

# **Black Hawk School District Ech - 5th Grade**

**2024 - 25 Elementary School Handbook**



**Home of The Little Warriors**

Telephone: (608) 439 - 5444

Dear Parents and Guardians:

Welcome to another exciting school year! On behalf of the faculty and staff at Black Hawk Elementary, we look forward to working with your family and assisting in the development of your child. Black Hawk strives to do the best for your child, and we are committed to excellence in using the resources provided to us by our communities and state.

We ask that parents/guardians go over the information in this handbook with their children. Your child's teacher will be sending a form home for you to sign and return to school, to confirm that you have read and understand the district's policies and procedures. Thank you for taking the time to do this.

We know that this handbook will not cover all of the potential circumstances or questions that may arise, but we hope that it assists you for a good majority of your questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Cory M. [unclear]", written in a cursive style.

Black Hawk Principal

### **Nondiscrimination Policy:**

It is the policy of Black Hawk Board of Education that no person shall, on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity or in employment.

Any student questions concerning Title VI, which prohibits discrimination on the basis of race, color, and national origin; Title IX which prohibits discrimination on the basis of sex; or Section 504, which prohibits discrimination on the basis of handicap, should be directed to: William Chambers, Administrator, 202 E. Center Street, South Wayne, WI 53587 or call 608-439-5371.

### **Release of Public Directory Information:**

Wisconsin statutes provide that schools or school districts may legally release the following: a pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs (the School District of Black Hawk will consider videotapes the same as photographs), degrees and awards received, and the name of the school most recently previously attended by the pupil.

Such information **may be withheld** if the district is advised by the parent, legal guardian, or eligible student (18 years of age or older) to do so in writing by signing the district's **Request to Withhold Directory Data Form** at the school office. If the school has not received the request form to withhold information within 14 days of the publication of the fall newsletter, then we are to assume that the directory data may be released if requested.

### **Forms Parents Receive at the Beginning of the School Year:**

1. Student Profile
2. Early Release Form
3. Field Trip Permission Form
4. Medication Permission Request Form
5. Telecommunications Permission Form
6. Student Insurance Application
7. Authorization to Pick-up Form

If you do not receive these important forms to fill out and return to school, please contact the Elementary office as soon as possible to get duplicate forms.

## **Parents Right to Know Title I Schools**

Elementary and Secondary Education Act requires all LEAs to notify parents of all children in all Title I schools that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. This notice must be sent at the start of each school year. The notice does not itself contain the teacher information; it simply tells parents the types of information they may request.

At a minimum, if a parent requests it, LEA/school must report:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
- Whether the child is provided services by a paraprofessional and, if so, their qualifications. In addition, if a child is assigned, or taught by, a teacher who is not "highly qualified" for four or more consecutive weeks, the parents must receive timely notice.

These and other communications with parents must be in an understandable and uniform format and, to the extent practical, in a language the parents can understand. According to ED guidance, if there is no other way to provide information, it should be provided in oral translation. Requests must be in writing to the principal. This applies only to Title I schools.

### **Volunteers:**

We encourage individuals to become involved as volunteers in our school. We are always looking for positive individuals from the community to assist students with tasks, and to provide enrichment opportunities for our students. Please contact the Elementary principal if you are interested in volunteering to help in the Elementary school.

## BLACK HAWK SCHOOL DISTRICT PERSONNEL 2024-2025

### BOARD OF EDUCATION

Cali Schliem	Jason Figi	Dee Paulson	Jim Baumgartner
Valerie Dunlavey	Clayton Ruegsegger	Mindy Stauffacher	

### ADMINISTRATION

William Chambers, Administrator  
Cory Milz, Principal

### ELEMENTARY SCHOOL STAFF

<b><u>Teacher</u></b>	<b><u>Position</u></b>	<b><u>E-Mail Address</u></b>
Tara Kammes	Art	<a href="mailto:kamtar@blackhawk.k12.wi.us">kamtar@blackhawk.k12.wi.us</a>
June Bartels	1 <sup>st</sup> Grade	<a href="mailto:barjun@blackhawk.k12.wi.us">barjun@blackhawk.k12.wi.us</a>
Aimee Blackbourne	Support Staff	<a href="mailto:blaaim@blackhawk.k12.wi.us">blaaim@blackhawk.k12.wi.us</a>
Cortney Buss	1st Grade	<a href="mailto:buscor@blackhawk.k12.wi.us">buscor@blackhawk.k12.wi.us</a>
Payton Calow	4th Grade	<a href="mailto:calpay@blackhawk.k12.wi.us">calpay@blackhawk.k12.wi.us</a>
Scott Cernek	PE	<a href="mailto:cersco@blackhawk.k12.wi.us">cersco@blackhawk.k12.wi.us</a>
Kerri Crotty	Guidance Counselor	<a href="mailto:Croker@blackhawk.k12.wi.us">Croker@blackhawk.k12.wi.us</a>
Kurt Ellefson	PE	
<a href="mailto:ellkur@blackhawk.k12.wi.us">ellkur@blackhawk.k12.wi.us</a>		
Andrea Elgin*	Physical Therapist	<a href="mailto:elgand@blackhawk.k12.wi.us">elgand@blackhawk.k12.wi.us</a>
Linda Figi	2nd Grade	<a href="mailto:figlin@blackhawk.k12.wi.us">figlin@blackhawk.k12.wi.us</a>
Brandon Behlke	Keyboarding/Computers	<a href="mailto:firjos@blackhawk.k12.wi.us">firjos@blackhawk.k12.wi.us</a>
Mike Flanagan	3rd Grade	<a href="mailto:flamich@blackhawk.k12.wi.us">flamich@blackhawk.k12.wi.us</a>
Lisa Flanagan	4th Grade	<a href="mailto:flalis@blackhawk.k12.wi.us">flalis@blackhawk.k12.wi.us</a>
Alyssa Hagen	Support Staff	
<a href="mailto:hagaly@blackhawk.k12.wi.us">hagaly@blackhawk.k12.wi.us</a>		
Morgan Mahoney	Support Staff	<a href="mailto:mahmor@blackhawk.k12.wi.us">mahmor@blackhawk.k12.wi.us</a>
Sara Kaster	Nurse	<a href="mailto:kassar@blackhawk.k12.wi.us">kassar@blackhawk.k12.wi.us</a>
Brianna Hagen	5K	<a href="mailto:hagbri@blackhawk.k12.wi.us">hagbri@blackhawk.k12.wi.us</a>
Kaylee Meyers	3rd Grade	
<a href="mailto:meykay@blackhawk.k12.wi.us">meykay@blackhawk.k12.wi.us</a>		
Brittany Leja	ECH/4K	<a href="mailto:lejbri@blackhawk.k12.wi.us">lejbri@blackhawk.k12.wi.us</a>
Bev Seffrood	Support Staff	<a href="mailto:sefbev@blackhawk.k12.wi.us">sefbev@blackhawk.k12.wi.us</a>
Amanda Lumley	4K	<a href="mailto:lumama@blackhawk.k12.wi.us">lumama@blackhawk.k12.wi.us</a>
Cathy McCauley	Librarian	<a href="mailto:MccCat@blackhawk.k12.wi.us">MccCat@blackhawk.k12.wi.us</a>

Tonya Milz*	Physical Therapist Ass.	<a href="mailto:milton@blackhawk.k12.wi.us">milton@blackhawk.k12.wi.us</a>
Rebecca Neff	Special Education	
<a href="mailto:nefreb@blackhawk.k12.wi.us">nefreb@blackhawk.k12.wi.us</a>		
Robert Paulson	Custodian	
Kristina Petitjean	5th Grade	<a href="mailto:rynkri@blackhawk.k12.wi.us">rynkri@blackhawk.k12.wi.us</a>
Mary Lou Pickett	5K	<a href="mailto:PicMar@blackhawk.k12.wi.us">PicMar@blackhawk.k12.wi.us</a>
Nancy Purdy*	Occupational Therapist	
<a href="mailto:purnan@blackhawk.k12.wi.us">purnan@blackhawk.k12.wi.us</a>		
Jenny Schiferl	Office Admin. Asst.	<a href="mailto:schjen@blackhawk.k12.wi.us">schjen@blackhawk.k12.wi.us</a>
Maggie Setterstrom	Music	<a href="mailto:setmag@blackhawk.k12.wi.us">setmag@blackhawk.k12.wi.us</a>
Chelsea Stauffacher	Support Staff	
<a href="mailto:stache@blackhawk.k12.wi.us">stache@blackhawk.k12.wi.us</a>		
Paige Strunz	Support Staff	<a href="mailto:strpaii@blackhawk.k12.wi.us">strpaii@blackhawk.k12.wi.us</a>
Matt Vickerman	Custodian	
Jack Walter	Custodian	
Ashley Wills	2nd Grade	<a href="mailto:WilAsh@blackhawk.k12.wi.us">WilAsh@blackhawk.k12.wi.us</a>

If you need to get in touch with a teacher during the day, please go through the Elementary School office, Mrs. Jennifer Schiferl @ ext. 101 or Mrs. Beth Zimmerman @ ext. 100.

\*Contracted Professional from external provider.

## **2024-25 School Calendar**



## School District of Black Hawk 2024-2025

AUGUST				
MON	TUE	WED	THU	FRI
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17*	18**
21	22	23	24	25
28	29	30	31	

NOVEMBER				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

	No School
	Early Release
	Summer2School
	Staff In-service
	1st/Last Day of School/End of Quarter
	Graduation/Promotion
	Regular Board Meetings

August 14-School Board Meeting 6pm  
August 20-Staff In-service  
August 21-Shared In-service  
August 22-Staff In-service  
August 26-Staff In-service  
August 27-Staff Work Day/**Open House**  
August 28-29-Summer2School

September 2-No School/Labor Day  
September 3-**First Day of School**  
September 11-School Board Meeting 6pm

October 9-School Board Meeting 6pm  
October 11-**Early Release 130pm**  
October 17-Parent-Teacher Conferences 5-8pm  
October 18-Parent-Teacher Conferences 9-12pm  
October 18-No School  
October 31-End of 1st Quarter

November 1-Staff Work Day/In-Service  
November 13-School Board Meeting 6pm  
November 14-**Early Release 130pm**  
November 27-30-No School/Thanksgiving Break

December 11-**Early Release 130pm**  
December 11-School Board Meeting 6pm  
December 23-31-No School/Winter Break

January 1-No School/Winter Break  
January 2-Classroom Resume  
January 8-School Board Meeting 6pm  
January 14-**Early Release 130pm**  
January 17-End of 2nd Quarter  
January 20-Staff Work Day/In-service

February 10-**Early Release 130pm**  
February 12-School Board Meeting 6pm

March 12-School Board Meeting 6pm  
March 14-**Early Release 130pm**  
March 20-End of 3rd Quarter  
March 21-Staff Work Day/In-service  
March 24-March 26-No School/Spring Break

April 9-School Board Meeting 6pm  
April 10-**Early Release 130p**  
April 18-April 21-No School/Easter Break

May 14-**Early Release 130pm**  
May 14-School Board Meeting-6pm  
May 23-Graduation @ 7p  
May 28-Promotion @ 7p  
May 26-No School/Memorial Day  
May 29-**Last Day of School**/End of 4th Quarter  
May 30-Staff Work Day/In-service

JANUARY				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				


APRIL				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**Visit Our School Website**



Url: [www.blackhawk.k12.wi.us](http://www.blackhawk.k12.wi.us)



**School District of Black Hawk**  
*Proudly serving the communities of Browntown, Gratiot, Martintown, South Wayne, Wiota and Woodford*

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## Upcoming Events

VIEW FULL CALENDAR >

FRIDAY  
AUGUST  
**18**

FB (H) North Fon du Lac

⌚ 7:00 PM

Read More

SATURDAY  
AUGUST  
**19**

VB Scrimmage @ Shullsburg

⌚ 8:00 AM

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MONDAY  
AUGUST  
**21**

JV FB (H) Kingdom Prep Lutheran

⌚ 5:00 PM

Read More

FRIDAY  
AUGUST  
**25**

FB (Warren) Highland

⌚ 7:00 PM

Read More

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\*\*Steel & Aluminum Recycling has moved to Riechers Meats on Center St.\*\*

School Schedules and Updates

School News

Newsletters

Board of Education Policies

Student Procedures/Handbooks

Student Grades

Staff Contact Information and Much More!

**Entrance/Admission Requirements:**

Children wishing to enroll in 5 Year Old Kindergarten must be at least five (5) years of age on or before September 1 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll.

Prior to enrollment, the child must provide the school with a completed health and immunization certificate. Such certificates may be obtained from the nurse's or the school office.

Children wishing to enroll in 4 Year Old Kindergarten must be at least four (4) years of age on or before September 1 of the year in which they wish to enroll.

For Early Childhood - please contact Brittany Leja, Early Childhood Specialist.

### **Fees:**

Parents can use our online payment system called Revtrak. Revtrak(online payments) can be accessed from the district webpage, [www.blackhawk.k12.wi.us](http://www.blackhawk.k12.wi.us).

Student fees cover the cost of consumable materials for the year and a textbook rental. Fees are as follows:

Student Use of Materials :	\$25.00
Musical Instrument Rental	\$35

### **Free and Reduced Meals:**

An application for free/reduced meals is included in the August-September school newsletter. **You must REAPPLY at the beginning of each school year.** You can apply at any time by getting an application from the school office. **All information is kept confidential.**

Breakfast Rates for Ech - 6th: \$1.25/day ; \$6.25/week

\*Reduced Rate: \$.20/day (Apply through district office)

Lunch Rates for Ech - 6th: \$2.75/day ; \$13.75/week

\*Reduced Rate: \$.40/day (Apply through district office)

Carton of Milk: \$.35

### **Meal Program:**

All students may participate in the school meal program. This includes breakfast in the morning and lunch at noontime. If a student does not wish to participate for lunch, he/she may bring cold lunch and purchase milk. (Milk is served with the school breakfast and lunch). Menus are printed in each monthly district newsletter. **Meals are paid for in advance** by sending a check to school with your child or stopping by the office. Please do not combine lunch money with any

other money due. Our school meal program is done by computer, where **each family has one account** that all the children are part of. Lunch notices indicating your family's balance will be sent home with the youngest child or sent via SKYLERT when the balance reaches \$5.00 or below. If you ever have any questions about what your child is eating, please contact the Elementary office and a participation report can be run.

### **Milk Break:**

Students in ECH - 5th grade are able to have a milk break each day. Students are allowed to pay for the milk break by the quarter, semester, or the entire year. Notes are sent home at the end of each quarter to notify parents of the cost of the next quarter's milk. The date of collection for milk break is included in this note.

There is a choice of either 2% white, chocolate milk.

The teacher decides the time of day when the milk break will take place. The students drink the milk in the classroom or cafeteria.

### **Refund of School Fees:**

If a student leaves the school system during the school year, has returned all school supplies and library books, and paid any outstanding obligations, school fees will be pro-rated and a refund will be given.

### **Arrival Time:**

Students are **not** to be in school before **7:45 a.m.**, except those students wishing to eat breakfast at school. They may enter the building at 7:45 a.m. and go straight to the cafeteria. Students who ride the bus and are not eating breakfast should transition directly to the classroom.

Students should be dropped off at Door 1 to enter the school building. Students arriving by school bus will use Door 9.

**LATE STARTS:** (emergency delay or scheduled), operating schedules for students shift back two hours. Doors open for students at 9:45 a.m., buses drop off at 10:00 a.m., and class begins at 10:10 a.m.

### **Attendance/Tardiness:**

School **officially** begins at **8:05 a.m.** Students arriving after 8:05 a.m. will be marked tardy and must be signed in at the Elementary Office by their parent/guardian. (School breakfast eaters will be marked tardy after 8:20 a.m.)

In accordance with State Law, all children between six (6) and eighteen (18) years of age must attend school full time, unless they have a legal excuse or fall under one of the exceptions in the State Statutes.

Every effort should be made by the parents to see that their child/children are in school. It is important to a child's success in school that habits of regular attendance begin in Kindergarten and continue throughout the school years. Our instructional program includes a series of skills in reading, mathematics, and other academic areas that begin in Kindergarten and are built upon at every grade level thereafter. It is very difficult to satisfactorily make-up a day's work missed since a great many of the skills are best learned in large or small groups with active participation and discussion between students and teacher.

**Please see information under "Health/Nurse Information" about when to keep your child home.**

**In order to standardize the attendance procedures District-wide, we have identified the following steps that we ask you to take when your child is absent:**

- ❖ The Elementary office must be notified by parents/guardians of the student **before 8:30 a.m.** of the day of an absence. Please remember that you are free to utilize our 24-hour attendance line.
- ❖ Students can only be excused from absences in advance up to 10 school days per parental request.

- ❖ After 3 unexcused absences student will be referred to the guidance counselor for truancy.

Please call the Elementary Office by 8:30 a.m. if your child will not be in school that day.

- Call 439-5444

❖ **CALLS AFTER 8:30 a.m. ARE UNEXCUSED**

**Attendance Definitions:**

**EXCUSED ABSENCE:** An absence from school will be recorded as excused, if the absence is the result of:

A death in the family, or

A scheduled or emergency appointment with a medical or dental physician (a copy of the appointment must be on file in the school office) or if the student is prohibited from attending school as a result of a physician's order (communicable disease, hospitalized, physically impaired, etc.), or by action of the Board of Education for unusual circumstances.

A student that does not come to school or leaves school for an appointment **MUST** bring a note from the appointment provider the day the student returns.

**ABSENCE REQUESTED BY THE PARENT OR GUARDIAN:** Students may be absent all or part of ten (10) school days per year as a result of a parental/guardian request. The school office must be notified by 8:30 a.m. of the day of an absence. Failure to appropriately notify the office will result in the absence being recorded as an **UNEXCUSED** absence.

**Students, Parents, Guardians should pay special attention to the Truancy Policy that follows this section. Students who are habitually absent or tardy will be referred to Lafayette County for Habitual Truancy status.**

**UNEXCUSED ABSENCES:** If a student is absent from school for all or any part of a school day without proper notification, as stated above, the absence will be recorded as unexcused. Repeated unexcused absences may result in more serious disciplinary action (referral to Lafayette County for Truancy status).

### **SKYLERT Communication System**

We use up to date family information to communicate with families' cell phones and Internet capable devices on emergency information through our Skylert system. Please make sure that family contact information is up to date, so that we may be able to provide you with this important tool.

### **Early Release:**

If severe weather causes school to be released early, delayed, or called off there will be an announcement on WEKZ (1260 AM or 93.7 FM), or Madison TV Channel 3, 15, and 27. Black Hawk Schools will also be using the SKYLERT communication system to announce cancellations of school and activities.

The only parents to be contacted by phone in the event of an early release due to inclement weather or any other emergency, will be those parents who indicate that this is necessary.

Parents receive a form at the beginning of each school year defining the early release procedure for each student. This way, school officials know exactly what procedure to follow if and when there is an early release.

**If there is a change during the school year in regards to the early release instructions, parents need to contact school immediately so we can change our records.** We try to follow parent wishes explicitly; therefore the need for accurate and up-to-date information is critical.

### **Emergency Information:**

**At the beginning of the school year, each student will be given a Student Profile sheet for their parents/guardians to check over for accuracy.** The parents/guardians are to make any necessary changes, and return the sheet to school as soon as possible. **We must have a work/emergency number listed.** We ask for this information **each year** because we need the most current, up-to-date information. If any information changes during the school year, please call or write a note informing us of the change(s).

**Authorization to Pick-Up Form:** School officials will not release elementary students to individuals who are not listed on the Authorization to Pick-Up Form. Please complete this form at the beginning of each school year.

### **Picking Up Students after School:**

Please use the parking lot at Door 1, when picking up your child after school.

At the end of the school day, students will be escorted to the east of the building by Door 1.

You may wait for your child there. **For safety reasons, please escort your child by foot to your car.**

### **Picking Up Students during the School Day:**

When picking up your child for an appointment during the school day (**8:05 a.m. to 3:26 p.m.**), **Please notify your child's teacher or the Elementary office of your plans in advance. You must first report to the office to sign him/her out of school.** Once this is done, you may go to their classroom to pick him/her up, or we will escort your child to the office for pick up.

This may seem like an extra bother, but we do this for the safety your child. This is our way of knowing that the child has left the school with the proper person. **If you are picking up your sick child, please proceed to the office to pick up your child.**

### **Health/Nurse Information:**

## ILLNESS OR INJURY

A child who is ill should not be sent to school.

### HOW TO DECIDE WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL ALWAYS KEEP YOUR CHILD HOME FROM SCHOOL IF...

**YOUR CHILD HAS A FEVER**—This means a temperature above 100.5 degrees. Remember if you have given your child Tylenol or Ibuprofen in the am, it will have worn off by noon or 1 pm.

**VOMITING**—If you child has vomiting more than 2 times in an episode.

**DIARRHEA**—More than one episode of loose, watery stools is reason to keep your child home. Bloody stools is reason be seen by a doctor.

**COUGHING OR BREATHING DIFFICULTY**—Coughing non-stop or coughing that has kept your child up at night is reason to keep your child home from school.

**RASH**—A rash that is spreading is of concern. Any rash that is associated with a fever needs to be kept home from school. Skin rashes such as impetigo, scabies, chicken pox, hand/foot/mouth disease are very contagious. Children need to be free of rash for 24 hours before returning to school.

**LICE**-- Any student found to have live lice on their person will be sent home. The child may return to school after treatment.

**EYE INFECTIONS**—Pink eye or conjunctivitis appears as a pinkish or redness to one or both eyes (the white part or sclera is involved). The infection usually itches or is painful. The eye may have yellow or green drainage. The child may return to school once treated with antibiotic ointment or drops for 24 hours.

**SORE THROAT**—If a sore throat is accompanied by fever, headache or stomach ache, it could be strep throat. Strep throat is diagnosed by a culture done at a medical facility. If your child has been diagnosed with a strep infection, he/she must have 3 doses or 24 hours of treatment prior to returning to school.

The above are guidelines for you to follow. Your child should be kept home from school if they are not feeling well, and as parents, you are the best ones to judge their wellness. It is important that they get rest and to prevent the spread of germs and illness to other children and staff.

If your child becomes ill at school, you will be contacted. You will need to arrange prompt pickup of an ill child. If a student is injured at school, the student's parents or guardian will be notified as soon as possible. **When picking up your sick child, you may go directly to the office. Personnel in the office will direct you to your child's location for pick-up.**

Emergency or minor first aid will be administered if necessary by the proper school personnel. An accident report will be filled out and kept on file in the nurse's office.



## MEDICATIONS

If it is absolutely necessary for a student to take medication during the school day, it **must** be given to the school nurse or authorized school employee. It is then placed in a locked medicine cabinet for safety. **No student will be allowed to keep medication in their book bags or on their person for safety precautionary measures.** Your physician must complete and sign the medication permission request form.

Non prescription medication: Parents/guardians must fill out a permission form, which must be sent along with the medication. This medication must be stored in the nurse's station.

### **ALL MEDICATION MUST COME IN THE ORIGINAL PRESCRIPTION CONTAINER.**

**The following information must be on it:**

- Student's name.
- Name of the medication.
- Dosage to be given.
- Time the medication is to be taken.

**Note: School personnel are not allowed to give any medication unless the above procedure is followed.**

The school nurse keeps health records on each student. This in turn becomes a part of the student's cumulative record. To aid in this task, please keep the school nurse informed of visits to the doctor, dentist, and eye doctor, etc. for **significant** health concerns.

## VISION AND HEARING SCREENINGS

The school nurse does these screenings each year and parents are notified if there is a need for further checking by a physician.

**Please keep the office informed of any change in phone numbers or emergency contacts that you have listed on the Student Profile for your child.**

## HEAD LICE PROCEDURES

Head lice are present in the community at all times and can be particularly prevalent among pre-school and elementary school-age children. Lice are a nuisance, but do not spread disease.

Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Contracting head lice is not an indicator of cleanliness or socioeconomic status.

It is the responsibility of the parent(s) to check their child's head on a regular basis for signs of head lice and treat adequately and appropriately as necessary. Control depends on prompt case finding and effective treatment.

If a child in the District is found to have head lice or untreated nits, school staff will:

1. notify the parent and ask to pick the child up at the parent's earliest convenience and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide), treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal.
2. The child will remain in the classroom until able to be picked up by the parent.
3. Students may return to the classroom after the appropriate use of an FDA-approved lice treatment (e.g., pediculicide/ovicide), or the Centers for Disease Control treatment options by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal.
4. After treatment and upon returning to school, the child will be examined by the school health staff, other trained and designated staff members or Principal. **The District practices a policy of "no live lice" as a criterion for return to school.**

## **Emergency Procedures**

### **Fire and Tornado Drills:**

Drills will be held at various times during the school year to familiarize students with an orderly method of evacuating the building or moving to a shelter area as the case may be. Quick, efficient movement without noise or panic is essential. Students should proceed according to the directions posted in each classroom. Please observe the following during a drill:

1. Walk quickly, quietly, and single file. DO NOT RUN.
2. Leave books, papers, etc. Do not wait for others.
3. Remain in a safe location until told it is safe to return.

### **Emergency Evacuations**

If students are to be removed from the school building due to unsafe conditions, elementary aged students will be transitioned to the St. John's Catholic Church. They will remain there under supervision, until administration determine it is safe to return to school. Students will not be released to parents, unless a parent physically comes to the evacuation site to pick up their child.

### **Lock-Downs**

The Black Hawk School District Crisis Response plans include non-emergency and emergency lockdowns. Non-emergency lockdowns are used as precautionary measures to a potential threat to students. Emergency lockdowns are due to threatening situations.

Parents/guardians may not be notified in the immediacy of a lock-down. Information will be released as it becomes available. The school will hold announced and unannounced lockdown drills.

### **Violent Emergency Situations**

The Black Hawk School District has worked with the Lafayette County Sheriff's Department to develop a series of protocols in response to a violent emergency. Black Hawk Staff have trained in the A.L.I.C.E. response and crisis care training. Black Hawk students are taught to flee from a direct threat that they visualize, and to lock-down in a secure location when the threat cannot be visualized. The Black Hawk School District cannot guarantee the location of students in a violent emergency situation. Parent access to the district's location more than likely would be restricted by emergency responders. Parents would be advised to assemble in non-restricted public areas for communication purposes and re-connection with child(ren). Communication with parents will take place as soon as it is possible for school officials.

### **Communication with School:**

Please feel free to contact either the teacher or principal at school if any problems arise. If a conference is desired, an appointment needs to be made. Student records are available for your review by contacting the school. If a parent/guardian has a concern about situations within the classroom, it is advised to contact the teacher of the student first. If a resolution or understanding cannot occur, parents/guardians will contact the school principal. Further appeals will go to the administrator of the school.

Communication protocol:

1. Classroom teacher
2. School Principal
3. District Administrator
4. Agenda item for Board of Education

The school principal may be contacted directly for concerns about student safety, bullying, code of conduct concerns, school day scheduling concerns, and curriculum and instructional concerns.

The school administrator may be contacted directly for operational concerns and policy concerns.

### **Awards and Recognition:**

The Elementary school has several different awards that a student might receive, and these change on an annual basis based on teacher creativity and availability.

Student of the Month Award (Kindergarten through 5th Grade Students)  
Individual class awards given by teachers  
Gotcha Awards (positive behavior reinforcement program)  
Scripp's Spelling Bee Competition

### **Field Trips:**

The Black Hawk Parents' Club organizes and funds one field trip per grade. Teachers choose the date and where the class will go. Parents are notified as the details of the field trips, and permission slips must be signed. It is our operating procedure that all students who are physically or cognitively capable to attend the field trip on the school provided transportation to the event with their classmates. We feel this is important for fostering independence and inclusion. Parents may with a written notice, choose to transport their children home from the school event.

### **Birthdays:**

**If you are planning a private birthday party in your home for your child, we ask that you do not hand out invitations at school, unless the entire class is invited.**

This eliminates any hurt feelings for those who do not receive invitations. Thank you for your cooperation in this matter.

**Students will not be allowed to host guests on their bus routes.** Please see information below. If you are inviting multiple students to your home as guests, you must provide transportation for them. They will not be allowed to ride the bus.

### **Bus Route Delivery Information:**

Students will ride home on their designated bus each day, unless the school is contacted with the change by a parent/guardian, either with a written note, or by phone. ***We cannot take your child's word for what they are supposed to do after school.***

Children will not be allowed to ride home on a non-designated bus without a written note from the parent/guardian. This note should be presented to the teacher, and the bus driver.

### **Bus Conduct:**

Conduct on the bus is as much a part of proper behavior as conduct in school. **The instructions of the bus driver must be followed promptly without question.** He/she is the sole person responsible for the control of the bus and the safe transportation of many students at one time, in all kinds of weather and road conditions. We try and follow this routine when addressing mis-conduct decisions by children on our buses:

- 1st notice - Family contact, review of expectations. Progressive discipline system if school violations occur on bus.
- 2nd notice - Temporary suspension from bus route for up to 2 school days.
- 3rd notice - Temporary suspension from bus route for up to 5 school days.
- 4th notice - Temporary suspension from bus route for up to 10 school days.
- 5th notice - Removal from bus route.

Students are to remember that riding the bus is a privilege and they should conduct themselves accordingly. Assigned seats may be required if problems arise. Continued misbehavior or severe threatening behavior will result in suspension from the bus. Question related to operations of the busses may be referred to the bus transportation director at 439-5371.

Cameras may be used to record behavior.

### **Parties:**

We generally have three parties during the school year. The Parents' Club and teachers arrange the classroom parties for Halloween, Christmas, and Valentine's Day. Parents may sign up to be "room parent" for the school year. If interested, please contact the Parents' Club president.

### **Pictures:**

Students are given the opportunity to have their pictures taken in the fall each year. The fall pictures include individual and class photos and families are given digital access to preview and order pictures online. Adequate notice is given as to picture dates.

### **Recess:**

Weather permitting, students enjoy the elementary playground for recess.

Only children with a doctor's excuse will be allowed to stay in during recesses. There is not adequate supervision available during this time as the teachers have recess duties. If your child is well enough to come to school, it is healthy for him/her to get the exercise and fresh air.

### **Weather Conditions and Proper Apparel:**

Please have your child dress for the weather conditions. Mittens, hats, and warm clothing are needed for the cold months. Boots and snow pants are needed when there is snow on the ground. Boots are also needed when it has rained or the playground is muddy. Children will be going outside for recess unless the temperature warrants staying inside. The district uses a guideline of actual temperature or wind chill of 0 degrees Fahrenheit.

### **Playground**

The Parents' Club purchased the playground equipment. If a student cannot follow playground rules, he/she may be restricted from participating in recesses.

We would **PREFER** that your child/children **DO NOT** bring toys or electronic games from home to play with at school. We cannot guarantee that something will not happen to them at school.

### **Playground Rules:**

- Ask permission to go into the school during recess.
- Absolutely no name calling or swearing.
- No tackle football or tackling of any kind.
- No throwing rocks, sand, snow, snowballs, or ice.
- No pushing, shoving, kicking, hitting, slapping, spitting, or choking
- No sitting on top of the monkey bars.
- No bats allowed in any games. Only school provided bats allowed in any games
- Only one child going down the slide at one time.
- No playing on the sidewalk by the classroom windows.
- No throwing balls or playing tag on the equipment.
- No climbing on the chain link fence.
- Only one student on a swing at a time.
- No swinging sideways or twisting on the swings.
- No climbing on the basketball poles.
- No playing on the rocks by the side of the building.
- No digging in the dirt by the high school windows.

- Do not play behind the-playhouse.
- Considerate behavior, fair play, and good sportsmanship of all students are expected at all times.
- Report all injuries to the playground supervisor or teacher immediately.
- When the whistle blows – pick up the toys and line up quietly.

**Lunchroom Behavior:**

- Practice proper table manners.
- Talk quietly.
- Use good eating manners.
- Stay seated until dismissed.
- Keep food to yourself.
- All students must wash their hands when they are finished with their lunch. Purpose is to reduce amount of food allergens spread throughout the school.

**Gum:**

Gum should not be brought from home but may be given from the classroom teacher as a reward, sensory prop, or learning tool.



## **BLACK HAWK SCHOOL DISTRICT STUDENT CODE OF CONDUCT**

Wisconsin and Federal Law recognizes Parentis locus, refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent in the absence of the parent.

The Black Hawk School District follows a progressive discipline strategy that begins with solid classroom management practices and good instruction. Black Hawk Elementary follows a process of recognizing and rewarding positive behavior. Teachers are prepped in proper transition protocols, and student engagement practices. However, at times students will make poor choices that negatively impact their peers, staff, and the learning environment.

The progressive discipline protocol begins with conferencing and education of the students. Parents are not always contacted for minor school procedural infractions. Parents are contacted for major and/or repeated disciplinary offenses. It is at that time that we need your cooperation and support. It is our intent that we have a positive working relationship between home and school in dealing with discipline.

The following rules and guidelines have been established to create a favorable educational environment.

### **CODE OF STUDENT CONDUCT PHILOSOPHY**

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are expected to abide by all rules of behavior established by the Board, administration and their classroom teachers.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. **Any student who engages in such behavior may be subject to removal from class and placement as outlined below.** In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

**This code of classroom conduct applies to all students in grades K-12.**

Some different rules and considerations apply for students identified as requiring special education services under IDEA (Individuals with Disabilities Act) or requiring a Section 504 Plan. Generally, the different behavioral rules will be identified in the student's written educational plan

(IEP) or 504 Plan.

### **WHO MAY REMOVE A STUDENT FROM CLASS?**

A teacher/staff member of that class may temporarily remove any student from class under this Code. For the purpose of this Code, “student” means any student enrolled in the District, exchange student, or student visitor to the District’s schools.

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

A “teacher of that class” means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. (i.e.: any staff member employed by the District.)

A “building administrator” means a principal of a school, or other individual duly designated by the building administrator or District Administrator.

### **WHAT ARE THE GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS?**

Removal is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. A teacher’s primary responsibility is to maintain an appropriate educational environment for the class as a whole.

A student may be removed from class for conduct or behavior which:

- violates the District’s policies regarding suspension or expulsion;
- violates the behavioral rules and expectations set forth in the Student Handbook;
- is disruptive, dangerous or unruly;
- which otherwise interferes with the ability of the teacher to teach effectively;
- which is incompatible with effective teaching and learning in the class.

## **STUDENT REMOVAL FROM CLASS**

### **SEVERE DISRUPTIONS MAY RESULT IN IMMEDIATE REMOVAL**

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation and write it on the behavior contract that will go home to be signed by the parent/guardian. The Principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

A teacher may remove a student from class for the following reasons:

- possession or use of a weapon or other items such as fireworks or explosive paraphernalia that might cause bodily harm to persons in the classroom
- possession or being under the influence of alcoholic beverages or other controlled substances, or otherwise in violation of district student alcohol and other drug policies
- behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
- fighting or scuffling ("fighting" – mutual combat in which both parties have contributed to the situation verbal and/or physical action)
- taunting, baiting, inciting and/or encouraging a fight or disruption
- disruption and intimidation caused by group symbols or gestures, or group posturing to provoke altercations or confrontations
- pushing or striking a student or staff member
- obstruction of classroom activities or other intentional action taken to attempt to prevent the staff member from exercising his/her assigned duties
- interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means dressing or grooming in a manner that presents a danger to the health or safety, causes interference with work or creates classroom disorder, including wearing hats, caps, jackets, or articles of clothing with obscene or questionable printing on them
- restricting another person's freedom to properly utilize classroom facilities or equipment
- repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions
- throwing objects in the classroom
- repeated disruption or violation of classroom rules
- excessive or disruptive talking
- behavior that causes the staff member or other students fear of physical or psychological harm
- physical confrontations or verbal/physical threats or harassment of students or staff

**Other behavior as outlined below:**

- willful damage to school property
- sleeping in class
- possession of personal property prohibited by school rules and otherwise
- disruptive to the teaching and learning of others (i.e. beepers, lasers, jackets, backpacks, chains, cell phones, etc.)
- use of profanity
- inappropriate display of affection

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

**DISCIPLINARY PROCEDURES**

District staff members are to use the following system of progressive discipline to resolve classroom discipline problems. Communication with parents is a very important part of this process.

**Speak to the student:**

- Direct the behavior toward the individual and group success
- Encourage personal effort toward self-discipline and direction
- Stress the fact that the student needs to make a choice and personal commitment to his or her improved behavior effort
- Share with the student the fact that if he or she does not take responsibility for his or her personal discipline, someone else will
- Share consequences of future choices for continued class disruptions

**Meet with the student and contact home:**

- Contact the parent/guardian by phone; written correspondence may be made given that attempts to contact by phone fail
- Share with the student consequences of future choices for continued class disruptions
- Share with the parent/guardian existing problems and request their support
- Share with parent/guardian the consequences of future choices to disrupt
- Thank parent/guardian for their concern and help

**Meet with the student and the parent/guardian:**

- Meet to discuss ongoing behavior problem(s) and possible solutions

**Send referral to principal's office and notify parent/guardian:**

- Clearly outline assigned consequence(s) to student and notify parent/guardian
- Turn in referral to principal; indicate prior dates of incidents and phone contacts
- Principal will issue the consequence and notify parent/guardian
- Join principal in conference, scheduling permitting
- Teacher and principal inform the student of future consequences for choosing to disrupt class and discuss steps to improve behavior

**Problem persists – send student to principal:**

- Send student to office
- Forward referral to principal's office. Principal may place elementary student in the progressive discipline step system that is outlined in the Black Hawk MS/HS Student Handbook.
- Student is assigned the consequence; parent/guardian is contacted by principal
- Parent/Guardian and student will be informed of the consequence(s) of the next incident

**PLACEMENT PROCEDURES**

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

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

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

1. The reason the student was removed from the class or the severity of the offense.
2. Limitations of the district such as cost and space.
3. The estimated length of time of the placement.
4. The student's individual needs and interests.

5. Whether or not the student has been removed before.
6. The relationship of the placement to any disciplinary action. (Is a suspension the result of the student's conduct?)
7. Consider the need for an EEN referral.

All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.

The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below.

### **PARENT/GUARDIAN NOTIFICATION PROCEDURES AT TIME OF REMOVAL FROM CLASS**

1. The teacher removing the pupil from class shall notify the parent/guardian by phone call or in writing, when telephone attempts fail, stating the reasons why the student has been removed from class. This shall be documented and kept on file in the office.
2. The building principal/designee shall notify the parent/guardian of a student, in writing, when a teacher has removed a student from a class. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable after the student's removal from a class and placement determination.
3. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
4. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

### **Minor Code of Conduct Violations**

1. Student conference
2. Educational practices for self-awareness.
3. Student may be restricted from positive activities, such as recess and incentive rewards.
4. Parent communication and conference.
5. Referral to principal for continued minor infractions. Principal will contact parents. Student may be placed into the Black Hawk School District Disciplinary Step System.

**Major Code of Conduct Violations** (Profanity directed at peer/staff, verbal threat, physical threat, harassment, repeated harassment or bullying, substance violation, etc.)

1. Parent communication and conference.
2. Referral to principal for continued minor infractions. Student will be placed into the Black Hawk School District Disciplinary Step System.

### **The Progressive Discipline Step System**

When incidents occur outside of the classroom or when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal depends upon two (2) factors:

1. The seriousness of the offense.
2. The previous disciplinary record of the student.

In an effort to take both factors into account, a progression of consequences has been adopted. A student who is referred for violating a rule contained within this code will receive the consequence that corresponds to the entry level step for that offense. With each successive referral, the student may be advanced up the step system one or more step(s) depending upon the seriousness of the infraction. The minimum disciplinary consequences for each step are as follows:

- Step 1: Conference with an administrator. Notification of a parent via mail or phone.
- Step 2: Conference with an administrator. Notification of parent. Student will be assigned a detention for 15 minutes to 4 hours based on the severity.
- Step 3: One-half day in-school suspension. Notification of parent and invitation to parents for a conference via phone or mail.
- Step 4: One day in-school suspension. Notification of parent and invitation to parents for a conference via phone or mail.
- Step 5: Two day in-school suspension. Notification of parent and invitation to parents for a conference via phone or mail.
- Step 6: Three day in-school suspension. Notification of parent and invitation to parents for a conference via phone or mail. Re-entry conference with parents required.
- Step 7: Three to five day in-school or out-of –school suspension (depending upon the nature of the offense). Re-entry conference with parents required, along with a written behavior contract required.
- Step 8: Five day out-of-school suspension mandatory. Parent conference required with discussion of future educational options (i.e., EEN referral and referral to other agencies). This conference must include the district administrator.
- Step 9: Ten (10) day out-of-school suspension pending expulsion hearing before the Board of Education.

### **Step System Provisions**

1. A disciplinary file will be initiated for each referral.
2. Parent will be notified in writing of all violations.

3. After a student has been placed on a step, the next incident may result in the student being advanced to the next step. Steps may be "jumped" if the infractions calls for a higher entry level step.
4. After a period of 15 school days without an additional infraction and with all detentions and suspensions served, the student will be removed from the Step System.

The following infractions may warrant immediate suspension:

1. Dangerous behavior on school bus or on school grounds
2. Inappropriate language that is aggressive, threatening, or demeaning (not reactionary).
3. Theft
4. Purposefully missing detention
5. Destruction of property
6. Truancy
7. Harassment / threats directed toward any member of the school community

The following infractions will warrant immediate suspension:

1. Possessing or carrying a weapon
2. Using or possessing alcohol or drugs
3. Fighting
4. Overt sexual behavior

**IGNORANCE OF RULES DOES NOT EXCUSE A VIOLATION!** The administration retains the right to deal with any action not covered by these rules. Administrators may vary from the disciplinary procedures whenever such action is deemed necessary.

## **SUSPENSION**

"Suspension" means an action taken by the school administration prohibiting a pupil from attending school for a period of not more than five consecutive school days. The purpose of suspension is to remove the student from the school environment and to provide time for the professional staff, parent/guardian, and student to discuss the matter and bring about an agreement on future conduct. Suspended students are not allowed on school grounds during the suspension and are subject to trespassing law.

## **REFERRAL TO POLICE LIAISON OR JUVENILE AUTHORITIES**

If a student's misbehavior is so extreme that a law violation is involved, the police liaison or juvenile authorities may be contacted by the principal or designee.



## **Weapons on School Premises:**

### **PHILOSOPHY**

The Board of Education of the School District of Black Hawk believes that all students are entitled to attend a school free from bodily harm or endangerment. Therefore the Black Hawk Board of Education establishes the following policy.

### **Definition of "Weapon"**

For this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below) razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

### **PROCEDURES**

No person shall possess, use, or store a weapon on school property, in school vehicles, or at any school-related event. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

Any student in possession of a weapon, anything that looks like a weapon, or anything that is intended to be used as a weapon while on school grounds or at any school sanctioned activity is in violation of federal law and Black Hawk District policy. Any student violating this policy shall be subject to penalties outlined in federal law and suspended and/or expelled from school. Parents/guardians and law enforcement officials will be notified in all cases. Weapons will be confiscated by the school district. While each case will be administered individually at the discretion of school officials, the general procedure will include any or all of the following:

- ❖ Confiscation of the weapon;
- ❖ Immediate suspension with evaluation for possible expulsion;
- ❖ Notification of police;
- ❖ Notification of parents.

Federal law requires the expulsion from school for a period of not less than one year of any student who is determined to have brought a weapon to school under the jurisdiction of the agency. (The chief administering officer of the agency may modify such expulsion requirement for a student on a case by case basis)

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

Any other person violating this policy shall be referred to law enforcement officials for prosecution.

Law enforcement officers will be summoned to the school in a situation involving a weapon which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned.

The building administrator may allow weapons in the building for purposes of demonstration, educational presentation, or safety classes. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the administrator or person(s) designated by the administrator, except during the actual demonstration or presentation.

Archery equipment for physical education classes is permitted and must be used only under the supervision of the physical education teacher. Guns may be allowed on school property for hunter safety classes.

Any school employee who is aware of such possession must report the information to the District Administrator, Principal or Counselor as soon as possible.

Legal Reference:       Wisconsin Statutes  
                              120.13 (1), 939.22 (1), 941.235, 948.605, 948.61

### **Grades on the Internet:**

Parents can view their child's current grades on the Internet, via the Skyward Family Access link on our school website. In order for a parent to view the grades, "log-in" information must be obtained from the Elementary office. Please contact the Elementary office for more information.

### **Standards Based Grading System:**

The following will be used in the School District of Black Hawk Elementary School:

AD=Advanced

P= Proficient

BS = Basic

ED- Experiencing Difficulties

### **Makeup Work Due to Student Absences:**

If a student is absent only one day, we prefer they wait until the next day to receive makeup assignments. Students absent more than one day may wish to pick up assignments prior to returning to school. Parents should call the office to have assignments prepared to pick up or to be sent home with another student. **Please call the office before 9:00 a.m. so the teacher has time to compile the work.**

### **Parent/Teacher Conferences:**

These conferences are held at the end of the first quarter each school year. Dates and times are announced, and parents have the opportunity to schedule their conferences. We make every effort to meet each parent's wishes for scheduling. Teachers or parents may request additional conferences at anytime.

### **Parent Concerns:**

When a parent/guardian/citizen has a concern over a school-related matter, he/she should follow these procedures when filing a complaint:

1. If the concern is with a teacher and/or a classroom, a conference with the teacher should be scheduled at a mutually convenient time. The matter should be discussed openly and frankly.
2. If resolution cannot be reached in a conference with the teacher, the matter should then be discussed with the principal.. In certain cases a letter may be requested by the principal.
3. Most concerns can be resolved at the local school level. However, if further steps become

necessary, a parent/guardian may contact the District Administrator. The principal may be a part of any discussion with a parent/guardian resulting from a contact with the district office.

4. In certain cases, a parent/guardian with special circumstances will go to other employees in the school if the problem is not a classroom concern. Concerns/complaints related to food services to the lunchroom manager, bus to the driver, then transportation director or other non-school or classroom matters referred to the administrator and/or employee responsible for the given area of responsibility.

5. If necessary, concerns may be taken to the Board. If a parent/guardian feels it is necessary to take a concern to the Board level, this may be done by a written and signed communication to the District Administrator or the Board.

6. Whenever a parent/guardian or citizen has a concern or complaint, he/she may register their concern in accordance with the above established procedure. No charges against any employee shall be investigated or acted upon by the Board, unless in writing, signed by the complainant and presented to the Board through the district administrator.

### **Report Cards:**

A report card is sent home at the end of each quarter during the school year. Progress reports may be provided at mid-point of each quarter at teachers discretion. This enables the parent to check on his/her child's academic progress, and if improvement is required before the end of the quarter.

Note: It is important to the child that parents show interest and concern in their progress. An excellent way to show your support is through attendance at conferences and school activities and by stressing the importance of completing daily work as assigned.

### **School Property:**

Students will be charged for damage to any school property. The amount of charges will be determined by the amount of the damage and the cost of what was damaged. Any repair for damage to school property as a result of a student's misconduct will be the responsibility of that student and his/her parents/guardian. We expect students to take pride in their school building and property, textbooks and materials, and equipment, by being neat, careful, and considerate.

The school district assumes no responsibility for things missing from desks or coat storage areas but will assist students in attempts to recover any missing articles. Students are asked not to bring items to school which pose a particular temptation. These include all electronic devices.

**School Supplies:**

A list of school supplies is included in the August/September District Newsletter. This list is by grade level. If you are in need of the supply list, please contact the Elementary office.

**Summer School:**

Black Hawk runs a summer school program. Classes are offered for all pre-kindergarten through eighth grade (with some classes offered for high school students as well). There is no fee for the program, and the program is usually held the month of June in the mornings. Watch for the booklet and registration information in mid-April each year.

**Withdrawals/Transfer of Students:**

To maintain proper records and satisfy the government regulations protecting the rights of individuals through records, it is necessary to have signed permission of the parents before we can send or receive records. If you are planning a move, please contact the Elementary office to see that everything is in order at Black Hawk, then sign release of record forms at the new school to request your child's records.

## **Code of Students' Rights and Responsibilities:**

This code of student rights and responsibilities was drawn up and adopted with the idea that every individual has certain rights and responsibilities in respect to other individuals. A student's exercise of rights and privileges in the school setting should be protected at all times. No right, however, is absolute. The freedom to exercise one's rights ceases when that exercise unduly infringes upon the rights of others. The purpose of this code then is to not only protect the right of the individual but to protect the rights of the student body.

### **STANDARDS OF GROOMING AND DRESS**

The guidelines of our dress code stress responsibility by the individual and to maintain reasonable dress and grooming. A student's appearance adds or detracts from the overall school morale. We want all of students to reflect pride in their appearance at school, in the school community, and when visiting other schools. Consideration must be given to students' health, safety, and school decorum. The following guidelines concerning grooming and dress should be followed.

Students will be expected to attend school in neat, clean, and modest clothing.

Coats and hats may not be worn in school unless approved by the principal. This includes kerchiefs, bandanas, and other head coverings that may be deemed unacceptable.

Upper body garments that expose the bare parts of the chest, abdominal region, and upper gluteus maximus may not be worn in the school setting.

Underwear should not be visible. Undershirts, where parts are visible when covered with a regular shirt may be acceptable.

Clothing worn at school will not include advertisements of tobacco, alcohol, or any drug or establishments that engage in the sale of these items. This further includes any items with obscene or suggestive messages.

Clothing that may be interpreted by individuals as discriminatory and/or harassment towards a protected class of citizen due to their race, gender, disability, religion, or gender identification.

Students who wear inappropriate clothing will need to make arrangements to obtain appropriate clothing before going to class. Failure to attend class for this reason will be considered unexcused and the consequences for an unexcused absence will be enforced. Any student that refuses to put on appropriate clothing will be sent home with the appropriate disciplinary action being taken.

Students are expected to follow appropriate standards. Staff members and the administration will address violations of these standards. The final decision regarding appropriate dress will rest with the administration. This may include concerns regarding inappropriate dress not mentioned in this policy that may affect the safety, health, well-being of the students or of the school. We will allow for special considerations to be given for selected days or reasons as deemed appropriate by the administration.

## **STUDENT HARASSMENT AND BULLYING**

The Black Hawk School District seeks to provide a learning environment free of any form of harassment or intimidation toward and between students. Therefore, the District will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

Harassment or intimidation can arise from a broad range of physical or verbal behavior which can include, but not be limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances and touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient or which affect the recipient's academic performance.

It is the responsibility of administrators, staff members, and all students to ensure that these prohibited activities do not occur.

Any student who believes that he/she has been the subject of prohibited harassment shall report the matter in accordance with established procedures. All reports shall be investigated in a timely manner.

1. Students and staff need to report for documentation, incidents of bullying or harassment.
2. A bullying documentation form must be on file with the school principal for investigation.

### **Definitions**

Adults need to realize that certain elements of negative interactions will occur with pre-adolescent and adolescent children. We must educate and provide our youth with the tools they need to handle these negative interactions.

**TEASING:** Make fun of or attempt to provoke (a person or animal) in a playful way. Intentional harm is not meant by the individual. Victime should communicate clearly that the manner of teasing is bothersome, and wishes it to stop.

**TATTLING VS. REPORTING:** **Tattling** (telling on someone to get them into trouble) versus reporting (telling about something to help someone keep someone safe. We discourage tattling and strongly encourage reporting.

**RUDE:** When someone does something that unintentionally hurts someone's feelings, and it is done once. Counseling and education is recommended.

**MEAN:** When someone does something that intentionally hurts someone's feelings, and it is done once. Counseling, education, potential consequence.

**HARASSMENT:** Bothersome behavior that is repetitive after it has been communicated that it is



unwanted, and is intentional.

**BULLYING:** Repeated acts of harassment, rumor spreading, intentional exclusion that are intended to hurt the feelings of another individual.

Students and parents can consult the bullying documentation forms that are linked to our district's webpage under the "Students" tab.

### **EQUAL OPPORTUNITY AND GRIEVANCE PROCEDURE**

The Black Hawk School District follows a policy of fairness and equal opportunity for all students, male and female. Both boys and girls can enroll in all classes and can expect to be treated equally in these courses. All students are given a chance to participate in athletic programs. Girls and boys are disciplined in the same way for the same offense. All students are encouraged to develop their talents in whatever area in which they have an interest - art, cooking, sewing, typing, welding, and photography - to name just a few.

If students do not feel they are being treated fairly just because they are a girl or just because they are a boy, then they have the right to discuss their feelings with their teacher, counselor, or administrator. There is a step by step procedure that you can follow to get your concerns heard.

### **NO TOBACCO AND SMOKING (E-Cigarettes) POLICY**

Smoking is not allowed at any time by anyone on school property, buildings, or vehicles. This includes athletic contests, banquets, etc. This includes smokeless tobacco, and electronic

cigarettes.

### **ALCOHOL TESTING OF STUDENTS**

According to 1995 Wisconsin Act 327, which became effective May 17, 1996, students may be required to submit to breathe testing for the purpose of determining the presence of alcohol under the following conditions:

A school board employee or agent or a law enforcement officer, authorized by the school board, may require a public school student to provide one or more samples of his/her breath for the purpose of determining the presence of alcohol whenever the authorized employee, agent or officer has reasonable suspicion that the student is under the influence of alcohol while:  
on school premises;  
in a motor vehicle owned, rented by, or consigned to a school; or  
participating in a school-sponsored activity

The authorized employee, agent or officer must use a breath screening device approved by the Department of Transportation for the purpose of determining the presence of alcohol in a person's breath.

If a student refuses to submit to breathe testing to determine the presence of alcohol in the student's breath, the same discipline procedure is used.

The administration may take the following steps after the alcohol breath testing of students:

- Contact police
- Contact parents
- Suspension
- Contact Drug and Alcohol Assistance Team
- Expulsion

The results of the breath test or the fact that a student refused to submit to breathe testing may be used in any hearing or proceeding regarding the discipline, suspension, or expulsion of a student due to alcohol use.

### **GANG RELATED ACTIVITY**

Black Hawk School is considered to be and will strive to continue to be a gang free area. Disruption and intimidation caused by gang posturing and/or gang symbols on materials, jewelry, or clothing will not be tolerated.

### **GUIDANCE COUNSELOR**

The stress and strain of adolescence, the complexity of modern life, and the unsettled nature of

world conditions give rise to a host of problems which may weigh heavily on growing teenagers.

Black Hawk School District has a counselor who tries to help the student (1) understand himself/herself, (2) make the most of his/her abilities, and other personal qualities, (3) to learn to make satisfactory adjustments to the different situations that arise in everyday living (4) develop the ability to make his/her own decisions wisely and solve his/her problems independently, and (5) make his/her own contributions to society to the fullest extent possible.

It is important that students realize that this opportunity to talk things over may help them adjust to and plan their future wisely.

### **PROCEDURAL REF: GUIDANCE AND COUNSELING**

1. Guidance and counseling services will be provided for all students (K-12). Guidance and counseling activities in grades K-12 shall be performed by a Department of Public Instruction certified guidance and counseling person.
2. Counseling activities in grades K-6 will be a cooperative effort by the guidance counselor, the school psychologist and the classroom teacher.
3. The philosophy of guidance and counseling will be to help all pupils develop more adequate and realistic concepts of themselves and help the pupils become aware of educational and vocational opportunities. Guidance and counseling staff will also work with pupils, staff, parents and administration in seeking to improve the learning climate of the school.
4. The program of guidance and counseling will include providing vocational, education, personal-social information, pupil appraisal, placement, referral, research and follow-up activities.
5. The counselor will be provided with quarters conducive to conferences to a confidential nature. The quarters will be located in an area readily accessible by students, and adequate provisions will be made for the storage and display of all records and materials used by the counselor in carrying out the guidance and counseling program.
6. Equipment and supplies necessary for appropriate guidance and counseling services will be requisitioned and purchased by the district.
7. Guidance personnel will comply with all State and Federal "Student Records Laws".

### **PERSONAL ELECTRONIC COMMUNICATION DEVICES**

The Black Hawk School District does not assume responsibility for any personal possessions that a student brings into the school or on the school bus or at a school

sponsored activity. Elementary students are not allowed to possess their personal electronic devices, such as cell phones, during the instructional school day. If a student brings a cell phone or other device to school, the device is to be turned off and stored in their backpacks. Students in possession of a personal device will follow the following procedure:

1st offense: Device is confiscated and placed in the school safe. Parent communication and the device will be returned to the student at the end of the school day.

2nd offense: Device is confiscated and placed in the school safe. Parent communication and the device will be need to be picked up by the parent and/or guardian ; or possibly an adult of their choice. The device will not be returned to the student.

3rd offense: Device is confiscated and placed in the school safe. Parent communication and the device will be need to be picked up by the parent and/or guardian ; or possibly an adult of their choice. The device will not be returned to the student. Disciplinary measures will be implemented.

## **TELECOMMUNICATION POLICY:**

### **INTRODUCTION**

The power of electronic networks and resources is transforming the educational culture from one of isolation to one of connectivity. The Internet links computer networks around the world. While the Internet is a decentralized network, the one characteristic shared by all network sites is the use of common communication protocol to transmit data. The Black Hawk School District has installed their own network, becoming one of the network sites on the Internet.

Telecommunications skills will be integrated throughout the K-12 curriculum. When possible, the community will be partners with the district in telecommunications efforts. As students/staff use this network, it is essential that each user on the network recognize his/her responsibility in having access to the vast services, sites, and people. The user is ultimately responsible for his/her actions in accessing network service, and for adhering to district use policies, procedures and guidelines.

In the environment of a global network, it is impossible to control all materials. The Black Hawk School District believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the District. Our focus is in providing individual users with the understanding and skills needed to use the Internet in ways appropriate to their educational needs.

### **GOALS**

Through Internet access, learners will

- access global resources
  - enter into partnerships to enhance their learning options
  - broaden their problem-solving and decision-making abilities
  - broaden their research capabilities by using primary materials
  - develop their higher-level thinking skills
  - gain an employability skill needed for the 21st century
  - utilize a personalized, motivational learning opportunity
- differentiate and assess available resources

## **POLICY STATEMENTS**

1. Students' access to the electronic network and resources within the Black Hawk School District is a privilege, not a right. This privilege may be revoked at any time for use not consistent with the educational goals of the District.
2. Students may not impose their choices on others, access private files, even if those files are unprotected, attempt to break the security system or copy software illegally, or use computer supplies that are not for school-related activities.
3. Students with access to the Internet will agree to accept the responsibility of keeping all files dangerous to the integrity of the network from entering the schools via the Internet.
4. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any attempt to harm or destroy data or another user or the school networks. This includes, but is not limited to, the uploading of computer viruses and password violation.
5. Users shall not use or install personally owned software or software not owned by Black Hawk School District without prior written approval of administration.
6. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
7. Copyrighted material must not be placed on the network without the copyright owner's permission.
8. Users shall not seek information on, obtain copies of, modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
9. Any use of the network to facilitate illegal activity is prohibited.

## **SELECTION OF ELECTRONIC MATERIALS**

Because of the unique nature of computer software, the student plays a significant role in the selection of electronic materials. The student must accept responsibility for accessing material which is relevant to the educational goal being pursued. The faculty has the responsibility of making the education goal clearly understood by the student. In addition, it is the responsibility of the faculty to inform the student of his/her responsibilities when accessing the networks and the proper etiquette for their use.

## **CODE OF CONDUCT**

The following code of conduct applies to all users of the Internet:

"I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be of service to others and to the community."

The user is held responsible for his/her actions using the Internet. Unacceptable uses of the system will result in the suspension or revocation of Internet use.

## **TELECOMMUNICATIONS ACCEPTABLE USE GUIDELINES**

All Internet users are expected to abide by the generally accepted rules of computer and network etiquette. The following guidelines are the minimum taught to all district students:

- Be polite. Do not get abusive in e-mail messages to others. School rules regarding harassment apply to electronic communication.
- Use appropriate language. Do not swear; use vulgarities or any other inappropriate language.
- Do not reveal your personal address or the phone numbers of students or colleagues to unknown Internet users.
- Be aware that e-mail is not guaranteed to be private. People who operate the system do have access to mail if there is probable cause to see it. Messages relating to or in support of illegal activities will be reported to the authorities.

There are some unacceptable uses of networks. These include, but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other laws.
- Using the network in ways which violate school policies and behavior standards.
- Degrading or disrupting equipment or system performance.
- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Wasting technology resources, including bandwidth, file space, and printers.
- Gaining unauthorized access to resources or entities.
- Using an account owned by another user, with or without their permission.
- Posting personal communication without the author's consent.

Students who abuse our acceptable use guidelines will be subject to school disciplinary procedures not limited to:

- a.) Suspensions from school owned electronic devices

b.) Disciplinary step system. (Progressive discipline plan)

Any items produced by the students will be considered fair use and available to the public.

## **NONDISCRIMINATION CLAUSE**

1. a disability or the fact that an individual is a student. Employees shall function in a harassment-free work atmosphere and enjoy working conditions free from physical, verbal, or psychological harassment.
2.
  - a. With respect to educational programs, no person shall be denied admission to any District school, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, or disability including her or his physical, mental, emotional, or learning disability.
  - b. This POLICY also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).
3. The POLICY statements in paragraphs 2.a. and 2.b. above include, but are not limited to, the following areas:
  - a. Admission or enrollment into any school, class, courses, program or activity;  
(This does not prohibit placing a pupil in a school, class, program, or activity based on objective standards of individual performance or need.)
  - b. Interactions in the classroom, counseling, as well as with other support staff;
  - c. Standards and rules of behavior, including pupil harassment;
  - d. Disciplinary actions, including suspensions and expulsions;
  - e. Acceptance and administration of gifts, bequests, scholarships, other forms of recognition, such as aids, benefits, awards, or services to pupils from private agencies, organizations or persons;
  - f. Instructional and library media materials selection policy;
  - g. Methods, practices, materials, attitudes, and interpretations used for testing, assessment, evaluating, and counseling pupils;  
(This does not prohibit the use of special testing or counseling materials or techniques to meet the individual needs of pupils.)
  - h. Facilities;
  - i. Opportunity for participation in athletic programs or activities;
  - j. School-sponsored food service programs;
  - k. Graduation requirements.

Section 504/ Title II ADA, Title VII of the Civil Rights Act of 1964,  
s. 111.36, s 118.13

### **Resolution of Discrimination Complaints**

#### **Applicability**

1. Any employee, applicant for employment, student, parent, or resident of the District who believes s/he has been discriminated against may file a complaint.
2. Prior to the time a complaint has been filed, the Title IX Officer may meet with any employee, applicant for employment, parent, student, or District resident who believes s/he has been discriminated against. The purpose of such a meeting is to (1) explain this POLICY and PROCEDURE and (2) provide information that is in the District's possession which the person is legally entitled to receive.

### **Filing of Complaint/Grievance**

1. The complainant shall sign a written complaint and file it with the Title IX Officer (1) within 300 days after the alleged act(s) occurred or (2) within 300 days of the last occurrence of an ongoing condition. The Title IX Officer is located at the High School-Elementary Building, 202 E. Center Street, South Wayne, WI 53587
2. A complaint shall be deemed filed on the date received if delivered, or on the date postmarked if addressed by mail.
3. The Title IX Officer shall send to the complainant a written acknowledgment of the receipt of the complaint as soon as practicable, but within ten working days.
4. The Title IX Officer shall establish a complaint file. The file shall contain all documents pertinent to the complaint. The file should include, but is not limited to (1) the complaint, (2) documents compiled as part of the investigation, and (3) a statement of resolution.
  - a. In cases where the complainant is not satisfied with the District's decision and requests a reconsideration of said decision, the District will provide the complainant with a copy of the investigative report. In instances where the investigative report contains personal or confidential subject matter, the District may refuse to make available the investigative report, but will provide a synopsis of the report excluding personal or confidential materials.
5. The Title IX Officer will give or send every complainant a copy of a prepared statement outlining the complainant's rights and options under applicable local, state and federal antidiscrimination laws. The information will include access to administrative agencies (EOC, DWD, OCR, EEOC, etc.). This information is intended to assist the complainant and is not all inclusive. The statement will advise the complainant to seek assistance in determining any of her/his rights by contacting the enforcement agencies or her/his lawyer.

### **Confidentiality and Recrimination**

1. It is the POLICY of the District to keep the identity of the complainant confidential unless there are compelling reasons to disclose such identity. If there are compelling reasons to disclose the identity of the complainant, then the complainant shall be asked if s/he wants her/his identity disclosed. If the complainant does not want her/his identity disclosed, then the identity of the complainant shall be kept confidential. Should the complainant wish to keep her/his identity confidential, and should it become impossible to process or investigate the complaint as a result of the complainant not disclosing her/his identity, then the complaint may be dismissed.
2. No District employee shall attempt to restrain, interfere with, coerce, discriminate, or take reprisal action against the complainant(s) and their witnesses during or after the presentation, processing, and resolution of a complaint.

### **Informal Complaint Resolution**

1. The District shall provide an opportunity for a resolution of the complaint on an informal basis after the complaint has been filed.
2. For the informal resolution of a complaint, the Title IX Officer shall act as a facilitator if the complainant wishes to resolve the matter short of a full investigation. The District shall request the person who is



alleged to be discriminating to seek a solution of the matter on an informal basis and to respond to the complainant within 20 working days.

3. If the alleged discriminating employee chooses not to respond to the request for an informal complaint resolution, a formal investigation will be conducted unless otherwise agreed to by the complainant and the Title IX Officer.
4. If the complainant is satisfied with the response to the request for an informal complaint resolution and an informal resolution of the complaint is arrived at, the terms of such resolution shall be reduced to writing and made a part of the complaint file. If the complainant is not satisfied with the response, the Title IX Officer shall proceed with the investigation.

### **Investigation**

1. The District shall provide a prompt, complete, independent, and impartial investigation of the complaint. In most cases, the investigation will be conducted by the Title IX Officer. In some cases, the investigation may be conducted by an investigative team or outside consultant. The investigative team may consist of the Title IX Officer, the High School – Elementary Principal, the School District Counselor, and the Legal Counsel. In all cases the investigation shall be conducted in conjunction with the Legal Counsel and/or the District Administrator.
2. The investigation shall include a thorough review of the circumstance under which the alleged discrimination occurred and any policies and practices related to the situation. The investigation may include the review of various documents and information acquired during the investigation, which may include, but is not limited to, the response of the alleged discriminating employee, written or oral statements from witnesses, copies of or extracts from records, policy statements, on-site visit, or regulations of the District.

### **Determination and Appeal**

1. After the investigation has been completed, the investigator shall inform the District Administrator or designee of her/his determination of the complaint. The District Administrator or District Administrator's designee shall inform the Title IX Officer of the District's position on such determination of the complaint, and the District Administrator or the District Administrator's designee shall communicate in writing such determination of the complaint to the complainant and respondent(s) within 90 days from the time the complaint is filed, unless an extension is agreed to by both parties.
2. After the complainant receives the District Administrator or District Administrator designee's written determination of the District's position, the complainant or respondent may request a reconsideration of the District's position. The reconsideration request must be filed within twenty (20) working days after receipt of the determination. The written request for reconsideration must contain a statement as to why the complainant or respondent is not satisfied with the decision. The District Administrator or District Administrator's designee will send the complainant or respondent a written acknowledgment within twenty (20) days after the District Administrator receives the reconsideration request.
3. If the complaint was filed pursuant to Wisconsin Statute 118.13, the District Administrator or District Administrator's designee will include in her/his letter to the complainant the fact that the complainant has a right to appeal the decision to the State Superintendent of Public Instruction. The complainant has thirty (30) days from the time s/he receives the District Administrator or District Administrator's designee's decision to appeal to the State Superintendent of Public Instruction.

### **Notification of Nondiscrimination Policy and Complaint Procedure**

Notices shall be given annually of the School District's Nondiscrimination Policy and Complaint Procedure to students, parents, employees, applicants seeking employment, unions and professional organizations holding

agreements with the District, and the community.

#### **Notification - Nondiscrimination Policy**

The following people have annual responsibility in the notification process:

1. The High School-Elementary Principal will include notification in the first issue of each year of the school newsletter.
2. The District Administrator who is responsible for disseminating public information will annually provide public notice of the District's Nondiscrimination Policy.
3. The District Administrator will notify all persons seeking employment by posting the POLICY and including a statement of equal opportunity employment employer on job applications.
4. The District Administrator will notify vendors seeking to do business with the District.
5. The District Administrator will notify all unions and professional organizations holding agreements with the District.
6. ALL PERSONS who publish major publications will include the following statement of nondiscrimination on the title or cover page of each publication:
4. **"With respect to employment and personnel operations, the School District of Black Hawk does not discriminate on the basis of religion, race, color, national origin, ancestry, age, sex, physical appearance, marital status, handicap, disability, arrest or conviction record, political beliefs, sexual orientation, gender identity, gender expression, less than honorable discharge, source of income, association with a person with a disability or the fact that an individual is a student. Employees shall function in a harassment-free work atmosphere and enjoy working conditions free from physical, verbal, or psychological harassment."**
7. The TITLE IX OFFICER will distribute pamphlets which provide information about affirmative action and sexual harassment to employees.
8. The TITLE IX OFFICER will distribute material which provides information about Title IX and Wisconsin Statute 118.13.

#### **Notification of Complaint Procedure**

1. The TITLE IX OFFICER will provide notices of the complaint procedure to be posted in all administration departments, schools, and student lounge areas.

#### **Notification of Nondiscrimination Policy and Complaint Procedure**

The following people have annual responsibility in the notification process:

1. The TITLE IX OFFICER will include information about the complaint procedures with the Nondiscrimination Policy which is to be published annually in the Staff News.
2. The High School – Elementary Principal will annually include information about the complaint procedure along with the Nondiscrimination Policy statement in the first issue of the school newsletter, and in the pupil and staff handbooks, course selection handbooks, and other published materials distributed to the public describing school activities and opportunities.
3. The District Administrator who is responsible for disseminating public information for the District will annually provide public notice along with the Nondiscrimination Policy the name, address, and telephone number of the Title IX Officer and the complaint procedure. The notice shall be a Class I legal notice under Ch. 985, Statutes.

#### **Evaluation**

1. The District will evaluate the status of nondiscrimination and equality of educational opportunity in the School District at least once every five years in accordance with the schedule established by the State Superintendent of Public Instruction.
2. The TITLE IX OFFICER will monitor the annual nondiscrimination notification process.
3. The TITLE IX OFFICER will file with the State Superintendent of Public Instruction the annual compliance report including the name of the designated employee to receive complaints and the number of complaints received during the year, a description of each complaint, and its status.

APPROVED: September 14, 1987

REVISED: February 14, 2011