Lomira School District

Grades 4K - 5

Student Handbook 2026-2027



TOP 10 FAST FACTS FOR FAMILIES

#10 **Address, Phone Number and Email Address**

- Please be sure that your contact information is updated each year in Skyward and each time you change it. All staff use Skyward as a source for collecting contact information and for parents to check grades.

#9 **Communications with Teachers**

- The preferred form of contact for most teachers is email, Class Dojo, or phone calls. If a problem arises, please make direct communication with the teacher before calling the school principal. This chain of command works well for all involved.

#8 **School Website**

- Our school Website is www.lomira.k12.wi.us and I suggest you bookmark that on your home and/or work computer. This is a great way to know what's happened, happening or about to happen in our district.

#7 **Website/Facebook/Newspaper Permission**

- When you did your on-line registration, you needed to give permission to use your child's picture on our web page or in the newspaper. We frequently send photos to the paper of students who have won awards or are involved in special activities. We also update the district website with student photos highlighting special activities.

#6 **Outdoor Recess and Weather Guidelines**

- Students will go outside for recess and outdoor learning unless the temperature or wind chill is below 0°F. If the temperature is below 50°F, students are required to wear a jacket or sweatshirt. We appreciate your help in making sure your child is dressed comfortably for the weather.

#5 **Teacher Request Week**

- For those parents who would like to request a specific teacher for next school year, please do so by May 1. Requests must be in writing, stating a specific reason for placement. Although we can't accommodate all requests, we will do our best to try to honor requests.

#4 **Arrival and Drop-Off Guidelines**

- Safety is our top priority. Please follow posted signs and use the designated drop-off entrance. If you choose to walk your child to the entrance, park in the parking lot. **The drop-off area is not for parking.** To help foster independence and responsibility in our students, we ask that parents drop their child off at the designated entrance rather than accompanying them to their classroom. Please remind your child to use sidewalks, crosswalks, and to follow the directions of our crossing guards at all times.

#3 **Mass Notification Program**

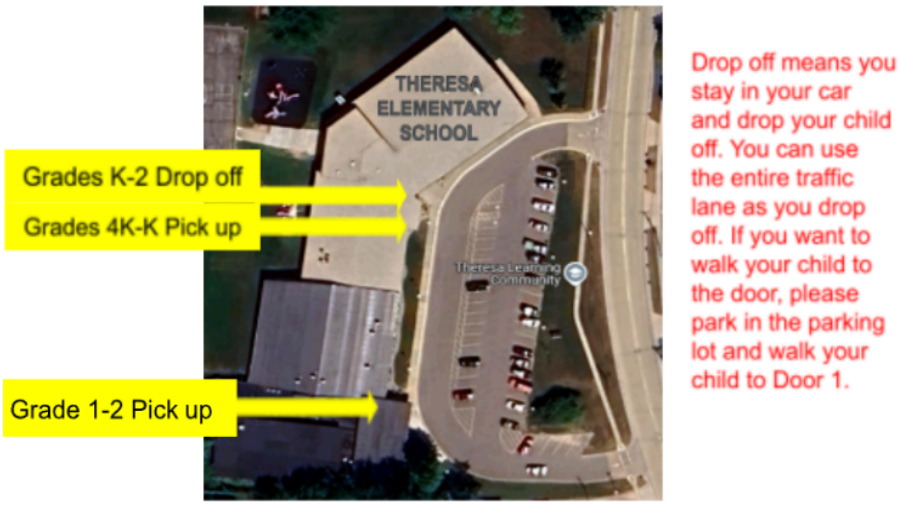
- Parents will automatically be notified via phone and email about important school information such as delays, closings, and emergency notifications. Make sure the office has your current contact information so you don't miss out on these important decisions!

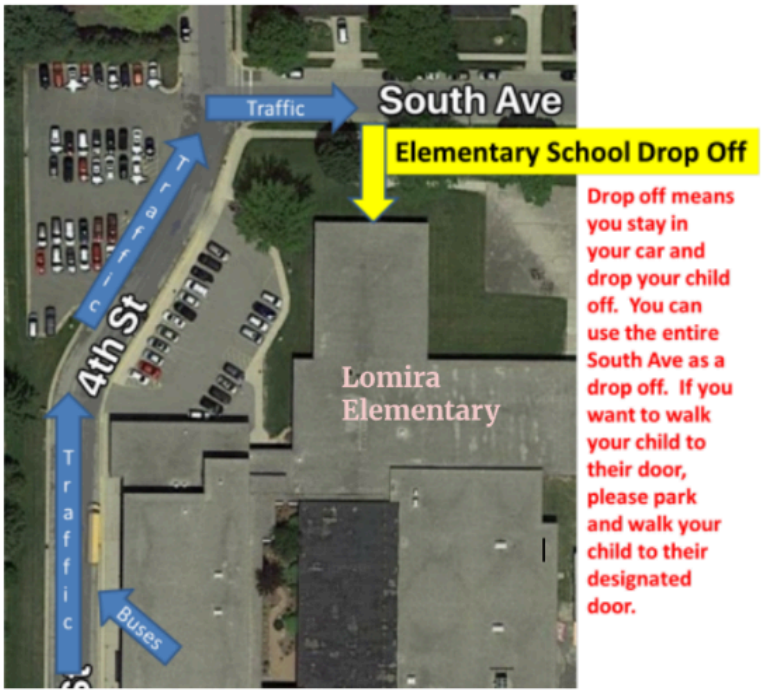
#2 **Attendance Policy**

- Regular school attendance is mandated by state law in Wisconsin. Families may excuse their child from school for up to 10 days per school year (not per semester), and family vacations count toward those 10 days. After 10 parent excused absences or any unexcused absence, schools are required by the state to take further steps, which may include interventions. It is important to understand that any part of the school day missed, whether a full day, half day, or even just a few minutes, is counted as an absence under state guidelines. **However, absences accompanied by a medical note from a licensed professional do not count toward their 10 parent excused days.**

#1 **Arrival and Dismissal**

- School begins at 8:00 AM at both Lomira and Theresa locations. The first bell rings at 7:55 AM, and **students will remain outside until that time.** To ensure proper safety and supervision, students should not arrive before 7:30 AM, and it is recommended they arrive at or after 7:45 AM. School ends at 3:00 PM in Theresa and at 3:10 PM in Lomira. The maps provided illustrate the designated drop-off and pick-up areas. Staff will be available throughout the school year to assist with arrival and dismissal as needed.





ATTENDANCE INFORMATION

Good attendance is the beginning of a good work habit, one that students will take with them into the world of work. When students miss a day of school, they miss the discussion and social interaction, which took place in the classroom. That valuable interaction is lost forever.

ABSENCE CALLS

For illness, unexpected absence or emergencies, - parents must call the school as soon as possible, before 8:30 a.m. For Lomira students call 269-4757. For Theresa students call 488-2181. Please provide the following information:

- **Your child's name (please spell the last name)**
- **Teacher's name and grade level**
- **The date your child will be absent**
- **Reason for absence and possible return, if known**
- **A phone number to call should we need further clarification**

ABSENCE POLICY

Lomira School District's attendance policy states that acceptable reasons for absences from school include personal illness, death in the family, family vacations, deer hunting, compelling family needs, religious observance, quarantine, impassable roads, extreme weather conditions, necessary court appearances, medical appointments, school sponsored activities, and state tournaments. However, some of these reasons are acceptable only with approval (such as school sponsored activities or vacations)

The Principal's determination of the validity of excused or unexcused absences, in any given situation, is final.

ABSENCE – PREARRANGED PROCEDURE

Parents, if you are aware of an upcoming absence, please send a signed note from home to the office prior to the start of that school day. A "permission to leave slip" will be issued. At the time of departure, your child should first present the slip to the teacher, visit the office and sign out. When your son/daughter returns, he/she should come to the office and sign in to get a pass to re-enter class.

ACCIDENTS OR ILLNESS

Parents, if your child has an accident or becomes ill during the school day he/she should inform his/her teacher immediately. If the teacher determines that your child needs to see the nurse, he/she will be sent to the Nurse's office or school office. If assessment shows your child should not be in school, you will be contacted and asked to pick up your child. If your child does not seem seriously ill, we will suggest a short rest before returning to class.

BEHAVIOR EXPECTATIONS

Appropriate behaviors are expected in our homes, work sites, and in our dealings with each other. At school the expectations for children are similar to those expected at home or in the work place. This year, and in future years, interpersonal skills will be stressed in every 4K-5 classroom.

PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)

Lomira	Theresa
Be Respectful	Be Respectful
Be Responsible	Be Responsible
Be Safe	Be Safe
Be Kind	Be Kind

BOMB, FIRE ALARMS OR HARMFUL THREAT

Any student who reports a school threat, false fire alarm, false 911 emergency call or physical or verbal threat toward another person may be suspended from school, referred to the police, and could be recommended to the Lomira Board of Education for expulsion from school.

BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. 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.

What Is Bullying?

Bullying is when a child or group of children hurts, threatens, or excludes another child on purpose. It often involves a real or perceived power imbalance—like being older, stronger, more popular, or having more friends. The behavior may be repeated or have the potential to be repeated over time.

Bullying can happen in different ways:

- **Physical** (hitting, pushing, tripping)
- **Verbal** (teasing, name-calling, threats)
- **Social** (spreading rumors, leaving someone out on purpose)
- **Cyberbullying** (posting or sending rumors or threats, misusing cameras, or sharing misleading photograph)

Bullying can seriously impact a child's emotional and physical well-being.

Our Commitment to Addressing Bullying: Step-by-Step Process

At our school, we take all reports of bullying seriously. Whether the concern comes from a student, parent, or staff member, we follow a clear and timely process. Our goal is to keep all students safe, supported, and respected.

Reporting Bullying

Bullying can be reported in several ways:

- Speaking to a teacher or staff member
- Filling out a written reporting form
- Reporting anonymously (without giving a name)

When bullying is reported:

- An investigation will begin **within 1 school day**
- The complaint is referred to the administration
- Parents of both the alleged target and the accused student will be notified

Investigation

School administration will:

- Begin the investigation **within 1 school day** and complete it **within 5 school days** ● Interview the student who was targeted, the student accused of bullying, and any witnesses ● Review video or other evidence as needed
- Document all steps thoroughly
- Review past behavior if relevant
- Keep the investigation **confidential**, sharing information only with those directly involved

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.

Bullying Determination

- The school will decide if the behavior meets the definition of bullying
- If bullying is confirmed:
    - A safety plan is developed for the student who was targeted
    - Consequences and supports are provided for the student who was bullied
    - If the behavior does **not** meet the bullying definition, interventions may still be put in place
    - The incident is recorded using the student information system.

Parent Notification

- Parents/guardians of all students involved are informed of the findings
- If bullying occurred, a safety plan is shared and updated as needed
- If the student who was targeted has a disability, an IEP team may meet to ensure proper support is in place

Intervention and Support

Support for Students (targeted and/or aggressor) may include:

- Counseling
- Safe adults or spaces in the school
- Peer groups
- Behavior supports and monitoring

Consequences may include:

- Loss of privileges
- Behavior contracts
- Detention or suspension
- Referral to law enforcement (if appropriate)

Restorative Practices (when appropriate):

- Apologies
- Reflection
- Rebuilding trust
- Parent involvement is encouraged

Follow-Up

- Families are contacted about **2 weeks** after the plan begins
- Counselors follow up with students to check progress
- The team reviews the plan and adjusts as needed

Bullying Forms & Resources

Forms are available on our district website: https://www.lomira.k12.wi.us

- General and elementary-friendly reporting forms
- Letter of Awareness
- Letter of Follow-Up

  You can also report bullying anonymously through:
  Speak Up, Speak Out Wisconsin — https://speakup.widoj.gov
  (A link is available on the district website under **Families**.)

Bullying Prevention at Our Elementary Schools

Our school teaches students how to be kind, safe, and respectful. We use:

- Daily K–5 Social-Emotional Learning (SEL) block
- A school-wide Kindness Awareness Campaign
- A Behavior Matrix that teaches expected behaviors
- Ongoing staff training on bullying prevention and response
- Positive Behavioral Interventions and Supports(PBIS)

What Parents Can Do

Support your child by:

- Listening without judgment if they report a problem
- Encouraging them to talk to a trusted adult at school
- Reporting bullying concerns to school staff or reporting anonymously
- Reviewing and discussing school expectations at home
- Watching for signs of stress or withdrawal
- Working with the school as a partner in the process

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 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.

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

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

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

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

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

District Office
Lomira Elementary School
Lomira Middle School
Lomira High School
1030 Fourth Street
P.O. Box 919
Lomira, WI 53048-0919
VOICE: (920) 269-4396
FAX: (920) 269-4996
High School FAX: (920) 269-4128

School District Of LOMIRA
"The Subject Is Excellence"

Theresa Learning Community
422 South Milwaukee Street
P.O. Box 157
Theresa, WI 53091-0157
VOICE: (920) 488-2181
FAX: (920) 488-2722

Bullying Involvement Investigation Notification Letter

Date:

Caregiver of : _____

It is the policy of Lomira School District that any form of bullying behavior, whether in the classroom, on school property, or at school-sponsored events, is expressly forbidden. Bullying by electronic means is also prohibited.

The Centers for Disease Control defined bullying as "any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partner, that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted child including physical, psychological, social, or educational harm".

Three consistent components of bullying are:

- Imbalance of physical or emotional power,
- Repeated across time or student who was bullied
- Intent to cause physical or emotional harm.

Bullying can be physical (e.g., hitting, kicking), verbal (e.g., name-calling, threatening), or social/relational (e.g., purposeful exclusion, spreading rumors) and can occur in person or electronically (cyberbullying).

This letter is to inform you that your child has been involved in a report for a bullying incident.

_____ A report has been made that alleges your child engaged in an act of bullying.

_____ A report has been made that alleges your child was bullied.

Please discuss this incident with your child or call the school if you need further assistance or information. An investigation into the reported act of bullying has been initiated. You will be notified of the outcome and any actions taken pertaining to your child. Please note that FERPA (Family Educational Rights and Privacy Act) and Wis. Stat. sec. 118.125 prevents us from sharing details with you about any other students who may be involved in this incident. Thank you for your attention to this matter.

Please do not hesitate to reach out with any questions or to discuss this incident further.

Respectfully,

Shannon Izquierdo or Eric Schalk
Lomira Elementary School Administrators

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Name of Caregiver: _____
Address: _____
_____

RE: Students Name: _____

Dear _____,

This letter is to officially notify you that a thorough investigation was conducted and acts of bullying against your child have been verified. Our school strives to create safe, inclusive environments for all students to learn. We are sorry that this incident has taken place, and we are committed to supporting your student and family in taking actions that will restore trust and safety. It is the policy of Lomira School District that any form of bullying behavior, whether in the classroom, on school property, or at school-sponsored events, will not be tolerated. The Lomira School District bullying prevention policy is attached for your reference.

Please note that while FERPA (Family Education Rights and Privacy Act) and Wis. Stat. sec. 118.125 prevents us from sharing details about another student's disciplinary actions with you, appropriate consequences have been imposed. In addition, we have created a support plan for your child (and other students involved), which includes a follow-up meeting to address any further concerns. Your child's portion of this support plan is attached for your reference. Please do not hesitate to reach out with any questions or to discuss this matter further.

Respectfully,

Shannon Izquierdo & Eric Schalk
Elementary School Administrators

Bullying Complaint Process

1. Bully Reported - Multiple Avenues - Verbal, writing(form), and anonymously
    - ☐ The bullying investigation process must begin within 1 day when a complaint or allegation of bullying is received. Teachers and staff members are required to report acts of bullying.
    - ☐ The complaint is referred to the administration.
    - ☐ The parents of the alleged victim and perpetrator are notified that an investigation has been initiated.

2. Investigation by School Administration
    - ☐ Timely - Must begin within one school day of report and conclude within five school days
    - ☐ The target, perpetrator, and witness (if applicable) are interviewed.
    - ☐ Video is reviewed as needed.
    - ☐ All information related to the entire process will be thoroughly documented.
    - ☐ Relevant historical student information is reviewed.
    - ☐ Formal threat assessment as needed
    - ☐ Confidentiality - Information will be shared only with those directly involved in resolving the issue.
    - ☐ Safety interventions in place

3. Bullying Determination
    - ☐ The administration will review the information and determine if the bullying claim is
    - ☐ substantiated.
    - ☐ Based on the determination, appropriate interventions and consequences will be determined to support all involved students.Internal notifications will be shared with appropriate staff prior to students return. Progressive disciplinary measures will be implemented for repeat offenses.
    - ☐ Develop a safety plan for students who have been impacted by the bullying incident(s). Safety plans may include but are not limited to: re-arrange seating and traffic patterns, behavior and proximity expectations conveyed clearly, counselor interventions for perpetrator and victim, searches of perpetrator and their belongings daily, and/or staff assigned for proximity as necessary.
    - ☐ Keep in mind that even if a behavior was not considered to rise to the level of bullying, it may still require intervention and discipline.

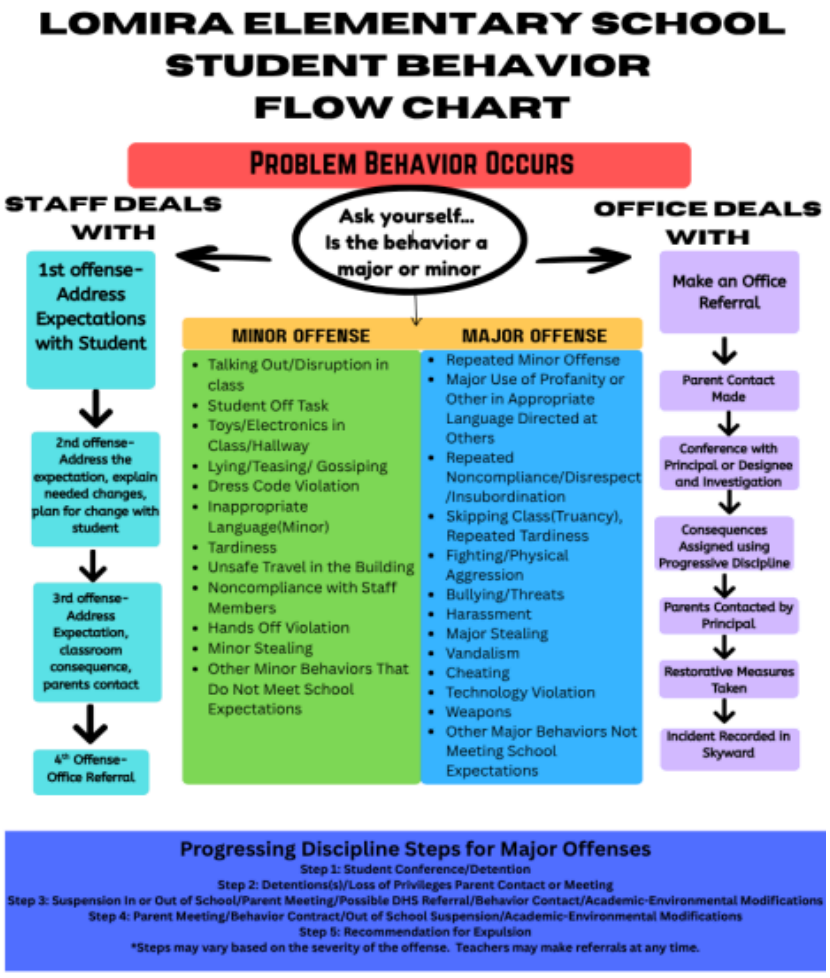
4. Notification of Findings
    - ☐ Parents/Guardians of all students involved will be informed of the incident and whether the complaint was determined to be bullying or not.
    - ☐ If bullying was substantiated, deliver a safety plan and revise as needed.
    - ☐ Re-entry meeting with parents to review safety plan upon return.
    - ☐ If the target of the bullying incident is a student with a disability, notify the special education teacher and director of pupil services so an IEP meeting can be convened to ensure that appropriate supports and mitigating measures are in place
    - ☐ The incident is recorded using the student information system..

5. Intervention Assigned

- ☐ Support for the target and, as appropriate, the aggressor tailored to individual student needs (establishing safe adults or spaces at school, counseling, peer groups, brief functional behavioral assessment, and other adjustments as needed).
- ☐ Discipline for Aggressor - Age-appropriate consequences such as loss of privileges, behavior contract, detention, in-school suspension, law enforcement referral, and out-of-school suspension.
- ☐ Restorative Practices - Encourage apologies, reflection, and reconciliation when appropriate (parental engagement encouraged).
- ☐ Restorative meeting may be scheduled with student and parents prior to or after re-entry.

6. Follow-up

- ☐ Proactive outreach to both the target and the aggressor's families - Reach out to families two weeks following plan implementation to assess impact.
- ☐ Monitor the safety plan - Counselors connect with students two school weeks after plan implementation to assess impact.
- ☐ Review and make plan adjustments if needed (counselors and administrative team).



BUS RIDING PROCEDURES AND RULES
BUS SAFETY AGREEMENT

Every student receives a copy of the **Bus Safety Agreement.** Parents, please read it with your child. Students and parents need to sign and return the bus safety agreement.

CLASSROOM BEHAVIORS EXPECTED

Each teacher will post and explain the expectations for behavior in his or her classroom. Some teachers may have additional expectations. They will explain their expectations and the consequences for positive and negative behavior. Should students or parents have questions about an individual classroom behavior plan, they should speak with that teacher for clarification. Expectations are designed to compliment learning by maintaining a safe and orderly environment. Should a student repeatedly or severely disrupt this learning environment, he/she will receive a written referral and will be sent to the principal. In these situations, parents will be notified and involved in the development of a parent-teacher plan to remedy the behavioral situation.

CODE OF CONDUCT

The School District of Lomira recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe classroom environment, conducive to teaching and to the learning process. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers must use their training, experience, and authority to create schools and classrooms where effective learning is possible. Students are expected to come to school and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems. To meet these goals the School District of Lomira established a **STUDENT CODE OF CONDUCT.** A copy of the complete policy is on the district webpage under school policy.

COMMUNICABLE DISEASE

A communicable disease is a disease or condition that may be transmitted directly or indirectly from one individual to another. If your child has pink eye, scabies, lice, ringworm or any other condition that is deemed communicable, you will be called to pick up your child. They need to be treated and the School Nurse must check their condition before being admitted back on the bus or into the classroom.

Lomira School District has a "No Nit" policy regarding lice. This means that once you have treated your child for lice, before they can be allowed back into school, the school nurse must check them. If there are nits (eggs) present, you will be asked to take your child home and continue treatment
until they are nit free. The nurse will discuss current methods that are effective. Feel free to call her with any questions. Please know that confidentiality is a high priority in these cases and the child and family will be treated with the utmost dignity and respect.

COMPUTER/NETWORK GUIDELINES

As the School District of Lomira continues to expand upon educational opportunities provided by computer technology, it is important that disciplinary guidelines are in place to encourage proper use of computer systems.

- Various levels of discipline will be used relative to any student misuse and abuse of the email account, computer network, software and hardware. These disciplinary levels will be applied based upon the severity of the infraction. The levels of discipline will be explained by the teacher/supervisor at the beginning of the year and periodically reinforced throughout the year.
- All students will be issued a school email address. Students will have access to google docs and other great educational tools through the email account. The email accounts are NOT to be used for personal use for communication between families. We do not want students distracted from their school work with messages from home. If you have a message for your child, please send it through the school offices and we will get the message to your child.

CONCERNS

Parents, sometimes you question a school practice or react to your child's comments about school. Should you need additional information or clarification, please follow this format:

1. Call the teacher about your concern first and get first hand information.
2. If required, develop a plan with the teacher to rectify the concern.
3. Have at least two follow-up sessions to see how the plan is working and make corrections if necessary.
4. Call the principal if your concerns are not addressed to your satisfaction. 5.
Call the superintendent if you still are in need of assistance with the situation.

COURT ORDERS

Parents, sometimes the parent/guardianship of a child is determined in the court system. The school is generally not aware of these decisions. To protect your rights, please supply the school with a copy of your court order that may affect your children. By doing so, we will know who to send such school information: fliers, grades, event notices, etc. We will also know who may or may not be allowed to visit with your child. This order will be maintained in your child's cumulative file. If any changes take place during the year that affect the court order, keep your school informed.

DISCIPLINE INFORMATION

(disorderly conduct, anti-social [gang] behavior,
other forms of overt or covert harassment)

The above-mentioned behaviors are dealt with in a prompt and serious manner. Harassing, disorderly conduct and antisocial behavior are frequently referred to the police.

- Harassment is an act, or a series of acts, that create a threat to another person. It includes striking, shoving, kicking, or any other physical contact or threat of physical contact. It can also be repeated physical or verbal actions that intimidate another person.
- Disorderly conduct includes engaging in a violent, abusive, indecent, profane, boisterous or unreasonably loud conduct, which causes or provokes a disturbance.

DOGS ON SCHOOL PROPERTY

As per School Board Policy, no animals are allowed on school grounds without prior permission from administration. Please do not walk the dogs on school property at the drop off and/or pick up times.

DRESS CODE EXPECTATIONS

Clothing that draws excessive attention, causes a disruption, or presents a safety concern is not considered appropriate for school. Hats, jackets, and other outerwear are not to be worn in the classroom unless a teacher grants permission. Head coverings, including but not limited to hats, hoods, caps, and bandanas, are not allowed in school. Students wearing inappropriate attire will be addressed promptly and referred to the principal if necessary. In such cases, students may be required to change, cover the clothing, or a parent or guardian may be contacted to assist in resolving the matter.

EMERGENCY PROCEDURES

(Fire, Tornado, Lockdown, and Evacuation Alerts)

Emergency procedures will be practiced monthly for fire, and on a periodic basis for tornadoes. Information specific to procedures that are to be followed will be posted in all rooms and explained and reviewed over the year by the teacher. For the safety and welfare of all, we also have procedures in place to deal with "intruder alerts" or "bomb threats". With the assistance of the Lomira and Theresa Police Departments, our staff has been in service and knows the correct procedure to follow if necessary. **Any student not complying with the above procedures will be considered a major rule violator and will be dealt with appropriately by the principal.**

GRADES PRE K-5 DISCIPLINE PROCEDURES

The classroom teacher retains the primary responsibility for determining the degree of follow-up needed with each student and incident. Teachers and staff will make their expectations clear to the students and review them periodically per PBIS procedures. When a student fails to follow building/classroom rules the consequences will depend on the grade level and severity.

PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)

In order to provide an effective structure for classroom management, each individual teacher will share with you their classroom management system early in the year. These structures may vary from class to class and grade level to grade level. The most important part in lowering classroom
management problems is to have a high-quality professional teacher in the classroom. PBIS provides a system of positive support systems that we'll be sharing with students starting on the first day of school. We will consistently reinforce positive behavior throughout the year in a variety of ways. We will be focusing on those students who are meeting our expectations and try to give them that positive attention. However, we do understand that some students will still choose to misbehave from time to time. We do have a plan for those as well. We will focus on TEACHING correct behavior and develop empathy for victims who were wronged. In addition to teaching expectations, and building a positive relationship with your child, there are times when behavior will disrupt the learning environment. When this occurs, it shall never be

a teacher's intention to humiliate, embarrass, or degrade a child! Such behavior will always be addressed but it will always be done in a matter-of-fact tone, with respect, and little disruption to the rest of the class and the instruction. Teachers will follow the flowchart that details the severity of the incident, major and minor lists have already been identified. Major incidents will be directed to the office while minors will stay in the classroom and could end up notifying the parents, based on severity. At each step we try to identify the possible reasons and contributors to the behavior including time, place and others involved and address the issue appropriately with the information that we have at that time.

FIELD TRIPS

You will acknowledge permission through online registration for field trips, walking trips or trips between schools. For example, TLC students traveling to Lomira for program practices and assemblies. Students may be denied trip privileges if their behavior is unacceptable and will distract from the learning of others. Chaperones will be notified by classroom teachers in a timely manner. Other attendance is pending on administrative approval and travel accommodation availability. Parents, when volunteering as a chaperone for a school event you must follow the same rules for being on school grounds, such as no smoking or products. We also ask that you do not take pictures of Lomira students and place the pictures on social media as many of our students are not to have their photos posted to the public. It is expected that students on the field trip will ride the bus with their classmates to the field trip. Parents may ride separately. Parents must complete and return a permission form to the office prior to the trip in order to transport their child home afterward.

HARASSMENT CONCERNS

The Board of Education for the School District of Lomira seeks to provide a learning environment free of harassment or intimidation toward and between students. Therefore, the district will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offender. Any student who believes that he/she has been the subject of harassment shall complete a bullying/harassment form in accordance with the established procedures. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.

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

HARASSMENT COMPLAINT PROCEDURE

Any student who believes he/she has been the subject of prohibited harassment shall report the situation immediately to any teacher, aide or principal. A procedure defined by the Board of Education will be followed from that point.

HOMEWORK ASSIGNMENTS

Our district adheres to the U.S. Dept. of Education's guidelines that suggests 20-30 minutes of homework for grades 1-3 and up to 40 minutes for grades 4-5. Homework is different from daily incomplete work. **Homework** is an assignment or project the child is capable of and properly prepared to do without teacher assistance. For example, a teacher may assign 15 minutes of reading and 10 minutes of math facts as homework. **Incomplete** work is classroom work that students are given time to complete in class but do not finish. Contact your child's teacher if your child has difficulty completing assignments at home.

HOMEWORK ASSIGNMENTS WHEN YOUR CHILD IS ILL

Parents, when your child is absent and you would like to get his/her assignments, notify the office before 9:00 A.M. This will permit the teacher adequate time to get the assignment ready and to the office. If the absence will be over one or two days, prior arrangement should be discussed with the teacher involved.

ILLNESS

(GUIDELINES FOR KEEPING YOUR CHILD AT HOME)

Parents, when your child is observed during the day having any of the symptoms listed below, we will need to contact you to pick up your child immediately. Students should remain at home if any of these symptoms are prevalent or persist:

Evidence of infection, red throat, sore throat, swollen glands, severe coughing, or difficulty breathing, fever over 100 degrees, diarrhea, vomiting, pink eye, (impetigo*), (lice*), or (scabies*). These (*) problems must be adequately treated before returning to school. *See Communicable Disease.

IMMUNIZATIONS

Parents, current immunization cards, by State Statutes, must be maintained on all students. Since we maintain immunization histories of all students, we will depend on you to inform our nurse of new immunizations or health conditions to keep our health records current. As per State Health guidelines, all children enrolled in Wisconsin schools must have on file, at school, a copy of their immunization history.

INHALERS

(asthma and other types)

Students with asthma and other respiratory illnesses may carry their inhalers while at school. However, such students must have written approval by the pupil's physician and parent or guardian. See the school nurse for these forms.

INSURANCE

The school district does not carry insurance on students. Insurance is available on a family voluntary basis at cost. If you do not have coverage under a family health policy, we recommend that you give this serious consideration.

INTERVENTION AND ENRICHMENT BLOCK (D.E.N. Time) Within each daily schedule, there is a designated block of time set aside to provide intervention and enrichment for students. At this time teachers, interventionists, and paraeducators work together to support and enhance the learning of all of our students.

LIBRARY CIRCULATION POLICY

Classes come to the library at least once a week to check out books and to return books checked out the week before. Students in second through fifth grade are permitted to check out three books per week. Kindergarten classes start with one book, and may progress to two books per week at their teacher's discretion. First grade classes usually are allowed two books, again at the discretion of their teacher. All classes may have extra books as needed for assignments. Although the classes come at least once a week, books are checked out to the students for two weeks. After that, they are overdue, and should either be returned to the library or renewed

for another two-week period. Notices are given to students each week, advising them of which books they have overdue. Once a book has been overdue for four weeks, the library will send a notice to the parents asking either for the book's return or payment of a replacement cost. We would much prefer to have the book returned, but if it cannot be found, payment will permit us to purchase a replacement. Payment must also be made for books damaged beyond repair. Occasionally a book is damaged, but can still be used. In that case, a fine for the damage will be assessed, which is less than the total cost of replacing the book. We encourage students to establish good habits, returning books on time and treating them with care.

LUNCH

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. fax: (833) 256-1665 or (202) 690-7442; or

3. email: Program.Intake@usda.gov This institution is an equal opportunity provider.

Wisconsin Protected Classes

Wisconsin state law prohibits discrimination on the basis of the federal protected classes, but also includes pregnancy, marital status, parental status, sexual orientation, religion, creed, and ancestry. Any complaints received alleging civil rights discrimination specifically for the Wisconsin state protected classes should follow the same procedures above.

LUNCH HOUR/TICKET PURCHASES

Lunch cost is $3.25 per day for students 4K-5.

LUNCHROOM BEHAVIOR

We want your lunchtime to be an enjoyable and relaxed experience for students. However, to control a few hundred students, we will need student cooperation to provide this comfortable and safe setting. Please observe and follow these rules:

- Students are to remain seated at their own table until finished or excused by the noon supervisor
- Students are to keep their hands and feet to themselves
- Students are to scrape their own tray and plate and deposit their milk container in the garbage container
- Students are to stack their tray and plate quietly and properly

MEDICATIONS

Parents, our school nurse must receive written consent and specific instructions from you and a licensed physician before we can administer any prescriptions to your child. **Medications at school must be in the original pharmacy containers.** Unless absolutely necessary, medication should be taken at home. Non-prescription medications will not be administered by school personnel without your written consent. All medications must be supplied by a parent/guardian. A record will be maintained of all medications given at school.

PARKING-THERESA

1. To ensure a safe arrival to school, students should be dropped off in front of the building (traffic is one way only) by entering the parking lot on the north end and exiting on the south end.
2. The curbside is the DROP OFF ONLY! If using the drop off, parents must stay in their vehicle.
3. Pick up of students occurs from 3:00-3:10. There is NO PICK UP on Hwy. 175. If the parking lot is busy, please park or return toward the end of the pick-up time. When picking up on the curb-side of the parking lot, parents MUST stay in their vehicles. Parking spots are available if you want to go walk with your child to your vehicle.
4. **Always be cautious of children biking or walking to school!** Parking is available for visitors in the designated lined area in front of the school.

PARENTS AND TEACHERS FOR CHILDREN (PTC)

The Parents and Teachers for Children was organized to have the Parents and Teachers at our school work together for our children. PTC encourages parent and teacher input to support our school's efforts to educate your children effectively. Parents are automatically members of the PTC. The PTC organization holds elections and the officers run the meetings. Please be aware of meeting notices being sent home about upcoming meetings. If you have email you can also participate by signing up for "In the Loop," an email group that receives PTC information. PTC sponsors several special events, assemblies, and guest speakers each year. A minimum number of fundraisers are organized to provide funds, which support educational programs or resources.

Volunteers – We are eager to involve community volunteers in our educational family. If you are interested in being a volunteer, please contact your child's teacher, advisor, or principal. We need volunteers to act as mentors, to read with students, tutor, to assist students on projects, to chaperon events, etc. We are always looking for guest speakers on careers and particular special interests. If you have an interest you would like to share, please let us know. If you know of a retired friend or relative (grandpas, grandmas, uncles and aunts) who have talents to share such as reading to children, helping them with their facts or writing, or just like helping little ones, get their names to us we'll do the rest. **Volunteers, you are always welcome to be partners in our school!!**

PARENT/TEACHER CONFERENCES

Parent Teacher Conferences are held twice each year. These important conferences are held to provide parents/guardians with progress information on their child's daily performance. Scheduled conferences occur in the fall and in mid-winter. Students are encouraged to attend all conferences with their parents/guardians. Check the calendar for these dates. **However, if you have a pressing concern, you do not have to wait until then to talk to a teacher.** We invite and encourage parents/guardians to schedule conferences with teachers and administration at any time during the school year.

PERSONAL ELECTRONIC DEVICES

- Educational devices will be provided by the school district.
- Students who bring in electronic devices do so at their own risk. The Lomira School District shall not be responsible for the safety, security, loss or damage of personal electronic devices that students choose to bring to school. Investigation by school officials of loss, theft, or damage will be minimal unless it can be established that the student adequately secured the device, such as keeping it in a locked locker. The School District of Lomira does not provide personal property insurance of any personally owned wireless communication devices.
- Personal electronic devices or phones that can be used as cameras or recording devices are not allowed in bathrooms, locker rooms, or any other private spaces.

PHYSICAL EDUCATION

All students in grades kindergarten through 5th must participate in physical education. A doctor's excuse is required when a child is to be excused from Physical Education.

PLAYGROUND AND RECESS PROCEDURES

1. The school administrator and faculty will develop expectations relative to playground activity. These expectations will be fully explained by classroom teachers. They will define appropriate playground behavior and appropriate games and activities students may play. Always check with your teacher before bringing playground equipment from home to school.
2. For safety reasons, students will be held inside from recess when temperatures are below zero or if the wind chill is below zero.
3. All students are required to go out for recess unless a doctor's excuse is provided. Parents need to provide students with the proper clothes to stay warm outside.

POLICE SCHOOL LIAISON (PSL) OFFICER

The PSL Officer will be in the district periodically. They can be reached at school by calling (920) 269-4396.

PROHIBITED ITEMS

DRUGS, ALCOHOL, TOBACCO, WEAPONS

Our schools enforce a drug, alcohol, tobacco and weapon free environment that complies with all relative Wisconsin statutes for all persons attending, using or visiting the property. Complete Weapons Policy-Article 443.4 in K-8 office.

The following have no place at school: weapons of any kind, controlled substances, tobacco, fireworks, spray devices, foams, look-alike weapons, water guns, roller blades, boom boxes, radios, articles of pornography, gang related items or any other paraphernalia not conducive to a safe, orderly environment.

PUPIL SERVICE STAFF

Our K-12 Pupil Services Staff assists students and families who are experiencing barriers to learning and work collaboratively in aligning plans of support. Such services may include assessment, development of intervention plans across school and home environments, direct services including educational counseling, or assistance in identifying community-based resources that may support the needs of the child or family.

READING SPECIALIST

The District Reading Specialist helps to identify students with special needs in the area of reading. The specialist in this area may work with small groups or individuals and is often involved in the assessment process with our pupil services personnel.

RELEASE OF INFORMATION

State law allows for the school to publish and release certain information about your student without consent unless you have requested, **in writing, that** we do not. Specifically, what we can release about your child is: name, date of birth, participation in activities, dates of attendance, photographs, awards, and the name of the school most recently attended.

Parents, to exempt your child from the law that allows us to release the above information, **you must request that we do not** include your child's name. **You must do so, in writing,** prior to the end of the second week of school.

SCHOOL CLOSING

If school is closed for any reason, an announcement will be made over various radio and television stations. An announcement will appear on the **Lomira K-12 Website (Lomira.k12.wi.us)**. The Lomira School District has a mass notification program. Parents will automatically be notified via phone and email about important school information such as delays, closings, and emergency notifications. **Make sure your current contact information is in skyward so you don't miss out on these important decisions!**

SCHOOL COUNSELOR

Our elementary schools (Lomira and Theresa Learning Community) share a common K-5 school counselor to assist students with their personal, educational and social development. Students and/or parents/guardians are encouraged to contact the counselor when the need arises. The counselor is available to assess student's needs and help them recognize personal strengths and needs.

SCHOOL DAY

Students should not arrive at Lomira or Theresa Elementary Schools earlier than 7:30 AM. It is recommended that they arrive at or after 7:45 AM to support a smooth and calm start to the school day. As dismissal, students must leave school grounds promptly, with dismissal at 3:10 PM in Lomira and 3:00 PM in Theresa. On early dismissal days, buses will load at 12:30 PM for the return ride home. Theresa students who need to travel to Lomira will depart by bus at 12:15 PM.

SCHOOL PSYCHOLOGIST

The district school psychologist assists students in areas of academic, social and emotional adjustment. Efforts are coordinated with parents/guardians, teachers, administrators and other specialists to identify areas of need and in developing comprehensive plans of support.

SPECIAL EDUCATION AND SECTION 504 REFERRALS

If you feel your child may have a disability and require assistance through special education or a 504 plan, please contact Chris Keiler/ Director of Pupil Services. Referrals for evaluation of eligibility should be submitted in writing.

STUDENT ANTI-HARASSMENT

Prohibited Harassment

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

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

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

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

Other Violations of the Anti-Harassment Policy

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

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

B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's duties.

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

Notice

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

Definitions

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

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

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

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

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

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

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student’s educational, physical, or emotional well-being. Bullying need not be based on any Protected Class.

Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.
Bullying that rises to the level of Sexual Harassment is covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the
Basis of Sex in Education Programs or Activities.

Harassment

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

A. places a student in reasonable fear of harm to his/her person or damage to his/her property;

B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or

C. has the effect of substantially disrupting the orderly operation of a school.

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

Examples are:

A. making statements that promote violence toward a racial or ethnic group;

B. drawing, displaying, or posting images or symbols of prejudice (e.g.,

swastikas). **Sexual Harassment**

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

A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;

B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;

C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

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

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

A. unwelcome verbal harassment or abuse;

B. unwelcome pressure for sexual activity;

C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;

D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;

E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;

F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;

H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;

I. unwelcome behavior or words directed at an individual because of gender; Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;

2. rating a person's sexuality or attractiveness;

3. staring or leering at various parts of another person's body;

4. spreading rumors about a person's sexuality;

5. letters, notes, telephones calls, or materials of a sexual nature;

6. displaying pictures, calendars, cartoons, or other materials with sexual content.

J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

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

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

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

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

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

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the 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.

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

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

Deb Janke Chris Keiler
Middle School Principal Director of Pupil Services
1030 Fourth Street 1030 Fourth Street
Lomira, WI 53048 Lomira, WI 53048
920-269-4396 x 109 920-296-4396 x 112
djanke@lomira.k12.wi.us ckeiler@lomira.k12.wi.us

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

A. on the School District's website.

B. in the parent and staff handbooks.

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

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.

B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.

C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer.

D. Any other person with the knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.

E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.

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

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

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

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

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

Investigation and Complaint Procedure

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

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

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

Complaint Procedure

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

information to the CO within two (2) days.

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

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

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

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

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

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

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

The investigation will include:

A. interview(s) with the Complainant;

B. interview() with the Respondent;

C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;

D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

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

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

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

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

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

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

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

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

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

Additional School District Action

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

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

Privacy/Confidentiality

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

Retaliation

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

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

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

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

Reprisal

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

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

Education and Training

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

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

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

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

Retention of Public Records, Student Records, and

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

A. all written reports/allegations/complaints/statements;

B. narratives of all verbal reports, allegations, complaints, and statements

collected; C. a narrative of all actions taken by District personnel;

D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;

E. narratives of, notes from, or audio, video, or digital recordings of witness

statements; F. all documentary evidence;

G. e-mails, texts, or social media posts pertaining to the investigation;

H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;

I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;

J. dated written determinations to the parties;

K. dated written descriptions of verbal notifications to the parties;

L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;

M. documentation of all actions taken, both individual and systemic, to stop the discrimination of harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);

O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and

P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

SUMMER SCHOOL

Summer school offers a wide variety of courses to choose from. These are opportunities for children to take courses that we do not have the time or staff to provide during the regular school year. However, there is also a remediation and help aspect in designing the courses. **Parents – if your child is receiving any failing grades or struggling, we strongly recommend that you consider signing them up for summer school help.** Sign up is in spring.

SUPPLIES

At the closing of each school year, students receive a school supply list. Unless arrangements have been made, parents/guardians should obtain these materials. Lists are available in the office throughout the year.

TELEPHONE/CELL PHONES/COMMUNICATION DEVICES

There is a phone in the K-8 office and each classroom. Students are asked to limit their calls to emergencies only. Parents and friends are asked not to call students at school except in cases of emergency. The phone in the office is to be used only under limited circumstances and only after receiving permission.

Cell phones **must be turned off** and cannot be used in the school unless permission has been granted by a school employee. Cell phone use is prohibited in the school building by students while school is in session (7:30 a.m.-3:30 p.m.). Students who do not follow this rule may be required to leave their phone in the office until the end of the day.

TITLE 1 READING PROGRAM

Children who are reading below grade level expectations in grades K-5 may be eligible for additional, daily intervention support through the Title 1 program. Our Title 1 program provides focused intervention utilizing the Leveled Literacy Intervention program and framework for children in grades 1-4.

TRANSPORTATION AND BUSING

The safety and welfare of student riders is the first consideration in all matters pertaining to transportation.

ONLY STUDENTS WHO ARE NORMALLY ASSIGNED A DAILY BUS ROUTE MAY RIDE THE BUS. Non-bus students will not be permitted on regular bus routes. Both the teacher and bus route driver will explain their bus behavior expectations and violation consequences Parents and students must read and discuss the Bus Procedures and Rules. A **BUS AGREEMENT/RULES form will be distributed with the handbook or sent home the first day of school and needs to be returned with both student and parent signatures.** Emergency evacuation drills are held at least once a year to acquaint student riders with emergency procedures.

TRUANCY

Wisconsin Statute 118.15 states; **"An habitual truant is defined as a student who is absent from school without an ACCEPTABLE EXCUSE for part or all of five (5) or more days on which school is held during a school semester."**

If a student is truant, parents will be informed of the situation and a meeting established with them within 5 days. When efforts to reduce the truancy are ineffective, the student will be referred to the local police department, who in conjunction with the school administration will refer the student and parents to the Dodge County Juvenile Court and Dodge County Human Services.

VANDALISM

If you damage a school or another student's property or materials, you are responsible for paying the repair or replacement costs. Vandalism of any kind is a major rule infraction and carries with it a severe penalty. Please report vandals to your teachers if you see them. This is your school, help all of us keep it safe and clean.

VISITORS

For safety reasons, parents and visitors are NOT allowed into the building during school hours. Parents are encouraged to communicate with the staff via phone call or email. School meetings or tours will be allowed with special permission from the administrative team.

If a student wishes to bring a friend or relative to school for the day or portion of the day, they must make such a request, by a written note signed by a parent/guardian, at least one day in advance with the principal.

VOLUNTEERS

Parents, we are always eager to involve community volunteers (including parents/guardians, grandparents, etc.) to our educational family. If you are interested in being a volunteer, and have children in our school, please contact your child's teacher(s) or principal to obtain the necessary paperwork or obtain it on-line. We invite volunteers to assist as mentors, to read with students, tutor, to assist students on projects, to help with lunchroom and playground supervision, chaperone events, and for just about any other activity you can think of. We are always looking for guest speakers on careers and special interest items. **VOLUNTEERS ARE ALWAYS WELCOME PARTNERS IN OUR SCHOOL!**

WAIVER OF SCHOOL FEES OR FINES

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

Eligibility Standards

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

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

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

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

Notification to Parents

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

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

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

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

WEAPONS

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

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

The following are two exceptions to this policy:

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

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

Employees violating this policy shall be disciplined in accordance with employee policies and bargaining agreements and shall be referred to law enforcement officials for prosecution.

Any other persons violating this policy shall be referred to law enforcement officials for prosecution. This policy shall be published annually in all district student and staff handbooks and in the school newspaper.

PROHIBITED ITEMS

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

1. Weapons, including all types of firearms, knives, bow and arrows, wrist rockets, chains, and fireworks of any type, even if legal in Wisconsin.
2. Laser pointers and all types of water and liquid propellant devices, including aerosol cans and similar devices, pepper spray and all camouflaging scents, liquid or other; 3. Scanners, pagers, beepers, cellular phones, communication devices such as a watch (without staff approval) need to be turned off while at school and on the bus.

AUTHORIZED INSTRUCTIONAL AND WORK-RELATED EQUIPMENT AND TOOLS

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

WITHDRAWING YOUR CHILD FROM SCHOOL

When leaving for a new school district, parents/guardians should contact the elementary office as soon as possible. This allows us to notify the new school of your child's present programs as well as his or her strong and weak areas. Please make certain that all school materials are returned to the elementary office before leaving.

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

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

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

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

(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) email: program.intake@usda.gov.

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