



2025-26

**Richland Center High School
Student Handbook**

Richland Center High School
Grades 7-12
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The staff of RC 7-12 welcomes you to what we hope will be an enjoyable and rewarding school year. This Student/Parent Handbook is designed to provide useful information regarding Board of Education policy, school expectations, regulations, and state laws. Read this handbook carefully Understanding how your school functions can reduce inconveniences and problems during the school year. Procedures and/or board-approved addendum to this handbook will be noted in the school's newsletter. Answers not found in this handbook may be obtained by contacting the high school office at 649-HIVE. School Board Policy, including the Code of Conduct can be viewed at the high school office.

The exterior doors to the High School are locked between the hours of 8:15 am and 3:15 pm. In order to gain entrance to the building, please use the security features at the main entrance.

BELL SCHEDULES (M/T/TH/F)

Block 1		8:05- 9:31		
Passing		9:31-9:36		
Block 2		9:36-11:02		
Passing		11:02-11:07		
Block 3	Class	11:07-12:33	Lunch	11:07-11:37
			Passing	11:37-11:42
	Passing	12:33-12:38	Class	11:42-1:08
	Lunch	12:38-1:08		
Passing		1:08-1:13		
Hornet Hour		1:13-1:59		
Passing		1:59-2:04		
Block 4		2:04-3:30		

BELL SCHEDULES (W) EARLY RELEASE

Block 1	8:05- 9:09
Passing	9:09-9:15

Block 2		9:15-10:29		
Passing		10:29-10:35		
Hornet Hour		10:35-11:09		
Passing		11:09-11:15		
Block 3	Class	11:15-12:29	Lunch	11:15-11:45
			Passing	11:45-11:51
	Passing	12:29-12:35	Class	11:51-1:05
	Lunch	12:35-1:05		
Passing		1:05-1:11		
Block 4		1:11-2:30		

ACADEMIC REQUIREMENTS

Credits

The successful completion of **26 credits** are required for graduation must include the following:

English:	4 credits	Science:	3 credits
Social Studies:	3 credits (including Civics)	Physical Education:	1.5 credits

**0.5 PE Sport exemption available*

Math:	3 credits	Health:	0.5 credit
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**Completion can be in 7/8 grade or during HS*

Personal Finance: 0.5 credit

GPA – Non AP Courses (Grading Scale) -- The following scale is used to determine GPA for non AP courses:

A	4.00 (94-100%)	C+	2.33 (77-79.99%)	D-	0.67 (60-63.99%)
A-	3.67 (90-93.99 %)	C	2.00 (74-76.99%)	F	0.00 (below 60%)
B+	3.33 (87-89.99%)	C-	1.67 (70-73.99%)		
B	3.00 (84-86.99%)	D+	1.33 (67-69.99%)		
B-	2.67 (80-83.99%)	D	1.00 (64-66.99%)		

GPA – AP Courses (Grading Scale) -- The following scale is used to determine GPA for AP courses: (Students must obtain a score of a 2 or higher on the AP exam to obtain a weighted grade

A	5.00 (94-100%)	C+	3.33 (77-79.99%)	D-	1.67 (60-63.99%)
A-	4.67 (90-93.99 %)	C	3.00 (74-76.99%)	F	0.00 (below 60%)
B+	4.33 (87-89.99%)	C-	2.67 (70-73.99%)		
B	4.00 (84-86.99%)	D+	2.33 (67-69.99%)		
B-	3.67 (80-83.99%)	D	2.00 (64-66.99%)		

COURSE GRADING CATEGORIES

All courses at RCHS will use the following weighted categories for calculating student grades in Skyward.

	<u>Coursework</u>	<u>Assessments</u>
Tier 1 (grades 7 & 8)	60%	40%
Tier 2 (grades 9 & 10)	40%	60%
Tier 3 (grades 11 & 12)	20%	80%
Tier 4 (Electives)	100%	0%

ACADEMIC HONORS

At RCHS 7-12, we recognize students who have demonstrated high academic achievement on a semester/quarterly basis as noted below.

Grades 9-12

Student's GPA Semester Awards

4.00 +	Highest Honors	Academic Letter and a 4.00 Pin for each additional semester
3.99 - 3.50	Honor Roll	Academic Letter and bar pin for each additional semester
3.49- 3.00	Scholastic List	

*Seniors who have earned a cumulative grade point average of 3.400 (without rounding) or higher graduate with honors.

Grades 7-8

Student's GPA Semester Awards

4.00	Highest Honors
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3.99 - 3.60 High Honor Roll

3.59- 3.20 Honor Roll

ACADEMIC HONESTY / PLAGIARISM

Academic honesty is defined in district Policy 5505. Students in violation of this policy may be subject to disciplinary action outlined under the Classroom Code of Conduct.

EARLY GRADUATION

If a student intends to graduate early, they will need to complete an "Early Grad Declaration Letter" with their school counselor. Once completed this document will need RCHS administrative approval. Early graduates will be announced to the RSD Board of Education.

REPORT CARDS

Report cards will be mailed the end of the quarter. Progress reports will be emailed through the Skyward system.. If there are questions concerning grades, please contact the teacher involved.

INCOMPLETE GRADES

Due to unavoidable circumstances when course work or tests have not been completed, a student may receive an "incomplete" (I). The teacher can only permit an incomplete if an extenuating circumstance is documented and presented to the principal for approval. Extenuating circumstances include anything of an emergency proportion that arises where the student has no control of the situation. Incomplete course grades will be converted to failing grades after a period of 10 school days, unless a different grade has been earned. If more time is needed to complete the outstanding work, the high school principal (or designee) must give approval in cooperation with the high school teacher.

For the purpose of the RC 7-12 Activity Code (except in extenuating circumstances as determined by the building principal or designee) an incomplete is treated as a failure.

MAKE-UP EXAMS

Students absent the day of a test or exam may receive a different test on the similar material. On a test day, if a student has the opportunity to test another period when the same class is offered - s/he will be expected to do so.

RETAKE EXAMS

Teachers are encouraged to provide retake examinations to any student wishing to improve his or her test grade. However, this is not a required practice and is therefore subject to each teacher's philosophical belief.

EXTRA CREDIT ASSIGNMENTS

Extra credit may be offered to any student who has completed all course requirements and has done so at the level expected by the classroom teacher. Extra credit will not supplant required work. Extra credit work will also be a continuation of current course study or exploration in a related area, as

determined by the student and teacher. The work and involvement will be at least as challenging as other course projects. Extra credit will help those individuals who wish to improve their grade, but only after the student has completed all required work at the level of teacher expectancy. Because individual teachers support differing beliefs as it pertains to extra credit, the right to provide the opportunity for extra-credit remains with the classroom teacher. However, those who choose to support extra credit must follow the above guidelines.

ADVANCED ACADEMIC OPPORTUNITIES

RCHS students have the possibility of earning high school and college credit while taking advanced RCHS courses. Advanced placement courses culminate with an AP exam that may provide college credit at an institution of higher ed if the score qualifies. Opportunities exist with Accounting and AP Psychology to earn transcripted credit through SWTC. ECCP and Start College Now are programs allowing HS students to enroll in higher education courses while still in high school.

ANNOUNCEMENTS

Students wishing to have announcements added to the daily announcements, should work with their advisor or coach to submit them to the office.

ASSEMBLIES

From time-to-time the high school presents an assembly program. These vary from pep rallies, recognition assemblies, informative and/or educational assemblies. Assemblies are part of the school day, and as such, students are expected to be in attendance. If students' personal or religious beliefs conflict with their presence at an assembly, they should notify the high school principal or designee and report to a prearranged location.

ATTENDANCE / ABSENCES

In accordance with state law (s. 118.15), all children between six and eighteen years of age must attend school full-time until the end of the semester of the school year in which the child becomes 18 years of age. Every pupil shall be given the reasons for which he/she may be absent. A copy of the entire Policy on School Attendance shall be kept in every school and made available upon request to teachers, parents, and students.

ABSENCES - EXCUSED

According to the Board of Education, a student may be excused from school for the following reasons:

- Illness or injury
- While RC 7-12 may require a doctor's excuse for other reasons, we reserve the right to require a doctor's excuse if a student is absent 3 or more consecutive days, or when a student has been gone 5 or more partial/full days in a semester. The doctor's excuse should contain specific dates corresponding to the absence(s). If an accident caused the illness or injury, administration may require an excuse signed by a physician before re-entry into school will be allowed.
- Emergencies at home
- (Accident, illness in the immediate family, death in the family, etc.)
- Medical/dental appointments approved in advance
- Court appearances
- Religious holiday
- **Trips with parents** when requested and approved in advance

- (See Planned Absences below.)
- Approved school activities during class time
- **Extenuating circumstances** approved by an administrator
- Planned Absences:
 - o If a parent knows that his/her child will be gone ahead of time, s/he can arrange for him/her to make up the work before the absence. Send a note with him/her or call the High School and request a pre-planned absence form. Specify the dates s/he will be gone. It is the student's responsibility to take the slip around to his/her teachers and have them sign the form. When s/he has all their teacher's signatures, s/he needs to turn in the form into the office. If the office does not have a completed form on file before the date of the absence, this will not be considered a planned or pre-arranged absence.
 - o Students with an excused absence will be given the opportunity to make up work in accordance with the following guidelines:
 - a. The student must make arrangements with their teacher(s) to make up any missed class work.
 - b. The number of days allowed to make up missed work is the number of days absent, plus one (1).
The student may request an extension of this timeline.
 - c. Students will be permitted to take any examinations missed during their absence.
 - 10 planned absence days are allowed each school year. In accordance with the state statutes, the high school office should receive **written notice a day prior to the absence**. **Planned absence days cannot be claimed after an absence has occurred.** Trips with parents that are requested and approved in advance are counted as planned absence days. Planned absence days cannot be divided. Missing any part of a school day counts as one used planned absence day. The Richland School District interprets part of a day as 20 minutes or more.

ABSENCES - UNEXCUSED

Students (who are absent from school) with or without the consent of their parent or guardian and whose absence does not fall under the excused absences listed above shall be considered unexcused/truant. Examples (not an all-inclusive list) of **unexcused absences** are:

* Missing the school bus * Shopping * Oversleeping * Errands * Babysitting *Car trouble *Riding with a friend * Haircut appointment * Family trips not approved in advance *Tardiness

A telephone message stating "personal reason" is not an acceptable excuse. The building principal or designate must be informed of the nature of the absence in order to release a student from school/class as directed by Board policy. If the student wishes to take one of their 10 planned absence days, it must be stated in a written note from the parent before the day is to be taken in accordance with state statutes.

Planned absences not approved in advance are unexcused absences, even though the absence is requested in advance, may have qualified as an excused absence.

Planned absences not approved in advance are unexcused absences, even though the absence is requested in advance and may have qualified as an excused absence.

NOTICE OF HABITUAL TRUANCY

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

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

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

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law.
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113 - Open Enrollment Program (Inter-District), which the parent or student may follow if they believe the student was erroneously marked truant.

SKYLERT

Skylert is a messaging system that may alert parents in the form of phone, email, and text. Skylert will auto call parents alerting them if a student has an absence or tardy for one or more class periods as well as a low lunch account. This will allow you to know that your child is not at school or has not reported to their assigned class.

TARDINESS

Students who are not in the homeroom, class, or study hall on time will be considered tardy. It is at the discretion of the administration and instructors to determine if student tardiness is excused or unexcused. Students will receive consequences for 5 or more unexcused tardies, per quarter. * **Excessive tardiness may also lead to other consequences besides detention including truancy.**

Students who are tardy more than 20 minutes into the class period will be recorded as absent. The absence will be recorded as excused or unexcused depending on the circumstance. **A tardy is an absence that is less than 20 minutes. When a student is unexcused tardy five times, then one (1) truancy notice will be issued.**

EXCUSING STUDENTS (PHONE CALL AND/OR WRITTEN NOTE)

If a student is going to be absent from school, a parent/guardian should contact the *high school* office as soon as possible. The brief message should include **parent/guardian's name, student's name,** and the **reason for absence**. If a parent/guardian needs to talk to the receptionist, please call after 7:30 a.m. **RC 7-12 Phone # 649-HIVE.**

In some cases phone calls cannot be made by parents/guardians of students. If a phone call has not been made, the student should provide a written excuse (from parent/guardian) the first day he/she returns to school. **We reserve the right to require a doctor's excuse if a student is absent 3 or more consecutive days, or when a student has been gone 5 or more partial/full days in a semester.**

It is good practice to bring in a note anytime a student visits or is excused by a medical professional. This helps ensure that the student's number of unexcused absences does not exceed 5 in a semester.

STUDENTS LEAVING SCHOOL

To excuse your son/daughter from school, you may do one of the following:

1. **Send a note** with your child stating the reason and time they need to leave school. This note should be taken to the high school office (prior to the start of classes), and your child will receive a pass to leave school at the appropriate time.
2. You may also **call the high school office** at 649-HIVE. You should leave your name, child's name, your phone number, and the reason on the attendance secretary's voicemail. If your child has an unexpected appointment, please call the high school office as soon as possible.

Your child will be paged at the next break between classes. We will not interrupt a class, unless it is absolutely necessary.

RELEASE DURING SCHOOL HOURS

A student may be granted permission by the principal to leave the school premises during the school day:

1. To receive instruction at another site.
2. To participate in a school supervised work experience program.
3. For medical/dental appointments.
4. Other appropriate reasons for release.

SIGNING IN AND OUT OF SCHOOL

When a student leaves school for any reason, s/he must contact the main office. Students must also contact the high school office if they return to school that day.

ATTENDANCE FOR ADULT STUDENTS

Adult RCHS students (18 years old and above) **are not exempt** from any of the attendance rules. Attendance expectations do not change when a child turns 18. A form is available in the office for

students that are 18 years old. The form requires signatures from the student and parent/guardian. Adult students are responsible for excusing their absences from school, and should follow the same procedures as parents excusing minor aged children. **We reserve the right to require a doctor's excuse if a student is absent 3 or more consecutive days, or when a student has been gone 5 or more partial/full days in a semester.**

BACKPACKS, BOOK BAGS, & DUFFEL BAGS

Students may bring backpacks (and other school bags) to school. All backpacks (and other school bags) must remain in student lockers throughout the school day (8:05 a.m. – 3:30 p.m.)

Students that are transporting Physical Education clothing to and from the locker room will be allowed to use a duffel bag to do so during the school day. They will not, however, be allowed to have a duffel bag in a classroom, study hall, or in the Commons.

BASIC STUDENT EXPECTATIONS

The following is a list of expectations for all students. This list is not necessarily all-inclusive.

1. **Punctuality:** Students must arrive to class on time.
2. **Readiness:** Students must bring the necessary materials to each class.
3. **Active participation:** Students must take an active interest in what occurs on a daily basis in the classroom. Regular attendance is expected.
4. **Timeliness of assignments:** All required work is to be handed in on time. The completion of all work missed due to any absence is the responsibility of the student.
5. **Quality of work:** Students must know what their teacher expects and should put forth their best effort.
6. **Cooperation:** Students must learn how to work with others and be a valued partner, not an obstacle.
7. **Respect:** Students should respect themselves, and must respect others and their environment.
8. **Follow directives:** Students must follow teacher directives during emergency drills.
9. **Be in supervised areas:** Students are expected to be in areas that are supervised by staff throughout the school day. Students must be in the areas assigned by their schedule. Students should not leave assigned areas unless they have a pass from a staff member.

BULLYING, HARASSMENT, AND NON-DISCRIMINATION

NOTE: Due to the importance of this content, this is the Richland School District's policy in its entirety. All of the Richland School District's policies, can be found, in full, on the District website at www.richland.k12.wi.us

5517.01 - BULLYING

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the

District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Definitions

"Bullying"

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

Some examples of Bullying are:

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

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

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

5. cyberbullies hack into or otherwise gain access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to, the following:

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

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

"Staff" includes all school employees and Board members.

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

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

Complaint Procedures

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

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

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

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

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

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

If, during an investigation of a reported act of bullying in accordance with this Policy, the Principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national

origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws, the Principal will report the act of bullying to one (1) of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity, or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one (1) or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

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

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

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

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

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

Retaliation/False Reports

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

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

Privacy/Confidentiality

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

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

Notification

Notice of this policy will be annually distributed to all students enrolled in the School District and their parents. The policy will also be provided to organizations in the community having cooperative agreements with the schools. Additionally, the policy or a summary will be incorporated into the teacher, student, and parent handbooks.

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

Records and Reports

Records of investigations will be maintained in accordance with Policy 8330 - Student Records and State law.

Education and Training

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

5517 - STUDENT ANTI-HARASSMENT

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

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

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

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

Other Violations of the Anti-Harassment Policy

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

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

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

Notice

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

Definitions

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

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

Day(s) means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays) unless expressly stated otherwise herein.

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

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

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

The Richland School District does not discriminate on the basis of sex in any education program or activity. Title IX Coordinators:

- Shaun Tjossem, Director of Special Education – tjos@richland.k12.wi.us
- Amber Bingham, HR Director – бина@richland.k12.wi.us

Both are located at 1996 US Hwy 14 W, Richland Center, WI 53581. Phone: 608-649-HIVE.

Bullying

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

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

Harassment

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

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

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

Examples are:

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

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

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

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

- A. unwelcome verbal harassment or abuse;

- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 2. rating a person's sexuality or attractiveness;
 3. staring or leering at various parts of another person's body;
 4. spreading rumors about a person's sexuality;
 5. letters, notes, telephone calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

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

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

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;

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

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

- K. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- L. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- M. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

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

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)" or CO or COs):

Shaun Tjossem

Director of Pupil Services

608-647-6106

1996 US-14W

PO Box 649

Richland Center, WI 53581

tjos@richland.k12.wi.us

Laura Selgeby

Richland Center - Assistant Principal/Activities Director

608-649-HIVE

1996 US-14W

PO Box 649

Richland Center, WI 53581

sell@richland.k12.wi.us

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

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

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes they have been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall report the alleged harassment to one (1) of the Compliance Officer(s) and the building principal or District Administrator within two (2) days.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered

complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.

- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the Board has designated both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

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

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

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

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

Filing a Complaint and Initial Processing of a Complaint

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

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

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

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who

shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01- Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 -Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer shall keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

Complaint and Investigation Procedure

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

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

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

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

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

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

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

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

The investigation generally will include:

- A. interview(s) with the Complainant;

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

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

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

Generally, within five (5) days of receiving the report of the CO or designee, the District Administrator, or in the case of a complaint against the District Administrator or a Board member, the person designated to serve as the decision-maker for the complaint either must issue a written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent. The District Administrator may redact information from the decision consistent with applicable law. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

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

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

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

To the extent required by law or permitted by the District, the parties may be represented, at their own cost, at any of the above-described meetings/hearings.

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

Additional School District Action

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

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

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will instruct each person who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties any information that is learned or provided during the course of the investigation.

Directives During Investigation

The CO may recommend to the District Administrator placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. For example, administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation should be provided a Garrity warning apprising the person of their obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

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

Retaliation

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

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;

- F. all documentary evidence;

- G. all written reports/allegations/complaints/statements;
- H. narratives of all verbal reports, allegations, complaints, and statements collected;
- I. a narrative of all actions taken by District personnel;
- J. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- K. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- L. all documentary evidence;
- M. e-mails, texts, or social media posts pertaining to the investigation;
- N. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- O. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- P. dated written determinations to the parties;
- Q. dated written descriptions of verbal notifications to the parties;
- R. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- S. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
- T. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- U. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- V. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

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

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

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

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

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

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

academic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

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

Principal's Responsibilities

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

District Administrator's Responsibilities

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

A. Curriculum Content

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

B. Staff Training

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

C. Student Access

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

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

D. District Support

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

E. Student Evaluation

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

Definitions

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

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

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

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

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

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

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

The District Administrator shall publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District but do not receive a public education.

In addition, the District Administrator shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis.

Reporting Procedures

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

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

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

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

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

District Compliance Officers (hereinafter referred to as the COs)

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

Jon Bosworth

Business Official

608-649-HIVE

1996 US-14W
PO Box 649
Richland Center, WI 53581
bosj@richland.k12.wi.us

Amber Bingham
Human Resources Director
608-649-HIVE
1996 US-14W
PO Box 649
Richland Center, WI 53581
bina@richland.k12.wi.us

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's website and in the staff handbooks.

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

Investigation and Complaint Procedure

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

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

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

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of work assignment or class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the District Administrator.

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

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

The investigation will include:

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

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

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

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

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

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

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

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

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

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with

local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

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

Privacy/Confidentiality

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant codes of conduct.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity level of any student involved. In those cases where discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

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

Retaliation

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

and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

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

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

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

Education and Training

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

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

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

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

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

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

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ALTERNATIVE EDUCATION

All items in this handbook pertain to students at Alternative Charter Schools (commonly referred to as Alt. Ed.) except:

- Schedules: Alt. Ed. students/class/work schedules can vary and this is communicated through the Alternative Ed. Teacher.
- Grades: Alt. Ed. students' work is not completed in a letter grade or GPA format, and can be based on credit hours earned. If you have questions about this, talk to the Alt. Ed. staff.
- Attendance: Alt. Ed. Student attendance is managed between the staff and the student. It can look many different ways and is always managed on an individual basis. (However, truancy can still be reached in this format.)

- If a student takes a class or classes at RCHS, the above flexibilities do not apply.

CARE OF PERSONAL PROPERTY

The school is not responsible for personal property. Large sums of money, expensive watches, jewelry, iPods, iPads, laptops, cell phones, air pods, etc. should be left at home. If an article is lost, check to see if it has been turned into the office.

CHROMEBOOKS

All students are issued a Chromebook for use during the school year. This device is an integral part of the educational process; therefore, students are allowed to take the device home. This device is the responsibility of the student. Any damage to the chromebook will be subject to fines.

CLASSROOM CODE OF CONDUCT

The Board of Education believes appropriate classroom conduct is essential to creating a positive learning environment. Teachers are expected to create a positive classroom environment that is conducive to learning and self-discipline. Students are expected to behave in a manner that is based on respect and consideration for the rights of others. Students are further expected to know and abide by the rules of behavior established by the classroom teacher, school administration, and Board of Education (Neola Policy 5500)

INAPPROPRIATE BEHAVIORS

A teacher may temporarily remove a student from class for dangerous or unruly behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:

1. Possession or use of a weapon or other item that might cause bodily harm to persons in the class or otherwise in violation of Richland School District Policy (Weapons in School).
2. Throwing objects in the classroom.
3. Being under the influence or possession of alcohol or otherwise in violation of Richland School District Policy.
4. Being under the influence of or in possession of controlled substances or look-alike products or in possession of drug paraphernalia or otherwise in violation of Richland School District Policy.
5. Being in possession of tobacco or nicotine products in violation of Richland School District Policy.
6. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive class environment, or otherwise is in violation of Richland School District Policy.
7. Obstruction of class activities or other intentional action taken to attempt to prevent the teacher from exercising assigned duties.
8. Restricting another person's freedom to properly utilize class facilities or equipment.
9. Repeated disruption or violation of class rules.
10. Excessive or disruptive talking.

11. Interfering with the orderly operation of the class by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
12. Repeated class interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
13. Behavior that causes the teacher or other students fear of physical, psychological, or emotional harm.
14. Taunting, baiting, filming, inciting and/or encouraging a fight or disruption.
15. Pushing or striking a student or staff member.
16. Physical confrontations or verbal/physical threats including fighting.
17. Disruptions and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
18. Willful damage to school property or property of others.
19. Defiance of authority (willful refusal to follow directions or orders given by the teacher).
20. Repeatedly reporting to class without the necessary materials to participate in class activities.
21. Use of profanity.

Reasons other than behavior for which a student may be removed from class:

22. Dressing or grooming in a manner that presents a danger to health or safety , causes interference with work, or creates a class disorder. This includes student hygiene.
23. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.
24. Violation of any rule listed in the Richland School District Student Handbook.
25. Violation of any rule listed in the appropriate grade level Richland School District Student Handbook.

POSSIBLE PENALTIES FOR MISBEHAVIOR

1. Parent conferences.
2. Detention during lunch, or throughout the school day.
3. Before or after school detentions.
4. Loss of after school activities, parking privileges, or other consequences deemed appropriate by an administrator.
5. Restitution for damage to school, staff, and student property.
6. Suspension.
7. Police referral – possible citation (i.e. disorderly conduct, tobacco citation, etc.)
8. Expulsion.

PARENT/GUARDIAN NOTIFICATION PROCEDURES

The building principal or designee shall notify the parent/guardian of a minor student, in writing, when a teacher has removed a student from class. This notification shall include the reason for the student's removal from class and the placement decision involving the student. The notice shall be

given as soon as practicable (not more than five working days) after the student's removal from a class and the placement determination.

When making the placement decision, the building principal or designee shall consider the following factors:

1. The reason the student was removed from class (severity of the offense).
2. Type of placement options available for the student and any limitations on such placement.
3. The estimated length of time of placement.
4. The student's individual needs and interests.
5. Whether the student has been removed from the teacher's class before (repeat offender).
6. The relationship of the placement to any disciplinary action.

SUSPENSION

District Administrators or their designees may suspend a student (for a period of time not to exceed five school days for each specific behavior or for fifteen consecutive school days if a notice of expulsion hearing has been sent) for noncompliance with rules as listed in Board Policy on Classroom Code of Conduct, student handbook, and/or state statutes. The Board of Education reserves the right to levy reasonable consequences for behavior offenses not specifically listed in advance.

SUSPENSION PROCEDURES

1. The student is advised of the reason for the proposed suspension.
2. The student will be given an opportunity to explain his/her version of the incident.
3. The administrator or designee determines the student's suspension is reasonably justified.
4. The parent or guardian of the suspended minor shall be given prompt notice of the suspension and the reason for the suspension.
5. A letter will be sent to the parent/guardian documenting the suspension.
6. Minor pupils suspended during the school day will be released to their parent(s)/guardian(s).

Suspended students shall not be denied the opportunity to take any quarterly, semester, or grading period examinations. Pupils will also be allowed to complete course work missed during the suspension period.

Suspended students may not participate in or attend school events during their suspension.

EXPULSION

The District Administrator shall decide whether or not a student needs to appear before the school board. When it is necessary to expel a student the District shall follow procedures outlined in Wisconsin Statutes 120.13 and Federal Law 18 USC 921 (a)(3).

BUS REGULATIONS

To fulfill the Richland School District's responsibility in providing safe and comfortable transportation for all students of the Richland School District, students are expected to follow these rules:

1. Do not interfere with the health and safety of others.
2. Remain seated at all times; keep the aisles clear.
3. Loud noise levels are not permitted.
4. Swearing and the use of profanity is not permitted.
5. General school district rules are enforced at all times.
6. Skateboards are not allowed on the bus.

*The bus service is an independent business separate from the Richland School District. Riding the bus is a privilege and can be eliminated by the building principal.

CLOSED CAMPUS

RC 7-12 is a **closed campus**. Students are required to attend all scheduled classes, assemblies, activities, and study halls, unless they have permission and a pass approved by an administrator or designee. Students who leave school property without administrative approval may be considered unexcused and truant.

COMMENCEMENT

The Commencement Exercise (graduation ceremonies) for graduating seniors is a privilege, not a right. Students with outstanding school-related financial and/or disciplinary obligations will not be permitted the privilege of participating in commencement activities. Students under the influence of alcohol or other chemicals at the time of commencement will be exempted from participating in commencement activities. Commencement is a very special time. The integrity and dignity of the activity will be upheld to the highest degree. In order to participate in commencement exercises, a student must meet all academic requirements established by the Richland District and State of Wisconsin. Students who are not progressing academically on schedule for graduation at the end of first semester of their senior year will be taken off the graduation list for that school year, but will have the option of taking part in the commencement ceremonies of a following year in which they meet requirements for an RCHS diploma. A student that possesses a course or credit deficiencies at the time his/her class is graduated shall become eligible for a diploma whenever s/he completes all requirements and receives the approval of the High School Principal. A student who is academically on schedule for graduation at the end of the first semester of his/her senior year, but who fails to pass a subject(s) necessary for a diploma during final exams when grades are computed, may participate in the commencement exercise even though s/he will not receive a diploma at that time.

DECORATING CAPS AT GRADUATION

In sponsorship through the RCHS student council, RCHS graduates may decorate the top of their graduation cap at commencement.

Restrictions

- Cannot promote alcohol, drugs, sexual topics, tobacco, gangs
- No alcohol/tobacco company ads/slogan

- No quotes targeting group/person intended to threaten/harass
- No promoting illegal actions
- No immodesty or suggestive material/graphics
- Do not damage the original cap
- Cannot make a noise (bells or horns)
- Cannot threaten the safety of others

Grad Cap Suggestions:

- Graduation year
- Recognizing the university you'll attend
- Thanking someone (teacher, parent, friend)
- Famous Quote

Graduation caps will be inspected prior to commencement and any cap found to be in violation will be modified (or confiscated if it is beyond repair).

DISTRICT USE OF STUDENT PICTURES AND WORK

The district may make use of student work or student pictures in their publications. If you do not wish for your picture or personal work to be used by the district you must inform the office in writing.

DRESS CODE

Clothing which could be offensive to others, disruptive to the school environment, or distract from the educational process is prohibited. Student dress or grooming:

1. Should not promote alcohol, drugs, sex, tobacco, gangs, or contain other undesirable ads/slogans. Inappropriate or suggestive clothing will not be permissible at RC 7-12.
2. Should not display obscene, lewd, or vulgar comments.
3. Should not intend to harass, threaten, or demean an individual or group.
4. Should not promote actions that are illegal or in violation of school policies.
5. Should not be immodest or suggestive.
6. Should not wear sunglasses inside the building.
7. Students shall not bring pillows or blankets into classes unless previously approved by RCHS administration

Clothing should cover the student's body and undergarments. Due to safety concerns, the wearing of coats, jackets, or other outside apparel is not allowed in the classrooms. It is recommended that students keep a sweatshirt or sweater in their lockers to wear on colder days. Shoes or appropriate sandals must be worn at all times. In addition, special clothing may be required for some classes or for participation in activities or events.

If questions should arise regarding the appropriateness of student attire, the administration retains the right to make decisions on student dress. Student dress that the administration feels is indecent or disruptive to a positive educational atmosphere will not be allowed. Failure to abide by a request for clothing change will be considered insubordination and subject the student to suspension. Any school time lost will be unexcused.

ADVANCED ACADEMIC OPPORTUNITIES

Richland Center High School students have the possibility of earning high school and college credit while taking advanced Richland Center High School courses.

Advanced placement (AP) courses culminate with an AP exam that may provide college credit at an institution of higher education if the score qualifies. If you take an AP course, you must take the AP test. AP courses are weighted if the student gets a score of 2 or higher on their AP test.

DUAL ENROLLMENT: (ECCP, DUAL CREDIT, COLLEGEUP, START COLLEGE NOW)

Dual Enrollment courses provide an Richland Center High School student the opportunity to earn college credit, as well as high school elective credit (See your guidance counselor for details). If the dual enrollment course is taught by an Richland Center High School teacher, the course may apply as core or elective credit and also be weighted.

You must apply for college in the school semester prior to the one in which you plan to take the post-secondary course.

Students who are interested in Early College Credit (ECCP), Start College Now, and College Up classes must complete the appropriate application form.

Early College Credit, College Up, and Start College Now course approvals are made only if there is no equivalent course offered at any school within Richland Center High School. (If you still wish to take a course that is similar to one offered at Richland Center High School, you can do the same process, you pay for it, and the grade would be Pass/Fail, to not impact the GPA.)

Early College Credit, Start College Now, and College Up course credit will be applied to the high school transcript as an elective course, reflected on the transcript as the earned letter grade, and will be calculated into the student's GPA.

Dual Enrollment courses that are not taken with an Richland Center High School instructor are not weighted.

If a district offers a comparable course, then the student receives a pass/fail grade on their RCHS transcript.

If there's no comparable course and the course fulfills a graduation elective requirement, the student will receive a letter grade on their RCHS transcript.

If there's no comparable course and it does not fulfill a graduation requirement (i.e student has reached the 26 required graduation requirements), the student receives a pass/fail grade on their RCHS transcript for the course.

A student can earn more than 8 credits per year via our student handbook.

Once students reach the 26 graduate credit requirements, the student will pay 25% of the cost of the ECCP class as approved by the school board.

Students will be awarded .25 high school credits per 1 credit offered by a post-secondary course, provided the student receives a passing grade.

Early College Credit, Start College Now, and College Up course requests are for the following semesters: Fall, Spring, or Summer. Students must reapply for Early College Credit each semester.

A student can earn more than 8 credits per year via our student handbook:

Early College Credit, Start College Now, and College Up course requests cannot conflict with the student's high school schedule working toward graduation requirements or class schedule once the class has begun.

A student cannot be concurrently enrolled in a high school course and Early College Credit, Start College Now, and College Up course that are scheduled to take place during the same time of the day.

Early College Credit, Start College Now, and College Up course requests, although listed by the post-secondary institution, may not be available for registration by a high school student. Students and families should contact the post-secondary institution regarding course availability prior to registering. No course is a guarantee, but Student Services are a resource to support. However, it is the parent/student's responsibility to do the application and registration process.

Richland School District is responsible for the cost of all tuition and any required books or materials for the board-approved course. All other costs (supplemental textbooks or workbooks, supplies, parking passes, etc.) are the responsibility of the student.

Tuition and books will be paid at the following rates:

Scenario	Application Status	Credit	District Payment	State Reimbursement	Pupil Payment
District Offers a Comparable Course	Can be denied	None	0%	0%	100%
No Comparable Course + Fulfills Graduation Requirement	Accepted	High school and college credit	75%*	25%*	0%
No Comparable Course + Does NOT Fulfill Graduation Requirement	Accepted	College credit only	25%*	50%*	25%*

*of reduced rate - see slide 12

Parents/Guardians must consent to the student leaving school to attend ECCP, Start College Now, and College Up courses.

If a student drops, withdraws, fails, or is removed from a course from the post-secondary institution, Richland School District will seek reimbursement for tuition and fees from the student's family.

If a student is expelled from a school in the Richland School District, the student may become ineligible to participate in the Early College Credit/Start College Now program during the period of expulsion.

Students transferring out of Richland School District will be responsible for tuition, book, and equipment fees and payments, or will be billed if payment has been made by Richland School District.

The college may require a placement test (math, science) prior to registering for a class.

The college may require prerequisites to take certain courses.

Each student can earn up to 18 college credits through the ECCP process.

Application due dates are: Fall = March 1. Spring = Oct. 1. Summer = Feb. 1

FOOD SERVICE

The Richland School District provides students and staff an exceptional food service program. Besides the traditional school lunch, we offer the “grill line”, which is usually some type of sandwich with French fries. In addition to our three traditional lunch lines we offer a large variety of snack and lunch items for sale in our ala carte snack bar. If students wish to make a deposit into their family account they may do so at the high school office. All food and beverages are to be consumed in the main Commons area, only. Beverages are not to be stored in lockers.

The Richland School District uses a computerized lunch system. It is a debit account system, where each family has one account, and each student in the family draws funds from it when they eat from the breakfast, lunch, or ala carte line. A deposit must be made into your family account before your children eat any meals. Each student needs to memorize his/her personal lunch number. This is the number s/he will enter on the lunch lines. This is not the same as the family I.D. number. (NOTE: There is one (1) family I.D. number per household, but each student has a personal lunch number.)

Each student is able to purchase one (1) lunch on their account per day (this includes milk). Additional lunches purchased on their account will be charged per additional meal. This includes additional meals purchased by the students on the free/reduced lunch program. Students will also be able to purchase ala carte items from their accounts unless **the parent** indicates otherwise. If you wish to allow your child to purchase additional lunches, milk, or ala carte items from your account, you will need to deposit additional money. This includes students receiving free meal benefits. Students receiving free meal benefits can go through the main line once a day without any prior deposits.

Lunch prices for the 24/25 school year are as follows:

	Breakfast	Lunch
Grades 7-12	\$2.15	\$3.75
Adults	\$2.65	\$4.50

Extra Entrée		\$2.50
Milk	\$.40	\$0.40

Nondiscrimination Statement

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender status, change of sex, sexual orientation, or gender identity), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

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

If you have questions, please feel free to contact the District Food Service Director, Jodie Pretsch, at 647-6063.

FOREIGN SCHOOLS CREDIT

Students participating in Board approved exchange programs shall receive comparable Richland Center High School credits for courses completed at the foreign school if the following items have been fulfilled:

A. The foreign educational institute provides an official transcript or record (in English) to the Richland School District indicating the course description/title, grade earned, and the length and hours of instruction provided.

B. The student requesting credit is responsible for obtaining this transcript.

The grade P (pass) is assigned to any course successfully completed at the foreign school and it will not be included in determining grade point average. The student's class rank will be determined by the student's accumulated grade point average in courses completed in the United States. If the transcript from the foreign country does not indicate that the students completed all of the required courses necessary for Richland Center High School diploma, the student will be required to complete these courses.

HEALTH SERVICES

The high school office supervises the school's health program during regular school hours when the nurse is not available. If you become ill while in school, you should report to the student services. An ill student should not be in an unsupervised location, such as the rest room or locker room areas. For liability reasons, students are not allowed to leave the school unless the office has made parental or emergency contact. If a student leaves the school without allowing us to contact a parent or emergency contact, s/he will be considered unexcused.

We reserve the right in an extreme emergency to have a student transported to the clinic or hospital. The parent/guardian will be notified as soon as possible.

STUDENT HEALTH AND WELLNESS

The Board of Education believes that good student health helps student academic performance. Hence each student should be provided an education that will promote student health and wellness through healthy dietary lifestyles, regular on-going physical activity and an atmosphere that promotes a lifelong practice of wellness behaviors. The Board directs the District Administrator or Designee to develop administrative regulations for this policy.

STUDENT SUICIDE PREVENTION

The Board recognizes that depression, anxiety, and other mental health conditions are severe problems among children and adolescents. A student who lives with a mental illness may not be able

to benefit fully from the educational program of the schools, and a student who has engaged in or attempted self-harm poses a danger both to himself/herself and to other students.

All school personnel should be alert and report to an administrator or school psychologist, school counselor, or school nurse regarding any student who exhibits symptoms or warning signs of depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

The law provides that any officer, employee, or volunteer of this Board who, in good faith, attempts to prevent suicide by a student is immune from civil liability for his/her acts or omissions in respect to the suicide or attempted suicide.

Using the Department of Public Instruction notice, the District Administrator shall annually inform the professional staff of the resources available from the Department and other resources regarding suicide prevention. The District Administrator shall also implement procedures to obtain payment or reimbursement for professional mental health services provided by any licensed treatment professional.

SCHOOL NURSE

When the school nurse is not available, office personnel at the high school may contact an ambulance depending on the severity of a situation. If a health concern occurs during the school year, please call the school nurse to make her aware. She will be glad to work with students and families to meet their needs.

EMERGENCY CONTACTS

It is very important that the emergency information be updated and the emergency contacts listed (grandparents, aunts, uncles, neighbors, etc.) have transportation. Please make the office aware of any changes throughout the school year. If a parent/guardian is unavailable, emergency contact people may be asked to pick up students.

MEDICATIONS

Whenever possible, medications should be taken at home. If a student is taking medication at school, the medication must be kept in the office and a medication form is required to be filled out. The form needs to include the student's name and a doctor's signature for permission to take medication at school. Parents must have a medication form signed for students to take over the counter medication. Medication must be in the original container for safety.

The Richland School District has Ibuprofen, Tylenol, and cough drops/lozenges available in the high school office if the time comes when the student may need them. However, the parent/guardian authorization form must be on file before medication can be given.

SECTION 504 AND ADA RIGHTS

Section 504 and the Americans with Disabilities Act protect students with disabilities. If you believe your child may need accommodations or modifications due to a disability, please contact your school counselor or the Director of Special Education.

CHILD FIND NOTICE

The Richland School District identifies, evaluates, and provides services to children ages 3–21 who have disabilities. If you suspect your child may have a disability, please contact your school office to begin the evaluation process under the IDEA or Section 504.

ASBESTOS MANAGEMENT PLAN NOTIFICATION

In accordance with AHERA, the District maintains an asbestos management plan available for public review at the District Office. There is no known hazard at this time.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Under the Protection of Pupil Rights Amendment (PPRA), parents and eligible students may inspect certain instructional materials and opt out of specific surveys, physical exams, or the collection of personal information. Contact the school office for opt-out procedures.

ACCIDENTAL BENEFIT POLICY

Parents have an opportunity to purchase supplemental insurance for students participating in school-sponsored activities. Additional information concerning the purchasing of supplemental insurance may be obtained through the high school office. In order to be eligible for benefits, it is necessary that the student involved reports all accidents or injuries to the office and the teacher/coach. Failure to do so will result in the loss of benefits. It is a student's responsibility to report any injury.

ILLEGAL SUBSTANCES/ITEMS

ALCOHOL, ILLEGAL DRUGS, & IMPROPERLY DISPERSED MEDICATIONS

Illicit drugs (including illegal drugs, look alike drugs, drug paraphernalia, or illegally obtained drugs that are used in a manner other than prescribed by the physician), alcohol, and tobacco are not permitted on school grounds leased by the school, at school sponsored activities, in vehicles owned operated, rented or contracted by the district. Failure to abide by this policy will result in disciplinary action up to and including suspension or expulsion. Violations of this policy may also result in a referral to law enforcement officials for prosecution under specific state and local laws. This is also a violation of the Activity Code.

WEAPONS

Dangerous weapons are prohibited on school property, within school buildings, in school vehicles, or at school-sponsored activities. A dangerous weapon is defined as a firearm (loaded or unloaded), knife, razor, or chemical spray, karate stick, metal knuckles, or any other object that, by the manner it is used or intended to be used, or by its appearance, is capable of inflicting bodily harm and or if being used to threaten, frighten, or intimidate. No student shall possess, sell, distribute, fire, threaten to use or explode any firearm, bomb, smoke bomb, firecracker or other explosive or incendiary device on school premises, buses, or school sponsored events.

Weapons or look-alike weapons confiscated from a student shall be reported to parents/guardians and/or to law enforcement authorities at the discretion of the principal. Disciplinary measures may include immediate suspension and/or referral to the Board of Education for expulsion from school.

Exceptions: Weapons that are registered and handled in a legal manner for the purpose of education, or weapons handled during community use of school facilities. Authorization of weapon use must be received by the building principal. Weapons that are under the control of law enforcement personnel are allowed.

INDEPENDENT STUDY

Independent study could be an option in unusual circumstances and as deemed appropriate by the affected department(s). Because of teaching loads and contractual agreements, independent study must be teacher-initiated. It cannot be mandated.

HALLWAY & ATHLETIC/ACTIVITY LOCKERS

Although lockers are assigned to all students, the lockers remain the property of the Richland School District. Students will be held responsible for keeping them in good condition. All lockers are subject to search (announced or unannounced) at the discretion of the administration in accordance with Board policy.

Students may obtain a combination lock(s) from the office for a cost of \$5.00 per lock. Once purchased, these locks belong to the student. No refunds will be given for any locks previously purchased or purchased in the future. Absolutely no private locks (locks not purchased through the high school) are allowed on school lockers without permission of the high school administration. Any unauthorized locks may be removed by the administration without notification.

SEARCHES

School property as well as backpacks, duffel bags, automobiles, or other non-school property present on school grounds or at school events are subject to search by an administrator (or designee) at the administrator/designee's discretion if the administrator/designee believes there is a security/safety need or concern.

School officials on a random, unannounced basis may schedule canine searches of lockers and vehicles. Students face prosecution if narcotics or illegal contraband are discovered.

SURVEILLANCE

Cameras are placed in public areas such as entrances, hallways, commons, parking lots, athletic fields, and exteriors of buildings to maintain safety, minimize theft, vandalism, and enforce district policies and rules. These cameras are not continuously monitored, and only authorized individuals may review recordings.

COMMUNITY RESOURCE OFFICER

The Community Resource Officer will work closely with high school administration to continue building a positive and safe school environment. Some of the duties of the Community Resource Officer will include but are not limited to: school security, help develop emergency plans, perform typical law enforcement duties, attend truancy meetings, enforce parking laws and safe driving on campus, and assist with education on various topics relevant to the position.

MAKE-UP WORK

Pupils may not be denied credit in a course or subject solely because of his/her unexcused absence or truancy. The school may, however, with Board approval, set standards of attendance and performance for passing a course or subject. Students who were absent or truant shall be allowed to make-up major examinations or be given an equivalent examination. The classroom teacher shall set up a time, place, and conditions for the makeup examination. Such make up time need not be during the regular school day. Credit will be completed within a reasonable time.

If a student has been or is going to be absent for three (3) or more consecutive days, homework may be requested by contacting the high school office (649-HIVE). In most cases 24 hour notice is needed to collect homework from teachers.

NATIONAL HONOR SOCIETY

The National Honor Society of Richland Center High School is an organization which recognizes outstanding high school students. In order to be considered for membership, students must have a cumulative GPA of 3.25 or higher after at least two semesters of high school. In addition to academic excellence, students should demonstrate strong leadership skills, good character, and the willingness to serve others.

Students who meet the GPA requirement will be notified and invited to fill out forms documenting their service and leadership. Filling out the forms does NOT guarantee admission to the NHS. Applicants must meet a minimum requirement for service and leadership and serve as positive role models within the school and community. Applicants must have all of the proper signatures from adult sponsors, they must sign the document themselves, and turn it in by the stated deadline in order to be considered for admission. Applicants whose forms are incorrectly or incompletely submitted will not be considered.

Services and activities cannot be used if credit or pay is earned. Fundraising that directly benefits the individual candidate will not be counted. Classes taken for credit should NOT be listed as activities.

A faculty committee will review the submitted materials to determine if an individual meets all of the criteria for membership in the National Honor Society. The committee's decisions are final and will be communicated to the NHS advisor(s).

OFF-CAMPUS COURSES AND CORRESPONDENCE COURSES

All off-campus courses (including correspondence) must be pre-approved in writing by the building principal (or designee) in order for a student to receive high school grade and credit. All grades recorded on the transcript will reflect the exact grade(s) and credit(s) received from the off-campus institution. A "Pass" grade (P) cannot be substituted for an "A", "B", "C", or "D" grade. Any course receiving a failing grade will be recorded as an "F". The grades and credits for all pre-approved courses will be recorded on the student's transcript. Depending upon the grade earned, this may result in the student's cumulative grade point average being raised or lowered. In the event the

off-campus institution grants a two-letter grade (ex. A/B, B/C, etc.), half of the credit will be represented by the first grade and half by the second grade. In the case of an "A/B" grade, half of the credit will be recorded as an "A" (4.0), and half of the credit will be recorded as a "B" (3.0). This equates to 3.5 or "A/B". (Contact your counselor for further information.) The Guidelines and Pre-Approval Form for RCHS Students Taking Classes Off-Campus can be obtained from the Guidance Center at the high school.

PARENT ORGANIZATIONS

FFA Alumni Association: Seeks to expand the Alumni Association's role as it pertains to agricultural/biological education and student support. For additional information, contact the High School Office at 608-649-HIVE.

RCHS Athletic Booster Club: Our purpose is to broaden the involvement of the students, their families, alumni, the community and the school through support for all athletic programs at the Richland Center High School. For additional information, contact the High School Athletic Department at 608-649-HIVE. Meetings are held the first Wednesday of the month at 6:00 p.m. at the high school during the school year.

RCHS Music Boosters: Music boosters support the RCHS music programs.

POSTING NOTICES

All notices/postings must have the approval of the building principal or designee. Unless pre-approved by the building principal, posters are not to be fastened to the walls in any other fashion.

PROMOTION, PLACEMENT, AND RETENTION-POLICY 5410

The Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth appropriate for each student's development.

Definitions

Promotion: Occurs when a student is doing the quality of work that indicates the student has met the criteria established in this policy and shall be moved forward to the next grade.

Placement: Occurs when a student is not doing the quality of work that indicates the student shall be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. A placement determination is made by the Administration.

Retention: Occurs when a student is not doing the quality of work that indicates the student should move forward to the next grade, and the student should repeat the current grade. A retention decision is made by the Administration.

A student will be promoted to the succeeding grade level when the student has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Following sound principles of child guidance, the Board discourages the skipping of grades.

Promotion from Grade 4 and Grade 8

A student shall be promoted from 4th to 5th grade when the student meets at least one of the following criteria:

- A. scoring Proficient on at least three (3) subtests, if the results are available unless the student has been excused from taking the examination;
- B. passing the majority of core subjects
- C. recommendations for promotion are required from all core teachers if criteria A and B aren't met.
- D. successful completion of summer school in the identified subject(s)

A student shall be promoted from 8th to 9th grade when the student meets at least one of the following criteria:

- A. scoring Proficient on at least three (3) subtests, if the results are available unless the student has been excused from taking the examination
- B. passing the majority of core subjects
- C. recommendations for promotion are required from all core teachers if criteria A and B aren't met
- D. successful completion of summer school in the identified subject(s)

Students that do not meet the above criteria will not be promoted to 5th or 9th grade.

REGISTRATION

Students are expected to follow their four-year plans. If a four-year plan needs to be modified prior to registration, a student should seek the assistance of his/her counselor. Students are expected to submit completed registration forms that indicate whether they plan on following a college preparation or non-college preparation path. It is the responsibility of students and parents to follow the course description catalog and the four-year plan of the student.

The guidance department cannot guarantee that students will be enrolled in classes indicated on registration forms. Requests for a particular teacher or section cannot be an option in registration. It is important for students to list alternate course selections. Student schedules do not become official until classes have been balanced and reviewed by the administration and guidance personnel.

SCHEDULE CHANGES

Schedule changes for each semester will not be made unless an extenuating circumstance can be documented. Extenuating circumstances include: inappropriate placement; danger of not graduating on time; medical condition; overloaded class; office error; or disciplinary removal from class. Building principal (or designee) approval is necessary. If a student believes a change in his/her schedule is necessary, s/he must contact his/her school counselor within the first 3 days of the semester. Students who drop a class after 5 school days will receive an "F" for the course.

SCHOOL CLOSING INFORMATION

Severe weather or other emergency school delays or cancellations will be announced on WRCO radio (**100.9 F.M.** or **1450 A.M.**). At times in the past, the district has been unable to return students to their homes due to snow, ice, or flooding. In situations like these, parental permission is necessary to allow a neighbor or friend to pick up students, if the parents are unable to do so. Parents should contact the school early in the school year and make arrangements for such an emergency.

As per school board policy, on days when students are released early or school is canceled, there will be no practice or after-school activities. This includes "volunteer" or optional practices.

SCHOOL COUNSELING

The goal of the Counseling Department is to serve all students as advisors on academic, personal/social, and career concerns. Counselors aid students in transitioning to high school, to college, and to the world of work. Students will have Individual Learning Plans, which review student strengths, extra-curricular, post high school dreams, and interpret career and academic test scores. Individual Parent/Student Conferences are encouraged.

STUDENT ACCEPTABLE USE OF INTERNET - BOARD POLICY 525

1. District Technology Resources, including Internet access, are provided to students for educational purposes.
2. Student users of the Internet have no rights to personal privacy in connection with their usage of the Internet, thus district staff may monitor usage.
3. District retains the right to monitor, access, intercept and review all messages or information created, received or sent over the Internet.
4. Students on the Internet must adhere to the same standards of conduct expected and required in the classroom.
5. All Internet communications and information shall be assumed to be copyrighted materials.
6. The Internet shall not be used to degrade or disrupt system performance of district hardware or software or interfere with another user's work on the Internet.
7. Use of the Internet to access and/or distribute objectionable and/or obscene material, child pornography, or other material that is harmful to minors (per Children's Internet Protection Act Code of Conduct) or to promote gang-related, racist, or other inappropriate activities is prohibited.
8. Use of the Internet shall not be used for any objectionable, vulgar or inappropriate purpose is strictly forbidden.

9. Use of the Internet to harass others by interfering with another's work, sending unwanted messages, or insulting or attacking others is prohibited.
10. Students are prohibited from sharing personal information about themselves or others on the Internet, including computer passwords.
11. Students are prohibited from using another person's password.
12. All district computers with Internet access will be equipped to restrict, by use of available software filtering technology, all student access to materials that are believed to be obscene, child pornography or harmful to minors under CIPA Rules of Conduct.
13. Failure of any individual to follow the terms of this policy will result in disciplinary action, loss of certain privileges, and/or appropriate legal action.
14. Students must read and sign the Student Internet Acceptable Use Form on a yearly basis. This is a part of the regular student handbook signing.

STUDENT FEES

Certain fees must be paid during the school year. Students will also be held financially liable for books and/or school equipment checked out under their name. This includes all lockers/locks.

RCHS Student Fees

Activity Pass	\$50.00 (15 punches covers regular season only)
All RCHS locks	\$5.00
9-12 Band uniform fee	\$20.00
Sports fee per sport	\$40.00 - Grade 9-12
Sport fee per sport	\$10.00 - Grade 7-8
Transcript (each)	\$3.50

RCHS Course Fees

Welding I	\$40.00
Welding II	\$40.00
Metals Tech	\$40.00
Industrial Tech A/B	\$30.00
Advanced Woods	\$25.00
Woods	\$25.00
AP Human Geography	\$23.00
Introduction to Culinary	\$20.00
Principles of Baking	\$20.00

Global Foods	\$20.00
Independent Living	\$20.00
Food Processing	\$10.00
Intro to Engineering & Design	\$30.00
Sculpture I	\$10.00
Sculpture II	\$10.00
Hand and Wheel Ceramics I	\$10.00
Hand and Wheel Ceramics II	\$10.00
Painting I	\$5.00
Painting II	\$5.00
Drawing I	\$5.00
Drawing II	\$5.00
Art Survey 2D	\$5.00
Art Survey 3D	\$5.00
Outdoor Education	\$45.00
Zoology A	\$25.00
Zoology B	\$10.00

Additional Course Fees may apply.

One to One Device Fee Information

First Time fee Accidental Damage *	\$10.00
Malicious Damage **	\$90.00
Replacement Charger	\$30.00
Replacement Protective Case	\$40.00
Device	Replacement Cost

* The \$10 accidental damage fee is applied when there is minor unintentional damage to school property, covering incidents beyond normal wear and tear.

** The malicious damage fee applies when multiple components are damaged. This kind of damage suggests behaviors that go beyond accidental incidents.

Reimbursement of any unused student fees must be claimed by the end of that academic year. Lunch fees carry over through the end of senior year. Money paid down on music fees is not refundable. Locks become the property of the students and can be reused each year. Only school issued locks may be used for safety reasons.

STUDENT LEARNING MANAGEMENT SYSTEM

All courses at RCHS will use the learning management system designated by the school board (Schoology).

STUDENT PARKING

PARKING LOTS

Parking of vehicles on school property is a privilege that is governed by the High School Administration. Parking privileges can be revoked due to irresponsible behavior. Between the school hours of 7:30 a.m. to 3:45 p.m. the following lots are reserved:

- Lots **A and F** are reserved for faculty and visitor parking.
- Lots **B, C, and D** are reserved for **student parking**.
- Lots **D and E** are reserved for the District Office
- Students are not permitted to park in the faculty/visitor parking lot, marked crosswalks, or areas outside of the parking lots. A parking citation can be issued, and parking privileges can be lost.
- Lots **A and E** have handicapped parking.

PARKING RULES

- The Richland School District reserves the right to search vehicles parked on school property, with or without the reasonable suspicion of a possible violated school policy. A student's privilege of parking on school property is conditional upon the student's consent to a search.
- For security purposes, all parking lots are off limits to students during school hours.
- A student may receive permission from administration to go to his/her car.
- Work release students, and student aides are permitted in the parking lots.
- Students are expected to maintain a safe speed at all times.
- The school district does not accept responsibility for any damage incurred to any vehicle.
- Vehicles must be parked within defined parking stalls.
- No loitering allowed in the parking lots

RELIGIOUS STATEMENT WITH CLASS CONTENT/ACTIVITIES

If class content or activities conflict with families religious beliefs, or value system, a written request for their child will be honored to excuse from the particular classes or units affected. .

STUDENT RECORDS

Student records shall be available for inspection or release only with notification or prior written approval of the parent or adult student, except in situations where legal requirements specify release of records without such notification or prior approval. If a student feels that their rights under FERPA (Federal Educational Rights and Privacy) have been violated, they may express their concerns at the District Office (1996 HWY 14 W Richland Center WI 53581).

FERPA ANNUAL NOTIFICATION

Under the Family Educational Rights and Privacy Act (FERPA), parents and eligible students (age 18 and older) have the right to inspect and request correction of educational records. The District may disclose "directory information" (such as name, grade level, participation in activities) unless written notice is submitted by the parent or eligible student requesting to opt out. Contact the school office for further information.

DIRECTORY DATA

By legal definition directory data 118.125 (1)(b) includes pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the school most recently attended.

Directory Data may be disclosed to any person unless the adult student or parent, legal guardian ad litem, of a minor student inform the school that all or part of directory data may not be released without prior consent of the adult student, legal guardian or guardian ad litem. The District will not release directory data earlier than two weeks (14 days) after the opening of school or receipt of this notice.

STUDENT SCHEDULES (CLASS LOAD)

Beginning in 2021-2022, students are asked to carry a full eight credits for the school year. Student schedules will be filled using year-in-school as a priority. There may be exceptions created by odd schedules when needing to schedule both 85 and 40 minute periods.

STUDENT VISITORS

Unless there is an educational purpose, student visitors are not allowed in the building between 7:30 a.m. and 4:00 p.m. The safety of our students and staff as well as the learning environment is jeopardized by non-educational visits.

STUDENTS TURNING 18 YEARS OF AGE

Students of legal age are subject to the same behavioral, attendance, and other pertinent rules and regulations that apply to minor pupils. Adult students may write their own excuse for absence and make other adult decisions. This fact does not make an unauthorized absence valid nor excuse noncompliance with the established rules and regulations acceptable. Students are subject to the same truancy guidelines until the semester after they turn 18.

STUDY HALLS

Study halls are designed so that students have the opportunity to study in a quiet, formal manner. For attendance purposes, all students are required to report to the study hall. If a student fails to report to study hall, s/he will be marked absent.

If a student wishes to work in a classroom during his/her study hall period, s/he needs to make prior arrangements with the classroom teacher. In most cases, a student will need a pre-arranged pass from a teacher. For attendance purposes, all pre-arranged passes should be given to the study hall supervisor.

TELEPHONES & MESSAGES

TELEPHONE USAGE

Students may not use the telephone or extensions throughout the building, unless it is for school business or is an emergency and they have obtained permission from a staff member to use the phone. Students may use the telephone in the office should they need to contact home.

MESSAGES

Only messages from parents/guardians will be given to students. Students will not be called out of class or study hall for phone calls except for family emergencies. To avoid classroom interruptions, the office staff will take pertinent messages from incoming calls and relay them to the student as soon as possible. It is the student's responsibility to listen for announcements and pick up messages in the office.

STUDENT CELL PHONE AND PERSONAL COMMUNICATION DEVICE – AWAY FOR THE DAY

To maintain an environment focused on learning and free from digital distractions, Richland Center High School enforces a full ban on student personal communication device use during the school day. The school day is defined as starting when the first class begins and ending when the last class ends, according to the official schedule for that day.

Overview

This rule follows Board Policy 5136 – Personal Communication Devices, which defines all devices covered. Examples include, but are not limited to:

- Cell phones
- Smartwatches
- Headphones, earbuds (including AirPods)
- Tablets
- Any other personal communication device used to call, text, browse, record, or stream

These items are not permitted for student use at any time during the school day. Devices must be turned off and stored in the student's locker or vehicle. Use or possession of any personal communication device during the school day is considered a violation.

Privacy and Safety

Use of personal communication devices in private areas—including restrooms and locker rooms—is strictly prohibited at all times, even before and after school.

Violations may result in serious disciplinary action and may be referred to law enforcement under Wis. Stat. § 942.08.

Students who choose to bring a device to school do so at their own risk. The school is not responsible for lost, stolen, or damaged devices.

Medical Exceptions

Students with a documented medical need may be granted an exception to carry or use a device during the school day.

Such exceptions must be approved in advance by the school nurse, counselor, or administrator, and proper documentation must be on file.

Approved accommodations will be shared with relevant staff.

Enforcement and Consequences

If a student is found to be using or in possession of a personal communication device during the school day:

1. The device will be confiscated and held in the office.
2. A parent or guardian must pick up the device in person.
3. The first offense will result in two after-school detentions, served on the first two available days.
4. Repeated violations will lead to progressive disciplinary consequences, in accordance with the student code of conduct. This may include suspension and/or loss of the privilege to bring a device to school.

THREATS

Please be advised that threats towards school district property, personnel, and/or individuals involved with RCHS 7-12 will not be taken lightly. We will deal with such acts in an expeditious and appropriate fashion. We will display total intolerance to behavior that in any way threatens other human beings or district property. Such acts will involve law enforcement where and when the school administration deems it appropriate.

VIDEO CAMERAS ON THE BUS

The Richland School District has approved the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus and providing for safer transportation of students. If you have any questions, please contact your child's principal, or the District Office at 647-6106.

WORK PERMITS

As of July 1, 2023, the DWD is requiring parents to visit the DWD website and request a work permit on their own.

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/>

2025-26 RC 6-12 ACTIVITY CODE

The Activity Code provides an outline of student responsibilities for participation in the Richland School District's Activities Program. All co-curricular activities will be governed by this Code. A listing of activities subject to this code may be found in the R.C.H.S. Student Handbook. This district will not tolerate bias based upon prejudice towards gender, race, color, creed, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability.

All students upon enrollment to Richland Center High School will be subject to the behavioral and academic expectations of the Richland Center High School Activity Code.

Coaches and Activity Directors may have consequences that extend beyond this policy. For example, students in a leadership role within an organization may be removed from said responsibilities, but not from the organization/activity. Such decisions are left to the discretion of the coach/advisor/activity director.

RC 6-12 Co-CURRICULAR PHILOSOPHY

Co-curriculars are an integral part of our school district's educational program that provides our students with enriching and healthful experiences in which physical, mental, and social growth shall be stimulated. Co-curriculars are all-encompassing and refer to athletics as well as other non-athletic clubs and activities. Participation in co-curriculars provides opportunities and experiences that are difficult to duplicate in other school activities. These experiences are developmental in nature and consider the age-related characteristics and needs of our students as they move through the grades. Richland Center High School believes the following to be true:

1. Co-curriculars are a privilege made available to students who abide by the rules and regulations. Students involved have an obligation to present a positive image to fellow students and the general public, such as abstaining from drug and alcohol use and inappropriate behavior.
2. Co-curriculars are secondary to academics and are made available only if the student meets the academic eligibility requirements.
3. Co-curriculars provide an opportunity for students to learn the value of sportsmanship, discipline, responsibility, and teamwork.
4. Co-curriculars provide for physical development, a sense of accomplishment, and pride in one's team and school.
5. Co-curriculars provide an opportunity to sharpen the intellect and improve concentration, decision-making, leadership, perseverance, and dedication.
6. The developmental needs of students necessitate different philosophies and practices at each level of participation.

When looking specifically at athletics, it should be noted that it is a progression from the (6-8) level to the high school varsity level. The emphasis at the (6-8) level is on skill development, teamwork, strategy, sportsmanship, and participation. While skill development, teamwork, strategy, and sportsmanship continue to be important and are further developed at the high school level, athletics become more competitive with more of an emphasis on winning. The skill level and developmental level of the athlete are also more important in determining how much an athlete plays and at what level (Varsity, JV, JV 2). While we would like to see all students who try out for a team be able to participate, the number of spots and opportunities to play may limit the number of athletes that make a team, and sometimes necessitate coaches to make cuts.

Athletes who make the JV2 team should all be given the opportunity to participate. This does not mean that all athletes play an equal amount of time. Furthermore, not all members of a team may get to play in every game or contest. Playing time is still the decision of the coach.

At the JV level, the progression toward varsity athletics continues with an increased emphasis on winning. While every Varsity reserve athlete should be given the opportunity to participate, this does not mean that all athletes play an equal amount of time. Furthermore, not all members of a team may get to play in every game or contest. Playing time is still the decision of the coach.

At the Varsity level, (athletes in grades 9-12 with the best skills in a specific program), being competitive and winning is emphasized more strongly than at any other level. It is the decision of the coach who will play in each game or contest to give the team the best opportunity to be successful. This means that during the season, some athletes at the varsity level will see considerably less playing time than others on the team. While it is a reality that some varsity athletes may not play, we believe that being a member of the team is a valuable experience.

NOTE: Opportunities for 6th-grade students to participate in 7/8 activities may be available. This will be on a year-by-year and activity-by-activity basis due to the availability of space and the need for participants on/in the 7/8 teams/clubs.

PART I. ACTIVITIES COVERED BY THE ACTIVITY CODE

A. CATEGORY I (Athletics Activities): All athletic events, including cheerleading.

B. CATEGORY II (Non-Athletic Activities): All activities, trips, and/or performances(non-graded) by the following clubs/ organizations:

Annual	Fine Arts	Pride Ally Alliance
Art Club	FFA	Science Club
Class Officers	Field Trips	Skills USA - pending
Class/Club/School-Wide	Forensics	Spanish Club
Trips	Hornet Powerlifting	Student Council
Computer Club	Investment Club	WIHA
Eat and Read	Key Club	Yearbook
ELEVATE	National Honor Society	Youth for Change
F.B.L.A.	Pep Club	

Commencement Exercise

Music (Band/Chorus): All Jazz Bands, Swing Choirs, and Solo/Ensemble

Theater Productions: One-Act Play Production, Three-Act Play Production, & Musical Play Production

Dance Courts: Homecoming, Snoball, Prom, or other major activities having court recognition

The National Honor Society is regulated by its charter and national organization. The student is subject to school or charter consequences, whichever is greater, depending upon stated coverage for a given violation.

C. ACTIVITIES NOT COVERED

Any required trip/field trip/activity that is part of the student's grade:

Formal Band/Choir Concerts (Band)	Pep Band Performances at Games	Parades
Large Group Contests (Band & Choir)	Curriculum-Related Field Trips (classroom)	

PART II. ACADEMIC REQUIREMENTS

The Richland School District strongly supports and encourages participation by all students in co-curricular activities. However, the district also recognizes academic performance as the primary focus for each student-participant.

A. ACADEMICALLY INELIGIBLE CRITERIA

1) A student with a failing grade (**F**) during any grading period cannot participate in a school-related activity until they meet this criteria. For the purposes of this Activity Code grades will be checked on

the: 1st Wednesday in October, the end of quarter 1, the 1st Friday in December, the end of quarter 2, the 3rd Friday in February, the end of quarter 3, the 1st Friday in May and the end of quarter 4.

2) For the purposes of this code, an incomplete (except in extenuating circumstances determined by building administration) will be treated as an "F".

3) The principal's office or designee will notify each coach/advisor when a student becomes eligible or ineligible.

B. ACADEMIC ELIGIBILITY

9-12 Eligibility

1) A student who becomes academically ineligible may regain eligibility by meeting the academic standard (no F's) following a period of 15 scheduled school days and nights of ineligibility. (Eligible on the 16th day)

2) If the student has not met the academic requirement in 15 days, s/he shall be excluded from participation until the next grading period.

6-8 Eligibility

1) A student who becomes academically ineligible may regain eligibility by meeting the academic standard (no F's) following a period of 10 scheduled school days and nights of ineligibility. (Eligible on the 11th day)

2) If the student has not met the academic requirement in 10 days, s/he shall be excluded from participation until the next grading period.

C. FALL SPORTS ELIGIBILITY

The following applies to students who are academically ineligible during the start of a fall sport that has a date of competition before the first day of classes: The minimum ineligibility period shall be the lesser of:

When the earliest allowed WIAA game/meet takes place before the first day of classes at a member school, "the maximum ineligibility period shall be the lesser of: a) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport; or b) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction)." In those instances where a member school has begun fall classes on or before the date of the earliest allowed WIAA game/meet in a sport, ineligible students in these situations are subject to the standard rule applied when school is in session (15 scheduled school days and nights). In this situation, eligibility is regained on the school day following the period of ineligibility (16th school day). Note 1: An interschool scrimmage does NOT count as a game or meet for purposes of this rule. Note 2: If a multi-school meet is counted on your schedule as one meet, it also counts as one meet, as it applies to the number of meets an ineligible student must sit out. Note 3: Games/meets at different levels of competition (varsity, JV, freshmen) may NOT be combined to reach the number of meets an athlete must sit out.

D. PRACTICE REQUIREMENTS During academic ineligibility, students are expected to practice with the team/organization. Academically ineligible students are not allowed to leave school early to

travel with a team. Students are expected to attend games and wear street clothes. They may not participate in warm-ups or competitions.

E. FULL-TIME STUDENT

The student/athlete must be enrolled as a full-time student as determined by Board policy and a resident of our school district as defined by the WIAA. A senior who has acquired all necessary credits toward graduation is not exempt from this rule.

PART III. SCHOOL ATTENDANCE REQUIREMENTS

A. TRUANT

Any student who is considered truant (for any part of the day) may be considered ineligible to participate in practice/game/activity that same day. See excusable/inexcusable absences.

B. EXCUSABLE ABSENCES

RCHS Administration encourages students to get preapproval for funerals, and medical or dental appointments in advance in order for the student to be eligible for activities/events on that day.

Students who are excused ill for the day are not expected (or eligible) to practice or participate in events after school. If a student has been excused ill and later decides to attend school, s/he must receive administrative approval before s/he can participate in that day's events. (Students need to be present in half of their classes on any given day.) A student who leaves school ill during the day would not be eligible to participate later that day.

Extenuating circumstances should be brought to the Administration for review

C. DETENTION/DISCIPLINE OBLIGATIONS

1) Any student serving a suspension of more than 1/2 school day will be ineligible to practice or participate in a game/performance for at least that day.

2) All discipline obligations must be fulfilled before a student can participate in practice or games.

3) Discipline obligations not met in a timely fashion, as determined by the principal's office, will result in a violation of the Activity Code, and the ineligibility will be determined under Penalties/Consequences.

D. PLANNED ABSENCES

Students with properly excused planned absence days are eligible to participate in practices, performances, or games the same day.

PART IV. DOCTOR RELEASE

If a student-athlete has a doctor's order to abstain from participation in a co-curricular activity or is restricted from participating in a practice or game via a doctor's note, then a follow-up doctor's note is **required** to resume participation.

PART V. VIOLATIONS

These violations could include a student's actions occurring outside of the school's jurisdiction. They are not limited to actions occurring during the school day or on school property. A violation can be placed at any level based on RCHS administration recommendations.

A. VIOLATING THE RIGHTS OF OTHERS.

Students guilty of violating another individual's rights, destroying school property, degrading the school in any manner, or violating statutory law, county ordinances, city ordinances, and/or district policy shall be penalized under this code. Category I and II. Penalties could exceed Category I and II, including, but not limited to: theft, trespassing, and/or harassment, and /or district policy, shall be penalized under Category I and II. Penalties could exceed Category I and II, including but not limited to legal prosecution.

B. SEXUAL HARASSMENT/SEXUAL VIOLENCE.

The Richland School District believes that all individuals should be treated with respect and dignity. It is the policy of this district to maintain a learning environment free from sexual harassment and/or violence. Penalties could include or exceed Category I and II, including, but not limited to, legal prosecution.

C. TOBACCO, Illegal Substances/Items

Alcohol, Illegal Drugs, & Improperly Dispersed Medications

Illicit drugs (including illegal drugs, look alike drugs, or illegally obtained drugs that are used in a manner other than prescribed by the physician), bath salts, alcohol, tobacco, and tobacco-like products (shisha, synthetic tobacco, vapor cigarettes, etc.) are not permitted on school grounds, property leased by the school, at school-sponsored activities, in vehicles owned operated, rented or contracted by the district. Failure to abide by this policy will result in disciplinary action up to and including suspension or expulsion. Violations of this policy may also result in a referral to law enforcement officials for prosecution under specific state and local laws. This is also a violation of the Activity Code.

D. PENALTIES/CONSEQUENCES

Code violation consequences shall not begin until the student has fulfilled all suspension/expulsion requirements/orders.

1. CATEGORY I: ATHLETICS - Grades 6-8

a) Level One

Suspension from 2 scheduled contests.

b) Level Two

Suspension from 5 scheduled contests.

c) **Level Three**

Suspension from 10 scheduled contests

d) **Level Four**

Suspension for one calendar year

Students may continue to practice after levels #1 and #2. They cannot practice or be associated with Richland School District's sports after levels #3 or #4.

If a student reaches Level 4, they must apply for reinstatement for high school athletics with high school administration.

2. CATEGORY I: ATHLETICS - Grades 9-12

Grade 9-12

a) **Level One**

Suspension from 20% of the scheduled games in the season. Fractions will round up.

b) **Level Two**

Suspension from 50% of the scheduled games in the season. Fractions will round up.

c) **Level Three**

Suspension for one calendar year from the date of infraction/reinstatement.

d) **Level Four:** A student shall lose eligibility in all WIAA activities for the remainder of their high school career.

Students may continue to practice after levels #1 and #2. Students are expected to attend games and wear street clothes. They may not participate in warm-ups or competitions. The student must complete the season for the violation to be considered served. After levels #3 or #4, athletes cannot practice or be associated with Richland School District's sports.

If the WIAA distinguishes between single and multi-school events for that sport, scheduled same-day tournaments are considered one game/event.

Any student in violation of the Activity Code shall become ineligible for any team/conference/state awards for that sport in which the violation occurred for that particular year.

3. CATEGORY II: NON-ATHLETIC ACTIVITIES

a) **Level One:** The student shall lose eligibility for the next one week/one performance or activity; whichever is greater, for the next non-athletic activity they are in at the time of the violation.

b) **Level Two:** The student shall lose eligibility for the next nine consecutive weeks.

c) **Level Three:** The student shall lose eligibility for the next calendar year.

d) **Level Four:** The student shall lose eligibility for the remainder of their high school career.

Students may continue to practice after levels #1 or #2. They cannot practice with the Richland School District's organizations after levels #3 or #4.

E. DEFINITION OF "PERFORMANCE" "ACTIVITY"

A "performance" refers to one complete cycle or event, regardless of the length of that event on a given day. A performance is defined as being open to the general public and/or a competitive event (that is not part of a grade for a course being taken as part of the student's high school curriculum). It does not refer to presentations for service clubs, churches, or other (community) organizations. However, such appearances are prohibited until all consequences have been satisfied for that activity. (An activity is an event that occurs within a school-sponsored organization in which there is a paid advisor, not part of the student's regular academic curriculum, and involves the community either outside or inside the school.)

F. SAME-SEASON ACTIVITIES

A student must serve consequences for each of the activities s/he is participating in for both Category I and II at the earliest possible date from the violation. (Once a consequence has been served in both Category I and Category II, the violation consequences will have been satisfied.) Seasons are defined as: summer is the season when one school year ends and before the next begins; fall is when a WIAA sports season begins until the start of winter sports; winter is that season until the start of spring sports; and spring is that season until the start of summer.

G. ACCUMULATED PENALTIES

- 1) Violations shall accumulate throughout a student's high school years. Consequences not satisfied during a school year will be forwarded to the next year until all obligations have been met. A consequence must be met for both Category I and Category II activities if a student participates in both levels.
- 2) All consequences must be served in consecutive order.
- 3) A student meeting a consequence while enrolled in a particular activity must complete the entire season, be actively involved in the activity, complete all activity obligations, abide by all rules/requirements, and meet the expectations of the coach/director. If the student is unable to meet these requirements, s/he will not have met the consequence requirement.
- 4) A student must be free from all consequences from discipline, in-school/out-of-school suspensions, attendance issues, and academic violations before they can serve a co-curricular violation.

PART VI. OTHER INFORMATION

A. TRANSPORTATION FOR SCHOOL-RELATED EVENTS

Students must use school-sponsored transportation when representing the Richland School District.

- 1) For reasons of liability, parents desiring to transport their own children home following an event must notify the coach/advisor by signing the pupil transportation release prior to doing so.
- 2) Administrators can approve timely requests for parents to give permission for students to ride home with other parents. Please provide a written request to the administrator at least a day in advance of the event.

B. INSURANCE

The Richland School District does not carry insurance coverage for any student. The district does provide a supplemental accident insurance plan. A claim form may be requested from the high school office. The offering of this plan does not imply the acceptance of liability on the part of the school district, board members, or employees.

C. COACHES/ACTIVITY DIRECTOR'S RESPONSIBILITY

- 1) All coaches/directors will honor the intent of this policy.
- 2) All coaches/directors are responsible for the enforcement of this policy.
- 3) All coaches/directors are responsible for maintaining awareness of student status.

D. STUDENT'S RESPONSIBILITIES

- 1) **PHYSICAL EXAMINATION:** All athletes must have a physical examination by a licensed physician every two years. In the event of a serious injury or illness, another exam may be required. Athletes must have a completed WIAA physical examination card on file in the high school office.
- 2) **INJURY:** Upon the event of an injury, the student should:
 - a) Report it immediately to his/her coach or advisor, and
 - b) If the injured athlete was seen by a doctor, they must have a signed note from the doctor before returning to practice.
- 3) **EQUIPMENT:** All equipment checked out to a student by a coach or advisor of RC 7-12 remains the property of the school district and will be worn only at scheduled school events or practices. The student will be held responsible for the equipment given to him/her by the coach and will pay for any unnecessary damage or loss of equipment.
- 4) **SPORT FEE:** An annual sports fee of **\$40.00** per sport for (9-12) and **\$10.00** per sport for (6-8) will be collected from each athlete prior to being issued a uniform and playing in the first contest. If you try out for a team and do not make it, your sports fee may be refunded.
- 5) **LOCKERS:** Lockers that are provided remain the property of the school district, and only locks provided by the district will be allowed to be used. Any private lock that does not have the approval of the high school administration will be removed to allow for locker searches in accordance with school board policy (521).

E. NON-DISCRIMINATION STATEMENT

The Richland School District does not discriminate on the basis of race, ancestry, national origin, sex, age, pregnancy, marital status, religion, creed, or physical, mental, emotional, or learning disability. The District has developed a "Four-Step" complaint procedure.

- 1) Attempt to resolve the complaint by oral discussion with the building principal.
- 2) An official written complaint must be filed on forms provided by the School District. The complaint must be filed within ten (10) school days from the occurrence of the violation. Forms can be acquired from the Director of Pupil Services at the Business Office at 1996 US Hwy 14 West, Richland Center.
- 3) Appeal to the District Administrator must be within ten (10) school days of receiving written receipt of the principal's determination (Step 2). A meeting with the District Administrator can be scheduled by calling 649-4483.
- 4) You may appeal to the Board of Education's clerk within ten (10) school days of receipt of the Administrator's determination (Step 3). The secretary of the Board of Education

shall, within ten (10) school days after the Board Meeting, deliver a written determination to the complainant.

F. RC 6-12 ACTIVITY CREED

I recognize that my participation in activities places me in a unique position among other students.

- 1) I am visible to and readily identifiable by my fellow students and the general public.
- 2) My behavior, conduct, and attitudes reflect not only on myself but also on my peers, school, family, and community.
- 3) My behavior, conduct, and attitudes often influence other students for better or worse.

I agree, therefore, that as an RC 6-12 student I must:

- 1) Realize that I am attending school to prepare myself to become an effective citizen of this community and nation. Important as my activities may seem, I acknowledge that first and foremost, I must be diligent in my studies.
- 2) Adhere to the training rules prescribed by the Board of Education and the RC 6-12 staff.
- 3) Maintain high personal standards of courtesy, morality, language, and honesty.
- 4) Observe high standards of citizenship, including but not limited to respect for the rights, property, and opinions of others, and to cooperate with those in authority, whether at school, practice, or competition.
- 5) Refrain from the improper unauthorized use of district supplies and/or equipment.
- 6) Play according to the rules of the game. Do the best I can at all times. Be a good sport on and off the field of competition.
- 7) Understand that my own interests are not as important as the interests of the team and school while I am a member of the team or organization.

G. USE OF TRAVEL AGENCIES/ORGANIZATIONS

When working through a travel agency/organization, pre-paid travel expenses will only be refunded up to the amount retrieved from the travel agency/organization. The travel agency/organization's policy will dictate retrievable funds. The school district/school/club is not responsible for funds surrendered by the parent/student.

APPEALS AND REQUESTS

Appeals and/or requests for reinstatement should be made to a building administrator who will then convene a hearing committee. The committee will be made up of an administrator not involved in the initial investigation and 2 additional designees. A student not satisfied with his/her decision may request a hearing with the district administrator, and then the Richland School District Board of Education. After this, a student may follow steps 2, 3, and 4 from the NON-DISCRIMINATION STATEMENT. According to WIAA rules, if a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.

Disclaimer: In addition to the information outlined in this Handbook, all students and staff of the Richland School District are to follow all policies established by the Richland School Board of Education and the WIAA. In the event that information within this Handbook contradicts the language within policy, the policy language will prevail. Richland School District Policies can be found on our website at www.richland.k12.wi.us and at www.wiaawi.org.