2026-2027

SCHOOL DISTRICT OF LOMIRA

Lomira: (920)269-4396, Fax: (920)269-4996
Theresa: (920)488-2181, Fax: (920)488-2722

SCHOOL ADMINISTRATIVE PERSONNEL

Name	***Position***
Ty Breitlow	District Administrator
Debra Janke	6-12 Principal
Kyle Twohig	6-12 Assistant Principal & Activities Director
Chris Keiler	Director of Special Education & Pupil Services
Colleen Rodell	K-8 Administrative Assistant

MISSION STATEMENT

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

BELIEF STATEMENTS

Each student is a unique, talented human being.
Students have a right to be in an environment conducive to learning.
Student talent and achievement must be recognized, developed and reinforced.
Students achieve at different levels and speeds according to their social, economic, emotional and intellectual background.
Education encompasses nurturing the academic, social, physical, emotional, and psychological development of each student.
Learning is a process important to the future happiness and success of the individual.
Joy and humor are valuable in education.
Education is a lifelong, shared vision with responsibility and commitment between students, faculty, and community.

The School District of Lomira is an equal opportunity employer. The Board of Education does not discriminate in the employment of professional staff on the basis of the Protected Classes of race, color, national origin, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matter or political matters, or any other characteristic protected by law in its employment practices.

The staff, administration and Lomira School Board is dedicated to fostering a positive, nurturing educational environment for all students. Our main function is to educate children in academic content as well as social appropriateness so that they can successfully function in the adult world after their high school graduation. To do this, students must feel safe and protected in our schools every day. Crude comments as well as bullying behaviors will be investigated and addressed with dedicated effort to ensure that our students can feel protected and cared for while in the Lomira School District. More details can be found on page 11.

GENERAL CONDUCT

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

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

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

1. Weapons, including all types of firearms, knives, hunting devices, chains, and fireworks of any type.
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 such devices.

ATTENDANCE

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

1. All absences should be reported to the middle school office the day of the absence.
   - Parents may call the middle school office during the office hours of 7:15 a.m. to 3:30 p.m. at 920-269-4396, ext 101. -OR-
   - Parents may call the school between 4:00 p.m. and 7:30 a.m. direct at 920-269-4026 and choose 1 from the menu for the middle school and leave a message. Be sure to state the date of the call, the student's name, with the spelling and reason for absence, who is calling and a number a parent may be reached during the day. -OR-
   - Students, whose parent did not contact the school, must bring a written note of explanation from the parent the school day following the absence.
2. Students who are notified of a single class period absence will be expected to either speak to their instructor or parent to rectify the absence within one school day or be issued disciplinary consequences. Truancy citations may be issued for future unexcused absences.
3. Students who have an unexcused absence may be expected to serve detention time to make up for the class minutes that they missed. Every additional unexcused absence within a school year may result in a referral for truancy citation.
4. All planned absences must be supported by a written note of explanation from the parents prior to the absence. Failure to do so may result in "unexcused" absences. The student is also required to sign out in the office before leaving the school building. Students will not be allowed to leave the school building without first obtaining parental permission.
5. In all situations, students must sign out at the office after a parent or guardian has given permission for their departure.
6. Students must be present in school for four (4) full hours of instruction, two (2) block periods (not including resource) to be eligible to compete in athletic events or attend school related activities. Any classes unexcused will result in a suspension of practice or event for the day the student misses class or the date of administrative attendance action. Students who attend

events on days when they were not in school will then have their absence considered unexcused. Unexcused absences may be reconciled with truancy citations.

7. If a student is absent three consecutive days or more, a doctor's note is required to excuse the absences.
8. Due to Wisconsin Compulsory Attendance Law (Wis. Statute 118.16), parents do not excuse students, only the school administration, which are so designated by a properly elected school board, may excuse students. Parents can only request that the absence be excused. If you don't know whether the reason for an absence is acceptable, call the school before the absence or before plans are made.
9. If a student is absent for all or part of 10 days in a school year, the principal may notify the student and their parent/guardian that any future absence must be verified with a note from the court, a physician, or other medical professional (i.e. mental health provide, chiropractor, dentist, etc.). Failure to do so will result in an unexcused absence and may result in referral for truancy.
10. Homework requests may be made on the 2nd day of a student's absence. No requests will be made on the 1st day of a student's absence; students can meet with their teachers after their absence for assignments. Emailing teachers directly is the most effective way to discuss missed assignments when you are not in the building.

ACCIDENTS OR ILLNESS

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 the nurse 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.

ASSIGNMENT NOTEBOOKS

Every student will receive an assignment notebook at the beginning of the school year free of charge. Students are required to use the assignment notebook as it is an excellent organizer and serves as the student's system of passes which are used for emergency trips to the restroom. Teachers incorporate the assignment notebook into their class requirements and frequent communication between home and school. Parents, please check the assignment notebook regularly to ensure students are keeping up with required work, tests, due dates, etc. If a student loses their organizer, they will have to purchase a replacement for **$5.00**.

AWARDS: ACADEMIC RECOGNITION

Following each quarter students will be recognized for their accomplishments. These are serious events whereby students are recognized by faculty and administration before their peers for accomplishments in academics, citizenship, and other school activities.

BEHAVIOR EXPECTATIONS

Each teacher will post, explain and remind all students of the expected behaviors in his/her classroom. Some teachers may have additional expectations. Teachers will explain their expectations and the consequences for positive, as well as, negative behavior. Our expectations for children are similar to those expected in any work place.

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 piece of managing a classroom full of students is to have a high quality professional teacher in charge. PBIS provides positive support systems that we will be sharing with students starting on the first day of school. We will consistently reinforce positive behaviors throughout the year in a variety of ways and focus on those students who are meeting our expectations and contributing to a great school environment. We do understand that some students will make poor choices from time to time. We have plans for those situations 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. 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. Parents may be notified for more significant behavioral choices.

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.

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

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

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

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

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

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

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

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

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

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

Retaliation 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.

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

"Bullying" is defined on page one. Some examples of bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

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

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

Cyberbullying includes, but is not limited to the following:

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

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.
"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school–provided transportation or at any official school bus stop, and that has the effect of:

A. physically harming a student or damaging a student's property;

B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or

C. creating a hostile educational environment.
"Staff" includes all school employees and Board members.
“Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

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

Privacy/Confidentiality

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

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

Notification

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

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

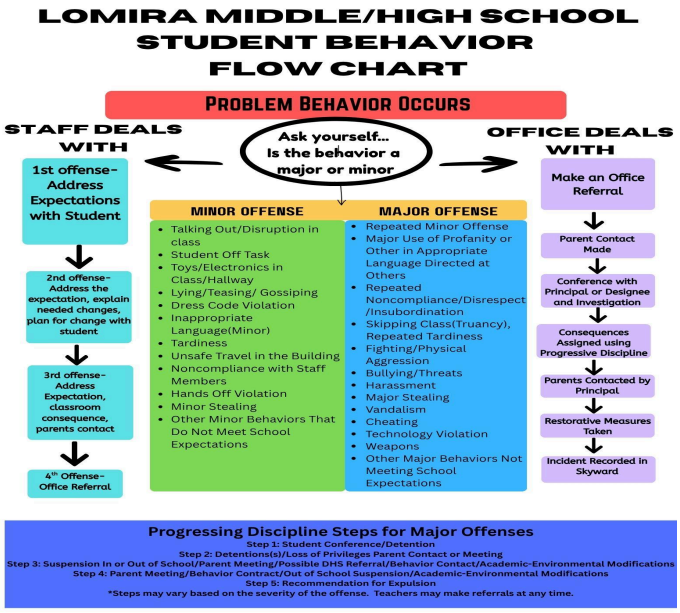
Records and Reports

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

An annual summary report shall be prepared and presented to the 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.

Education and Training

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



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)

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 bulling, 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

Bullying Determination

- The school will decide if the behavior meets the definition of bulling
- 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 partner in the process

If you ever have questions or concerns about bullying, please contact your child's teacher, school counselor, or principal. We're here to help.

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).

SAMPLE LETTER

Lomira High School
1030 Fourth Street
P.O. Box 919
Lomira, WI 53048
Voice: (920)269-4396 ext.109
Fax: (920)269-4128

School District of LOMIRA
"The Subject is Excellence"

Debra Janke
Principal
Lomira High School

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 prevent 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,

Debra Janke or Kyle Twohig
Lomira Middle & High School Administrators

SAMPLE LETTER

Lomira High School
1030 Fourth Street
P.O. Box 919
Lomira, WI 53048
Voice: (920)269-4396 ext.109
Fax: (920)269-4128

School District of LOMIRA "The Subject is Excellence"

Debra Janke
Principal
Lomira High School

Date:

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 prevent 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,

Debra Janke & Kyle Twohig
Lomira Middle and High School Administrators

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICE

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.

There is a phone in the 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.

The use of **cell phones** are **prohibited** during the academic day. Students that violate this rule will have their phone taken and will have the following consequences:
1st offense: Phone will be taken and can be picked up by a parent or documented guardian from the office at the end of the school day, 3 - 4pm.
2nd offense: Phone will be taken and parents will need to pick up the device the following day after the student has served a lunch detention.
3rd offense: Phone will be taken and the device will be returned after a plan to check in the phone everyday at school has been developed at a parent meeting.

Additionally, no images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual. This is to protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities. Violations of this nature will be handled with a more significant level of consequences.

CO-CURRICULAR ACTIVITIES

Being involved in activities beyond the classroom strongly improves the likelihood that your child will be more successful academically and enjoy coming to school each day. We strongly support and encourage participation in any co-curricular activities, the following of which are offered to our Lomira students. The respective coaches will provide team rosters and practice/game schedules.

Athletics:	Girls:	Boys:
	Volleyball	Football
	Basketball	Basketball
	Track	Track
	Cross Country	Cross Country
	Wrestling	Wrestling
	Theater	Theater
	Robotics	Robotics

Forensics:

Here is an opportunity to develop speaking skills in a creative and enjoyable manner. It includes: oral interpretation of prose and poetry, extemporaneous reading, serious and humorous declamation, story-telling and play reading. Our school has a long and rich history of excellence in this area and invites all students to take part in this tradition.

Student Activities Council:
This is a proactive committee of sixth thru eighth grade student leaders whose purpose is to: Develop a meaningful social calendar (dances, parties, special days, etc.), a fund raising program to support a calendar of special events, a program of student recognition that promotes positive achievement in the areas of academics, athletics, character, and leadership, provide a meaningful and consistent communication vehicle between students, faculty, administration and develop an annual student yearbook. This council is a vital component to the overall operation of the school and student life. It is facilitated by a school employee and exists as a means for students to express their leadership characteristics and qualities in a positive and meaningful way. Only serious individuals who have both the time and energy to perform at a high level of organization and maturity should apply.

CO-CURRICULAR ELIGIBILITY

BEING IN EXTRACURRICULAR ACTIVITIES IS A PRIVILEGE, NOT A RIGHT.
As a participant, students will need to earn this privilege by working hard on both academic grades and behavior in school, and on participation while in the sport or activity. Students are eligible to participate in co-curricular activities provided he/she did not fail (get an "F") in the grading period prior to or during that particular sport or activity season. For a student to regain eligibility after being determined ineligible, he/she must be passing all subjects.

Whether at home or away, students always represent the school. Students are expected to be responsible and demonstrate good behavior. School related behavioral problems may cause a student to become ineligible. For example, students are expected to serve detentions before attending any co-curricular activity. Students are always expected to follow the specific rules and procedures provided to them by their coach or advisor. If a
student is suspended from school, he/she is ineligible to attend, compete, practice or participate during that suspension.

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 classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate with the school to prevent or address problems. In order to meet these goals, the School District of Lomira has established a Student Code of Conduct.

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

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

A school employee, or law enforcement officer, authorized by the school, may require a student to provide a sample of his/her breath to determine the presence of alcohol whenever there is a suspicion that the student is under the influence of alcohol while on school premises, in a motor vehicle on school premises, or while participating in or attending a school-sponsored activity.
The results of the breath screening device or the fact that the student refused to submit to breath testing shall be made available for use in any hearing regarding the discipline of a student for alcohol use.

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 imperative 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 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 through the year. All students will be required to have a parent signed Internet Agreement on file prior to being given access to the internet.

CONCERNS

Sometimes parents question a school practice or react to their child’s comments about school. Should parents need or wish additional information or clarification, the following format should be followed:

1. Parents call the teacher about their concern and get first hand information from the teacher regarding his/her perception of the situation.
2. If required, parents and teachers work together to develop a plan to rectify the concern.
3. Have a follow-up session to see how the plan is working and make modifications if necessary. Use the plan!
4. After the first three steps, parents should call the principal if their concerns are not addressed to their satisfaction.
5. If, after meeting with the principal, parental concerns remain unsatisfied, contact the superintendent for further discussion.

DISCIPLINE CONSEQUENCES

(For violating school rules, regulations or practices.)

The classroom teacher according to their individual classroom plan will handle most classroom rule violations and resulting disciplinary actions. If a student is referred to the principal, because of frequent or severe behaviors, more serious consequences may be imposed.

DRESS CODE

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

Lomira Middle School student dress or grooming should not:

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

Student dress and grooming guidelines are:

- Clothing and/or jewelry that contain pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity and/or illegal drugs are inappropriate for the educational setting and will not be allowed.
- For the safety and security of all of our students, chains (usually used to link items carried in student's pockets with their pants/belts) & and spikes on jewelry or clothing will not be allowed.
- Backpacks, bags and/or purses will not be allowed in any classroom without the request of building administration for health reasons (i.e. due to student injury).
- Head coverings are not allowed. Head coverings include, but are not limited to: caps, hats, hoods, and bandanas.
- No pajamas or lounge wear allowed. Clothing with holes or tears that reveal too much as deemed by the principal will also be unacceptable.
- Students should bring warm enough clothing (i.e. sweatshirt, sweaters, etc.) for them to adapt to the variable temperature of a large building. For safety reasons (i.e. the ability to conceal materials), coats/jackets will not be allowed in classrooms.
- Clothing must cover undergarments and private areas of the body completely at **all times** for both male and female students. Student tops that are worn must have straps, cover the front, sides and back of the entire upper body.
- No students will be allowed to wear any clothing which is identified with gangs or gang-related activities (e.g., gang-related colors, insignias, hats/caps, jackets, bandanas tied on clothing, etc.)

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

ELECTIVE COURSES

Electives are courses intended to expose students to a variety of subjects so they can make better decisions about their future educational and career interests. All 7th and 8th grade students will participate in a rotation of elective courses where they will gain exposure to new and exciting content that they may not be familiar with. All 7th and 8th grade students are required to take Spanish as exploratory courses for exposure to foreign languages.

EMERGENCY PROCEDURES

Emergency procedures will be practiced monthly for fire safety and on a periodic basis for tornadoes, intruders and all other evacuation and lock-down style events. Information specific to procedures that are to be followed will be posted in classrooms and explained by the teacher. With the assistance of the Dodge County Sheriff's Department, our entire staff have been in-serviced on using a variety of action steps to follow if necessary. Any student choosing not to comply with emergency procedures/practice faces a major safety violation and may be issued school consequences.

FIELD TRIPS

Field trips are planned to enrich the school curriculum. Students and parents will be notified of all field trips and of any cost involved in advance of the event.

HARMFUL THREATS

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.

HOMEWORK

Students should be prepared to work at least 50 – 60 minutes on homework nightly. Parents, if your child never has homework, or an excessive amount, email school to address the concern. Please contact your child's teachers directly as they will have the best knowledge of the current workload expectations.

HONOR ROLL

The Honor Roll is figured on a grade point average. The Honor Roll is composed of students who have obtained a grade point average of 3.25 or better. Each quarter, cumulative grade points are computed and students are formally recognized for their academic accomplishments.

IMMUNIZATIONS

Records will be maintained on all students as it pertains to immunization history and we will update those records with information supplied by parents. The nurse must be informed of new immunizations to keep records current.

INSURANCE

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

LOCKERS

Each student will be issued a locker and a school lock at the beginning of the academic year. Students are responsible for their own personal belongings and those items belonging to the school that are under their care. The school is not responsible for the loss of any materials from a student locker. Students should use and remain in their assigned lockers during the school year. Students who lose their locks will be charged the full cost of a replacement lock which is **$5.00**.

During the course of the school year it is the responsibility of the student that is assigned to a locker to report any/all damage that may occur. The interior of each locker is the responsibility of the individual student **BECAUSE THE LOCKER SHOULD BE LOCKED AT ALL TIMES.** Damage to the exterior should be reported to the office immediately when it is discovered. Any deliberate damage to lockers will result in that student being assessed an appropriate fine for repair.
REMEMBER, THAT THE LOCKER IS THE PROPERTY OF THE SCHOOL DISTRICT AND MAY BE INSPECTED AT ANY TIME BY AUTHORIZED SCHOOL OFFICIALS. (WISCONSIN STATUTE 118.325)

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

1. Do not leave valuables of any kind in your locker. If valuables must be brought to school, keep them in the office safe for the day. Remember that you are the one responsible for your personal property and items in your care (books, fund-raising items, co-curricular materials, etc.)

2. Keep your lockers locked at all times. This includes your gym locker. Do not tell your combination to anyone! If you feel that another student knows your combination, you may exchange your lock at the K-8 office.
3. If something is stolen, report it immediately! The longer you wait to report that an item is missing, the lower the odds of recovery.
4. Report anyone that you know is guilty of theft.

MEDICATION

Parents, our school nurse must receive a 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 (provided by the parent) will not be administered by school personnel without your written consent. A record will be maintained of all medications given at school. Any prescription or over the counter medication must be given to and distributed by the school nurse or designee. Medication forms are available online under “health services”.

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

INHALERS

6-8th grade students with asthma and other respiratory illnesses may carry their inhalers while at school. However, such students must have an asthma action plan completed by the pupil’s physician and parent or guardian. Medication forms are available online under “health services”.

MESSAGES

It is not the responsibility of the office to deliver personal messages for students. Parents that need to contact their children in cases of an emergency may leave a message for them in the 3-8 office. Students will be contacted as soon as possible.

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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 PERIOD

Parents and students are reminded that students are not allowed to leave the building or school grounds during the lunch break or at any time during the day unless special permission from the teacher and or administration has been obtained. A note is required from the parent or guardian if a student leaves the school for any reason during the school day.

PARENT/TEACHER CONFERENCES

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

USE OF PROFANE OR VULGAR LANGUAGE AND/OR GESTURES

Students are not to use profane or vulgar language/gestures while in school or attending any school activity. Those violating this policy may have their parents contacted, may be issued detentions or suspensions. Professional language is expected at school.

PROMOTION/RETENTION

The State of Wisconsin has mandated that all school district's design promotion policies based on student performance on a statewide test and local criteria. Our promotion policies indicate the criteria necessary for a child to be promoted from grade 4 to grade 5 and from grade 8 to grade 9. A copy of the Board policy will be available from the District office. Summer school may be mandatory for students to be promoted to the next grade level.

PUBLIC DISPLAYS OF AFFECTION

There is a time and place for everything. Students are not to display any degree of affection toward one another that is disruptive to the educational function of the school or its personnel. Parents will be informed of such situations and will be asked for their cooperation in directing their youngster's behavior toward more appropriate degrees of public behavior.

REPORT CARDS

Grades are based on progress towards success in achieving established subject-by-subject objectives. Report cards are posted to skyward online at the end of each quarter.

SCHOOL CLOSINGS

When school must be canceled or delayed due to severe weather or other unforeseen reason, the decision will be made by the Administration as early as possible. Mass texts and emails will be sent. Notice will be broadcast over local radio and television stations.

SCHOOL DAY

(Start, end and early dismissal times.)

Students should arrive at school no earlier than 7:45 a.m. and leave school grounds promptly at 3:15 p.m. when dismissed from class. If prior arrangements have been made with a teacher, students will be permitted to arrive or depart at other times. On early dismissal days, buses will load for the return ride home at 12:30.

PARENTS ONLY

School visits by parents or guardians are always fun and exciting for the child and adults. It is a super way to maintain a strong relationship between family and the school. Parents are always welcome to visit their child's classroom, however, pre-arrangements with the teacher must be made before the event. For security reasons, we make certain that only supervised entrances are open to the school during the school day. Visiting parents/guardians, must report to the school office, check in, and wear a visitor badge.

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 reoccurrence, 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).

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;
A. 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
Middle School Principal
1030 Fourth Street
Lomira, WI 53048
920-269-4396 x 109
djanke@lomira.k12.wi.us

Chris Keiler
Director of Pupil Services
1030 Fourth Street
Lomira, WI 53048
920-296-4396 x 112
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 reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.
Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.
The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

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.

TARDINESS

Students are to check in at the middle school office if they arrive late to school. They will be issued a pass to class from office staff once a reason for the tardiness has been established through contact with parents. Students with three or more unexcused tardies will be required to make up academic time during lunch detentions and will be entered into the Skyward attendance system for parent information.

Title IX (Sex Discrimination and Sexual Harassment)

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and accompanying federal regulations, the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District

students, admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

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

Deb Janke
Middle School Principal
PO Box 919
Lomira, WI 53048
920-269-4396 x 109
djanke@lomira.k12.wi.us

Chris Keiler
Director of Pupil Services
PO Box 919
Lomira, WI 53048
920-296-4396 x 112
ckeiler@lomira.k12.wi.us

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

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

TRUANCY

Wisconsin Statute 118.51 states, "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." This means that if you are truant, your parents will be informed of the situation and a meeting established with them. When efforts to reduce the truancy are ineffective, you and your parents will be referred to the Dodge County Juvenile Court and Dodge County Human Services Department or issued a truancy citation.

VANDALISM

If you damage school or another student's property, you are responsible for paying the repair or replacement costs. Vandalism of any kind is unacceptable 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.

VENDING MACHINES AND CLASSROOM FOOD OR BEVERAGES

Middle School students should only use vending machines after school hours. While drinking water in school appropriate water bottles is acceptable in classrooms, eating and drinking of other products is reserved for snack and lunch times only. No glass containers are permitted in the school for safety reasons.

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:

A. 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.
B. Students who are experiencing homelessness pursuant to Policy 5111.01 - Homeless Students.
   Students who are eligible to receive reduced price lunch or breakfast are eligible for a 50% reduction.

Notification to Parents

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 can be used or intended to be used to inflict bodily harm. A look-alike weapon or an object, which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose, also falls within the scope of the definition.
The following are two exceptions to this policy:

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

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

The severity of the suspension/expulsion will also be based upon the intentional and reckless use of the weapon or look-alike weapon by the student who may jeopardize the health and safety of students and staff. While this policy represents a "no tolerance" position on weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. Examples of this exception include the use of table knives in the cafeteria for eating purposes, the use of knives and scalpels in the science classroom for lab demonstrations and the use of tools in the shop for various instructional purposes. It is important to note that common sense and reason will be the guiding factors as the Lomira Board of Education deliberates the merits of each situation.

As students enter and progress through their middle school years it is the intention of the School District staff and administration to help guide our children to further independence and increased levels of responsibility. Thank you for being our partners in educating your child for academics, social/emotional strengthening and employability skills.

Together we make a really amazing community for our families.
#LomiraPride