences	Meetings Fundraisers
Class of 2022-2025	President Vice-President Secretary Treasurer	Class Trips	Meetings Fundraisers
FFA	All Offices	Conferences Trips	Meetings -Activities Curricular--Related
Spanish Club	President	Trips	Meetings

Pecatonica Student and Activities Handbook - 2021/2022

	Vice-President		Fundraisers
	Secretary		
	Treasurer		
Pep Band	President	Pep Band	Practices
	Vice-President	Performances	Required
	Secretary	Trips	Performances
	Treasurer		
Prom	Court	Decorating:	Meetings
		Thursday P.M.	Dance
		Friday A.M.	
		Friday P.M.	
Homecoming	Court	A.M. Activities	Dance
		P.M. Activities	
FPS		Contests	Practice
			Fundraisers

**Title IX: Sexual Harassment
Students and Other Applicable Individuals**

Title IX of the Education Amendments of 1972 and its implementing regulations in 34 C.F.R. Part 106 (collectively “Title IX”), and Wis. Stat. §118.13 and Wisconsin Administrative Code Ch. PI 9 (collectively “State Law”), prohibit discrimination, including harassment, on the basis of sex against students in an education program or activity. The Pecatonica Area School District (“District”) does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the District’s education programs and activities extends to admission and employment. Inquiries about the application of Title IX may be referred to the Title IX Coordinator or the Assistant Secretary for Civil Rights of the United States Department of Education, or both. Contact information for the Title IX Coordinator is provided below.

This policy is only intended to address sexual harassment against students and other applicable individuals, other than employees, under Title IX. All other forms of discrimination and harassment (including sexual harassment under State Law) against students or other applicable individuals, other than employees, based on sex, race, religion, national origin (including persons whose primary language is not English), ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender expression, gender identity, gender non-conformity, physical, mental, emotional or learning disability are addressed in Policy 411.

Sexual harassment against employees under Title IX is addressed in Chapter 513.

I. Definition of Sexual Harassment under Title IX

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct;

- (2) Unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- (3) Sexual assault, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), dating violence, as defined in 34 U.S.C. § 12291(a)(10), domestic violence, as defined in 34 U.S.C. § 12291(a)(8), or stalking, as defined in 34 U.S.C. § 12291(a)(30).

II. Notice of Sexual Harassment under Title IX

When the District has actual knowledge of sexual harassment under Title IX in an education program or activity of the District against an individual, including a student, in the United States, the District shall respond promptly in a manner that is not deliberately indifferent.

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment under Title IX to (1) the District's Title IX Coordinator; (2) any official of the District who has authority to institute corrective measures on behalf of the District; or (3) any employee of the District.

“Education program or activity” includes locations, events, or circumstances over which the recipient exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX and the context in which the sexual harassment occurred.

III. Identification of Title IX Coordinators

The District Administrator is designated as the “Title IX Coordinator” and authorized by the District to coordinate its efforts to comply with Title IX and this Policy. The contact information for the Title IX Coordinator is as follows:

Danielle Scott, Superintendent
Pecatonica Area School District
704 Cross Street
Blanchardville, WI 53516
Phone:(608) 523-4248
Email: dscott@pecatonica.k12.wi.us

IV. Reporting Sexual Harassment under Title IX

Any employee or any official of the District who has authority to institute corrective measures with actual knowledge of sexual harassment under Title IX must immediately report sexual harassment to the Title IX Coordinator. In the event that the sexual harassment involves conduct by the Title IX Coordinator against a student, such employees or officials must report the alleged conduct to the District Administrator.

Any person (including a person not alleged to be the victim of sexual harassment) may report sexual harassment at any time, including during non-business hours, to the Title IX Coordinator by mail, by telephone, by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

V. Response to Report of Sexual Harassment under Title IX

When the District has actual knowledge of sexual harassment under Title IX, a complainant and respondent may be identified (collectively “parties”). A complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without filing a formal complaint, and explain to the complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, while protecting the safety of all parties and the District’s educational environment; and deterring sexual harassment.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

VI. Emergency Removal/Administrative Leave

The District may remove a respondent from the education program or activity on an emergency basis. Before any emergency removal is permitted, the District shall (1) undertake an individualized safety and risk analysis, (2) determine that an immediate threat to the health or safety of students or other individual justifies removal, and (3) provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. The District may place a non-student employee respondent on administrative leave, including during the pendency of a grievance process. The District shall also comply with any applicable requirements under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Individuals with Disabilities Education Act when removing a respondent from the education program or activity or placing a respondent on administrative leave.

VII. Formal Complaint

A formal complaint is a document filed by a complainant, or filed by a parent or guardian on behalf of a complainant, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent and requesting the District investigate the allegation of sexual harassment. At the time a formal complaint is filed (either by the complainant, parent or guardian, or the Title IX Coordinator), the named complainant must be participating in or attempting to participate in the education program or activity of the District.

A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, by using the contact information for the Title IX Coordinator, or by any additional method designated by the District. A document filed by a complainant means a document or electronic submission that contains the complainant's physical or digital signature or otherwise indicates that the complainant, or a parent or guardian acting on behalf of a complainant, is the person filing the formal complaint. If the District receives a formal complaint, the District must follow the grievance process below.

VIII. Grievance Process

The District's grievance process shall include all the basic requirements under Title IX. Any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, appeal-decision maker, or facilitator of an informal resolution shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. In addition, there shall be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

A. Written Notice

Upon receiving a formal complaint, the District shall provide a written notice to the parties who are known. The written notice shall be provided to the parties within forty-five (45) days of receipt of the formal complaint.

The written notice shall include:

1. Notice of the District's grievance process, including any informal resolution process;
2. Notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time of the notice (identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident);
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
4. A statement that the parties may request to inspect and review evidence that is directly related to the allegations raised in the formal complaint;
5. A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney; and
6. Notice to the parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The notice described above shall be provided to the parties with sufficient time to prepare a response before any initial interview. If, during an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice, the District shall provide notice of the additional allegations to the parties whose identities are known.

B. Dismissal of Formal Complaint

If the conduct alleged in a formal complaint: (1) would not constitute sexual harassment as defined under Title IX even if proved; (2) did not occur within the District's program or activity; or (3) did not occur against a person in the United States, the District **must** dismiss the formal complaint with regard to that conduct. If dismissal is required, the District must promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties. Dismissal of a formal complaint does not preclude action under the District's code of conduct.

The District **may** dismiss a formal complaint if, at any time during the investigation, any of the following occurs: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint; (2) the respondent is no longer enrolled in or employed by the District; or (3) specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint. If such dismissal occurs, the District must promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties. If dismissed, the District will review whether the complaint should be investigated under other applicable policies.

C. Consolidation

The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

D. Informal Resolution

Following the filing of a formal complaint, and at any time prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, including mediation, which does not involve a full investigation and adjudication. An informal resolution process is not available to resolve allegations that an employee sexually harassed a student, and the District shall not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment under Title IX. The District shall not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.

Before conducting any informal resolution process, the District will provide to the parties a written notice disclosing: (1) the allegations; (2) the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, if any; (3) that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the formal complaint process; and, (4) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared and whether the facilitator of the informal resolution process may be a witness in any subsequent formal complaint process. The District will obtain the parties' voluntary written consent to the informal resolution process. Any such informal resolution process shall be resolved within thirty (30) days of the written notice described in this paragraph, unless additional time is needed as determined by the District.

E. Investigation of Formal Complaint

The District shall designate an investigator to investigate the allegations in a formal complaint and ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on the parties. The investigation process instituted by the District shall treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent and by following a grievance process that complies with Title IX before imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

During the investigation, the District shall:

1. Not restrict the ability of either party to gather and present relevant evidence, or to discuss the allegations under investigation;
2. Provide equal opportunity for the parties to present witnesses and other inculpatory and exculpatory evidence;
3. Provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. However, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
4. Provide to the party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
5. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, as well as inculpatory and exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation;
6. Prior to completion of the investigative report, send to each party and the party's advisor, if any, the evidence subject to inspection and review, in an electronic format or a hard copy, and the parties shall have at least ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report;
7. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response; and,
8. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

F. Determination Regarding Responsibility

The District shall identify a decision-maker (other than the Title IX Coordinator, investigator, and facilitator of an informal resolution) who will issue a written determination regarding responsibility on the formal complaint. To reach this determination, the decision-maker will apply the preponderance of the evidence standard.

After receipt of the investigative report and before reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such evidence about the complainant's prior sexual behavior is offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and is offered to prove consent. The decision-maker must explain to the party proposing the questions any decision to exclude questions as not relevant.

The decision-maker must make an objective evaluation of all relevant evidence (both inculpatory and exculpatory) and must not make credibility determinations based on a person's status as a complainant, respondent, or witness.

G. Decision-maker's Written Determination

The decision-maker will apply a preponderance of the evidence standard in issuing a written determination. The written determination shall include all of the following:

1. Identification of the allegation(s) potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve access to the District's education program or activity will be provided by the District to the complainant; and,
6. The District's procedures and permissible bases for the complainant and respondent to appeal, including notice of the right of a student complainant to appeal a final determination to the state superintendent of public instruction and procedures for making that appeal.

The District will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

H. Possible Sanctions and Remedies

The District may implement a range of possible sanctions and remedies following a determination of responsibility. The range of remedies include counseling, no-contact orders, or other appropriate remedies. The range of sanctions include suspension, expulsion, or other disciplinary sanctions.

I. Supportive Measures

The District may provide a range of supportive measures available to complainants and respondents. The range of supportive measures include those identified above.

J. Appeal

The District shall identify an individual to serve as a decision-maker on the appeal (other than the Title IX Coordinator, investigator, decision-maker, and facilitator of an informal resolution).

The District shall offer both parties an appeal from a determination regarding responsibility or from a dismissal of a formal complaint. An appeal must be filed within ten (10) days of issuance of the written determination on responsibility or dismissal of a formal complaint and may be based upon any of the following:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility was made, that could affect the outcome of the matter; and,
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter.

As to all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
2. Ensure that the appeal decision-maker is not the same person as any investigator(s), decision-maker(s) that reached the determination of responsibility or dismissal, the Title IX Coordinator, or the facilitator of an informal resolution;

3. Ensure that the appeal decision-maker complies with the standards set forth in 34 C.F.R. § 106.45(b)(1)(iii);
4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
5. Issue a written decision describing the result of the appeal and the rationale for the result, which shall be issued within thirty (30) days of the filing of the appeal, unless the appeal decision-maker needs additional time; and,
6. Provide the written decision on appeal simultaneously to both parties.

K. Timeframe for Determination

The conclusion of the grievance process, including any appeal, shall be done in a reasonably prompt timeframe, but no more than ninety (90) days from the date the complaint is received. The parties may agree to an extension of the 90-day timeframe to complete the grievance process or extend this timeline for good cause, as permissible by law.

IX. Retaliation Prohibited

Neither the District nor any person may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy, or because the individual has 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 or this part, constitutes retaliation.

Complaints alleging retaliation may be filed according to the complaint procedures for sexual harassment under this Policy.

X. Confidentiality

The District shall keep confidential the identity of any person who has made a report or complaint of sexual harassment under Title IX, any complainant, any individual who has been reported to be the perpetrator of sexual harassment, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (“FERPA”), as required by law, or to carry out the purposes of this Policy or Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

The District may not access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains the voluntary written consent of the party or the party’s parent or guardian.

XI. Recordkeeping

The District shall maintain for a period of seven years, records of:

1. Each sexual harassment investigation, including any determination regarding responsibility, any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve access to the District's education program or activity;
2. Any appeal and the result therefrom;
3. Informal resolution and the result therefrom; and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process with regard to sexual harassment.

The District shall create and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

With respect to each response, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it took measures designed to restore or preserve access to the District's educational program or activity. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

XII. Training

The District shall ensure that the Title IX Coordinators, investigators, decision-makers, appeal decision-makers and facilitators of informal resolution processes, receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including appeals and informal resolution processes, if applicable, for the purpose of protecting the safety of students, ensuring due process protections for all parties, and promoting accountability.

The District shall ensure decision-makers receive training on issues of relevance of questions and evidence, including questions and evidence about a complainant's prior sexual behavior. The District shall also ensure investigators receive training on how to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and facilitators of informal resolutions may not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

XIII. Pupil Harassment under State Law

Under state law, pupil harassment includes behavior towards pupils based, in whole or in part, on sex, which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment. Any such pupil harassment may be reported to the Title IX Coordinator. The Title IX Coordinator

shall be responsible for addressing such allegations, including conducting an investigation, if appropriate, pursuant to this Policy and Policy 411.

If a student, or parent or guardian acting on behalf of the student, files a complaint alleging harassment on the basis of sex only under state law, the Title IX Coordinator shall consider any appropriate action, including requiring the student to follow any general student harassment procedure adopted to comply with state law prohibiting harassment based on sex. However, the Title IX Coordinator may determine that it is appropriate to proceed with the complaint under this Title IX Sexual Harassment policy, including resolution of the allegations under the grievance process.

Legal References: Title IX of the Education Amendment of 1972
Title IX regulations, 34 C.F.R. Part 106
Wis. Stat. §118.13
Wisconsin Administrative Code PI 9

Adopted August 17, 2020