

Mauston High School

Student Handbook



2024-2025

Mauston High School
800 Grayside Avenue
Mauston, WI 53948
608.847-4410

www.maustonschools.org

WELCOME

Welcome to Mauston High School! We extend our best wishes to you for a successful school year. We urge all students to read this handbook carefully, share it with their parents and use it regularly during the school year. Doing so can help students succeed and avoid issues as the year progresses. If you have any questions or concerns, please contact your building principals; we are here to help you. We encourage students to always **be your best!**

Mauston High School

H.S. Office - 847-4410 x4420

Student Services Office - 847-4410 x4447

Jim Dillin, Principal

Randy Gyllin, Assistant Principal

Cheryl Cyert, 9-12 Activities Director

For specific information regarding Mauston School District Board Policies, please refer to the School Board Policies listed on the district website. Specific policies can be requested from the Mauston School District.

I. General Information

NOTICE OF NON-DISCRIMINATION handicap in its education programs (including career or technical educational programs) or activities. The School District of Mauston will not tolerate harassment based on sex.

The School District of Mauston does not discriminate on the basis of sex, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, gender identity, gender expression, or physical, mental, emotional, or learning disability or equal treatment under the law and the District is required by Title IX not to discriminate in such a manner.

Any employee or student who feels that he/she has been treated in a discriminatory way or denied rights under the law should contact an administrator: School District of Mauston, 510 Grayside Avenue, Mauston, WI 53948 or phone (608) 847-5451.

Questions regarding Title IX may be referred to the School District of Mauston Title IX Coordinator: Mary O'Brien
School District of Mauston Director of Student Services
Mauston, WI 53948

Phone: (608) 847-5451 x 6602
Email: mobrien@maustonschools.org

Questions regarding Title IX may also be referred to the Office of Civil Rights:

Chicago Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661

Phone: (312) 730-1560; FAX: (312) 730-1576; TDD: (877) 521-2172
Email: OCR.Chicago@ed.gov

MAUSTON HIGH SCHOOL SCHEDULE

Monday/Thursday Schedule		Tuesday, Wednesday, Friday Schedule	
Block 1	7:55 to 9:19	Block 1	7:55 to 9:24
Pride Time	9:23 to 10:08	Pride Time	9:31 to 10:01
Block 2	10:12 to 11:36	Block 2	10:07 to 11:36
Block 3 Class First Lunch	11:40 to 1:03 1:07 to 1:47	Block 3 Class First Lunch	11:40 to 1:03 1:07 to 1:47
Block 3 Lunch First Class	11:40 to 12:20 12:23 to 1:47	Block 3 Lunch First Class	11:40 to 12:20 12:23 to 1:47
Block 3A	11:40 to 12:20	Block 3A	11:40 to 12:20
Block 3B	12:23 to 1:03	Block 3B	12:23 to 1:03
Block 3C	1:07 to 1:47	Block 3C	1:07 to 1:47
Block 4	1:51 to 3:20	Block 4	1:51 to 3:20
Block 4A	1:51 to 2:34	Block 4A	1:51 to 2:34
Block 4B	2:37 to 3:20	Block 4B	2:37 to 3:20

2 Hour Delay Schedule			
Block 1	10:00 to 11:03	Block 3C	12:28 to 1:03
Block 3 Class First Lunch	11:10 to 12:20 12:25 to 1:00	Block 2	1:10 to 2:13
Block 3 Lunch First Class	11:08 to 11:43 11:50 to 1:00	Block 4	2:17 to 3:20
Block 3A	11:08 to 11:43	Block 4A	2:17 to 2:47
Block 3B	11:48 to 12:23	Block 4B	2:50 to 3:20

Absence Procedures

When a parent knows that his/her student will be absent, he/she needs to call the attendance secretary at (608) 847-4410 between 6:30 am and 10:00 am with the following information:

1. Current date
2. Student's full name
3. Reason for absence
4. Dates of the absence, including class period(s) if less than a full day
5. Parent/Guardian's name

Alternatively, a written excuse including the same information described above may be submitted to the Attendance Administrative Assistant. This written excuse must be signed by a parent/guardian; an email will also suffice.

ATTENDANCE PROCEDURES:

1. A copy of the school district's attendance policy shall be put in student handbooks at the beginning of each school year. Please speak to the Assistant Principal with all questions.
2. The attendance policies for the district shall be reviewed with the students at the beginning of each year as part of an orientation, group assembly, class meeting or other small or large group meeting.
3. If a student is absent for more than ten (10) days in a school year, the building administration may notify the parent, guardian or legal custodian of the student that any further absences must be validated with a professional note signed by a licensed physician or other licensed medical or health professional, a licensed mental health provider, a police officer, social worker, probation officer, lawyer or judge, or Christian Science Practitioner living and residing in this state, who is listed in the Christian Science Journal, in order to be considered excused.
4. Building administrators shall determine the process for notification of student absences.

DEFINITIONS:

Excused Absence

1. Temporarily not in proper physical or mental condition to attend a school program.
2. Serious illness in the immediate family.
3. Death in the immediate family and/or a funeral for an immediate family member.
4. Medical, dental, chiropractic, optometrical or other pre-approved professional appointments, which should not exceed one-half day if at all possible. Parents/guardians are requested to make their appointments during non-school hours, if at all possible.
5. Religious holidays.
6. Family trips that can be taken only during the normal school term. The intent of this statement is to provide an opportunity for students to accompany their parents/guardian on a vacation that cannot be scheduled when school is not in

session. A parent/guardian shall be required to notify the principal or designee one week prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Family trips that receive prior approval will not count toward the professional note requirement. Student vacations or trips without parent/guardian accompaniment are not excused absences.

7. A court appearance or other legal procedure that requires the attendance of the student.

8. Quarantine or isolation, if imposed.

9. Attendance at special events of educational value as approved by the principal or designee (i.e. college visits, military tests).

10. Special circumstances that show good cause and are approved in advance by the principal or his/her designee.

Homework Request

Parents or students wishing to request homework when absent are encouraged to contact teachers directly through Google Classroom or by email.

Early Departure/Leaving the Building

If it is necessary for a student to leave the building during school hours for an appointment, or for other approved reasons, a parent/guardian must call or send a note stating the reason and time of the departure. This note or call should be received as soon as possible during the school day. The attendance office will be open at 7:30 am to handle early departures. If approved, the student must report to the office and "sign out" at the assigned time prior to departing school. Should a student return back to school the same day, he/she should "sign in" in the office. Failure to follow this procedure may result in disciplinary action.

No pupil will be permitted to leave school without a parent/guardian speaking to a staff member in the office and signing out of the building.

Students who leave the building without a parent/guardian contacting a staff member in the office and/or not signing out will have their absence marked as unexcused. They may also be referred for truancy.

Excused Absence with Prior Notice

When a student or parent knows in advance that the student is going to be absent from school for a family trip, college visit, etc., he/she must bring a note of explanation from a parent. The student should then contact each teacher and try to obtain assignments and complete them before being absent. In cases where completing the work in advance is not possible or practical, the student is responsible for making arrangements with each teacher to make up the work missed within a specified time period after he/she returns. Failure to follow this procedure may result in absences being unexcused.

HABITUAL TRUANT

A student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester is considered habitually truant.

If a student misses part or all of five (5) or more days without an acceptable excuse in a school semester, a truancy referral may be made by the school against the student under §118.16(5) to the Department of Human Services or municipal court. A meeting with the Assistant Principal and School Resource Officer will be required.

Excessive Excused Absenteeism

Regular attendance contributes to academic success. The guidelines listed below are used to communicate with parents and students in an effort to avoid excessive absenteeism.

1. When a student reaches **25 excused** class periods the attendance secretary will notify the assistant principal and an automated first attendance notice is generated. A meeting with the student may be held.
2. When a student reaches **40 excused** class periods, the attendance secretary will notify the associate principal and an automated second attendance notice is generated.
 - a. If the student is present, an assistant principal will meet with the student to:
 - i. Review the student's current attendance/grades
 - ii. Review Board of Education policies
3. When a student reaches **50 excused** class periods, the attendance secretary will notify the assistant principal and an automated letter requiring a professional excuse is generated.
 - a. If the student is present, the assistant principal will meet with the student and/or parent/guardian to:
 - i. Review the student's current attendance/grades
 - ii. Review Board of Education policies
 - iii. Possible referral for truancy

Notes:

1. Calls will be made to parents/guardians through the Skyward automated dialer when a student is absent from any class period(s) without a valid excuse.
2. An excuse for an absence must be received within three (3) days of an absence or the absence will be considered unexcused.
3. Students must serve any assigned detentions by the end of the school day following the day it was assigned unless otherwise cleared by Administration.
4. Students who walk out of the building, or who are in the building but not attending their assigned classes during the school day may be referred for a **truancy citation** or

trespassing citation. For questions about student attendance, please contact the MHS Attendance Administrative Assistant at 608-847-4410 x 4420 or Assistant Principal at x4425

Tardiness - being late to class.

Students who are late to class need to go to the Achieve Room and check in with the Tardy Kiosk. The Tardy Kiosk will record the tardy and print a pass that each student should take with them and provide to their instructor. If a student is more than 10 minutes late for class, that is considered an unexcused absence, not a tardy. If a student is late, and has a pass written from an individual teacher excusing the tardy, that student does not need to go to the Achieve Room and get a pass from the Tardy Kiosk.

If a student accumulates three tardies to a particular class in a term, the teacher will fill out a referral in Skyward referring the student for a detention for tardiness. If the student is tardy again in the same term, the teacher assigns another detention. **Failure to serve will result in additional consequences that may include out of school or in-school suspension, being ineligible for extra-curricular and/or co-curricular activities, including athletic events, dances, school sponsored activities, and being ineligible to participate in the graduation ceremony.** Detentions will be issued either before school, after school or during lunch by MHS Administration or their designee. Detentions will be 30 minutes in length.

Excessive tardies will be defined as 20 or more per semester. Students with 20 or more tardies may be referred to the School Resource Office for a truancy citation.

Senior Attendance

High School Graduation Exercises (Commencement), Seniors must attend school at least 90% of the school days/class periods in both the first and second semesters of their senior year. Students on a reduced school day are required to be in attendance 90% of their scheduled class periods. The attendance rate will be calculated based on the number of blocks/periods the student is scheduled for each day (blocks/periods scheduled x number of days in semester x .90 = the minimum number of days a student must attend to be eligible to participate in the graduation ceremony).

The following absences are not included toward the 90% attendance:

- Family emergencies communicated to a school administrator
- School Activities
- Absences excused via professional note
- Pre-approved and documented post-secondary visits
- Pre-approved family trips that cannot be scheduled at any other time
- Funerals
- Other circumstances with the approval of high school administration.

Should a senior student exceed the total number of allowable absences, a letter and phone call from the Assistant Principal will be sent home stating that the student is now ineligible to participate in the graduation ceremony. If a student becomes ineligible for the graduation ceremony, the parent and/or student may request a meeting with the high school administration for the purpose of creating a plan detailing how the student may earn back the privilege of participation in the graduation ceremony.

This policy is in place for all seniors, including those who have reached the age of 18. It will not prevent students from receiving their diploma if they have met the credit requirements.

Absence and Extra-Curricular/Co-Curricular Activities

We encourage all students to become involved and participate in extracurricular activities, sports, clubs, etc. It should be understood, however, that participation is contingent upon attendance during the regular school day. No student will be allowed to participate in an extracurricular activity on a day in which he/she arrives after 8:15 a.m. unless he/she was at the doctor, dentist or appearing in court and can produce the appropriate written documentation. Any other circumstances must receive administrative approval for the student to participate. Students who are not in attendance at school may not attend school sponsored activities that day. Violation of this may result in an unexcused absence or other disciplinary action.

School and Work

It is important that students understand the relationship between school and part-time jobs. School attendance is required by law and, therefore, takes precedence over work. While part-time jobs may be important, parents and students should be aware of the laws governing the number of hours per day that students of various ages can work.

School should be a top priority, not work; therefore, work related problems will not be accepted as excused absences for missing school, being late to school, etc.

It is likewise understood that a student who is too ill to attend school is also too ill to carry out a part-time job after school. Students who violate this rule may have their work permits canceled and lose their jobs during the school week. This includes co-op and youth apprenticeship students.

Audio/Video Monitoring

Students are reminded that while on school district grounds, or on school buses, that they are subject to audio and video recording in hallways, parking lots, and other common areas.

Backpacks

For safety reasons, backpacks may not be worn during the school day and taken from class to class unless they are transparent, having its contents easily seen from the outside. Non-transparent backpacks should be kept in lockers and only used upon entering

and exiting the school.

Closed Campus

All students (9-12) have a ***closed campus***, meaning they are required to remain in the building for the duration of the school day. Lunch is available in the cafeteria or students may bring their own lunches. Students who leave campus at any time during the school day without permission will be subject to disciplinary consequences to be determined by the administration and may include a referral for truancy and removal of parking passes and attendance at extracurricular activities.

Participation in this program is a privilege, not a right. School administration may revoke this privilege for educational or disciplinary reasons at any time.

Dress Code

The School District of Mauston believes that the student dress codes should support equitable educational access and should not reinforce gender stereotypes. Student dress codes and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, gender identity, gender expression, ethnicity, religion, sexual orientation, household income, or cultural observance. Below is the dress code as specified in the School Responsibilities Handbook.

1. As a basic principle, certain body parts must be covered for all students at all times. Clothes must be worn in a way that genitals, buttocks, midriffs, and breasts are fully covered with opaque (neither transparent or translucent) fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
2. Students must wear, while following the basic principle:
 - a. A shirt, AND
 - b. Bottom: Pants/Sweatpants/Shorts/Skirt/Dress/Leggings, AND
 - c. Shoes. There may be specific requirements due to student safety regarding appropriate footwear in certain classroom settings.
3. Students may wear, as long as these items do not violate the basic principle:
 - a. Religious headwear
 - b. Fitted pants, including opaque leggings, yoga pants, and "skinny jeans"
 - c. Athletic attire
4. Students cannot wear:
 - a. Hats
 - b. Items with violent language or images (e.g. weapons)
 - c. Images or language depicting drugs or alcohol (or any illegal item or activity)
 - d. Hate speech, profanity, pornography
 - e. Images of language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
 - f. Swimsuits (except as required in class or athletic practice)
 - g. Accessories that could be considered dangerous or could be used as a weapon
 - h. Any item that obscures the face or ears (except as a religious observance or

- for health precautions)
- i. Visible underwear (visible waistbands or straps on undergarments worn under clothing are not a violation)
 - j. Attire with a gang-related association
 - k. Tank tops, including spaghetti straps, halter tops, tops with no straps

Body markings or tattoos that do not meet the above standards must be fully covered. The wearing of outer garments and headwear will be permitted in school vehicles and at school activities when appropriate. Please see Mauston School Board Policy 5511 for the Dress and Grooming Policy.

Electronic Devices

Cell phones should remain off and out of sight unless expressly given permission by the classroom teacher and the room designated with a staff sign on the door.

Students shall be permitted to use electronic devices (such as cell phones, smart watches, tablets, or other devices capable of communication, recording, or playback of audio or video) on school premises and at school-sponsored activities under the following conditions:

- Student use of electronic devices is permitted **before** 7:55 am and **after** 3:20 pm unless otherwise noted. Students may also use cell phones during the school day during passing times and lunch periods.
 - Being out of the classroom during class time does not allow a student to use their phone.
- The use of cell phones or electronic devices to take photographs or to receive or transport video images is prohibited at all times in locker rooms, restrooms and other similar private areas that have an expectation of privacy.
- Students who use an electronic device in violation of this policy shall be subject to disciplinary action in accordance with established district and school policies.

Staff and administration reserve the right to request a student's cell phone or electronic devices at any time during a class or homeroom/enrichment period. Failure to turn an electronic device over when requested will result in disciplinary action in accordance with established district and school procedures.

The following steps will be followed for violations of the electronic device policy.

1. If a teacher asks a student for his/her electronic device and the student complies, the student may remain in the class and the teacher will bring the device to the main office and the student may pick it up at the end of the school day (first offense). A referral will be entered into Skyward.
2. If the student fails to turn the electronic device over to the teacher, the teacher will contact the office and administration will report to the room and ask for the device.
 - a. If the electronic device is turned over to the administrator, the student may return to the class, but the device will be held in the office until the end of

- the school day and the student will be issued a referral.
- b. If the student fails to turn the electronic device over to the administrator, the student will be removed from the class for the remainder of the class period.
 - i. If the student turns the electronic device over to the administrator after leaving the room, the student will report to ISS for the remainder of the class period, the electronic device will remain in the office until the end of the school day. The parent will be required to pick it up.
 - ii. If the student fails to turn the electronic device over to the administrator after being removed from the class, the student will be sent home (Out of School Suspension) for the remainder of the school day and possibly the next. The student may face possible referral to the School Resource Officer and/or school discipline.
3. Electronic device violations will result in the following:
- a. First Offense: The electronic device will be held in the office for the rest of the school day and returned to the student after school.
 - b. Second Offense: The electronic device will be held in the office until a parent or guardian comes to the school to retrieve it.
 - c. Third Offense: The electronic device will be held in the office until a parent or guardian comes to the school to retrieve it. The student may be required to turn his/her electronic device into the office prior to 7:45 to remain there until the end of the school day for one week.
 - d. Fourth Offense: The student may not be able to have the electronic device in school. They will be asked to hand it over upon entering MHS.

Lockers

Each student is assigned a locker. Each locker is supplied with a built-in combination lock. Students are not to trade lockers, nor are they to put their possessions in another student's locker. Students who leave wallets, purses or money in a locker do so at their own risk. Mauston High School is not responsible for items stolen from a school locker. No changes in locker assignments are allowed unless the change is approved by an administrator.

Lockers are school property, not personal property. As with all school property, students are liable for any damage to lockers or locks assigned to them.

School Administration has access to lockers at all times. School lockers may be subject to periodic, unannounced searches for reasons of safety and sanitation. Students are not allowed to have weapons or any illegal substances in lockers or on school grounds. Legal and/or other disciplinary action will be taken against any student who violates this policy.

School Dances

Only students who are currently enrolled and attending classes at Mauston High School or iLEAD Charter School may attend school sponsored dances. A Mauston High School photo ID is required to gain admittance to all dances.

At select school dances, a Mauston High School student may bring a guest who is not enrolled at Mauston High School, provided that prior permission has been obtained from one of the administrators. Guests of high school students must be current high school students who are in good standing with their home district. (Note: students who are not in high school, such as those that have graduated, and not permitted at MHS dances). There is a form in the office for bringing guests to school. **This form must be returned to Mauston High School at least one week prior to the scheduled dance.** Guests must present a photo ID to gain admittance.

Appropriate behavior at dances is required. Inappropriate dancing will be addressed and students may be asked to leave should their behavior continue. Appropriate dress at dances is also required. Mauston High School dress code rules apply. Faculty advisors, chaperones and administration have final authority at all school dances. Students and visitors who fail to comply with advisors', chaperones' and/or administrators' instructions will face disciplinary and/or legal action. Students selected to be honored at such dances (such as Homecoming or Prom Court) must be in good standing, have no major disciplinary issues that would result in either an in-school or out of school suspension, and be approved by high school administration.

Students wishing to attend school dances must be in good standing (no major behavioral incidents, no attendance concerns, and academically must be passing each of their classes). An ID (either drivers license or student ID) must be presented to gain admission to each dance.

School Health Services

School Nurses:

Tammy Heath is the school nurse for the Mauston High School and Gordon Olson Middle School. Her office is at the Mauston High School in the main office, and she can be reached at 847-4410 x4450. Please feel free to contact her if you have questions as to whether your student is well enough to go to or stay in school.

Emergency Information:

If a child becomes ill or has a serious accident at school, a parent or guardian will be notified immediately. It is very important that the school is able to contact a parent/guardian or someone close to the student. In order to facilitate this we ask that you do each of the following:

- Complete all Emergency Information forms.
- Make sure the information is accurate, complete, and up-to-date. Notify the school office any time there is a change in any of the information.
- It is important to include phone numbers of friends, relatives, and/or neighbors who can be contacted and can pick up the student if a parent cannot be reached in an urgent or emergency situation. Inform those listed that this has been done.
- Update health information when appropriate.

Other Health Information:

The school encourages a health care provider to provide a note for instructions or recommendations for a student's care at school related to injury, surgical procedure, or illness. A written excuse from a health care provider is required for exclusion and/or restrictions from physical education participation.

***ALL INJURIES AND ACCIDENTS SHOULD BE REPORTED TO THE MAIN OFFICE IMMEDIATELY!**

Snow Days

In the event that school is to be canceled due to snow, an announcement will be made on the radio and tv. Families are encouraged to listen to WRJC radio stations or to watch local television stations on days when a snow day is a possibility. An automatic phone dialer, posts on Facebook and website are also sent out by the school district in the event school closes due to inclement weather. An alternative to closing school may be a "delayed opening" to allow additional time to clear the roads. Should this be the case, a delayed opening will also be stated on radio and television announcements, and contact will be made to families via a phone call and/or an email. The district may also elect to have a "virtual school day." If a virtual school day is called, the class schedule for the day will be shared via email to students, and the expectation is that they will attend class virtually.

Student Parking

Students who desire to park on school property are required to park in the student parking areas. Any vehicle parked in student parking areas must have a valid student parking tag displayed from the rearview mirror matching the parking stall the vehicle is parked in. Students who park in unauthorized areas will be ticketed and/or towed at the owner's expense.

Student parking tags can be obtained in the main office. Students who drive more than one vehicle throughout the year must transfer their parking tag from one vehicle to another.

Driving a vehicle to and parking at school is considered a privilege, not a right. MHS reserves the right to search/tow any vehicle, and/or suspend or revoke student driving privileges. Drivers are expected to know and adhere to the MHS Parking Rules and student handbook guidelines, and accept the consequences for violations of MHS Parking Rules and student handbook. Mauston High School reserves the right to modify these rules at any time.

MHS Parking/Driving Rules

1. Permits
 - a. Permits must be displayed on the rearview mirror.
 - b. Only students with no remaining fines or unserved disciplinary consequences may purchase a parking permit.
 - c. Parking permits may not be transferred to other students.
2. Driving/Parking

- a. Students drive and park on campus at their own risk. Any accident that occurs should be reported to the Assistant Principal or front office and/or to the Mauston Police Department.
- b. The student who is issued the parking permit is responsible for their vehicle at all times, even if others are driving.
- c. Students who use the vehicles to leave campus unexcused will receive up to a ten-day suspension from parking in the MHS lots for the first offense. Subsequent offenses can, and will, result in revocation of parking privileges.
- d. Students are to park in the assigned student lot in designated parking spaces. A vehicle parked illegally in a handicapped or visitor space, fire lane, or on the grass will be fined by the Mauston Police Department and/or towed at the owner's expense.
- e. Students who park in school lots must have a parking permit visible. Violations will lead to fines by the Mauston Police Department and/or the vehicle being towed at the owner's expense.
- f. Any vehicle on campus is subject to search by a school administrator or school administrator assisted by a law enforcement officer in instances where school officials determine there is reasonable suspicion that a school regulation, city law, or state/federal law has been violated.
- g. Students who violate school and/or parking rules, or who drive recklessly while on school grounds, may be subject to a suspension of their parking permits. Repeated violations could result in revocation of parking privileges.
- h. The school is not responsible for vandalism, injury, theft, or damage to vehicles or items in parking lots. All vehicles should be locked.

Visitors to the Building

Students are not allowed to bring guests to school. Provisions can be made for visitors to attend school for educational reasons with prior approval of administration.

Non-students are not allowed in the school or on school grounds between the hours of 7:30 am and 4:00 pm on official school days. Violators will be reported to the Mauston Police Department as being in violation of the city ordinance prohibiting loitering in or on official school property.

Visitors who are in the building on official school business must first report to the main office to obtain a visitor pass for permission to remain in the school or on the campus. Parents are encouraged to come to visit the high school and/or classes at any time. Please see board policies for more details.

Work Permits

Work permits are now online through the Wisconsin Department of Workforce Development. Schools are no longer completing work permits.

II. Academic Information

Grade Point Average

A grade point average will be calculated at the end of each semester and a cumulative grade point average will be calculated while a student is enrolled at MHS. The scale below will be used to convert the letter grade a student receives in each course to a numeric value for this average.

Grade	Percentage	GPA Points
A	93.0 - 100%	4.00
A-	90.0 - 92.99%	3.75
B+	87.0 - 89.99%	3.50
B	83.0 - 86.99%	3.00
B-	80.0 - 82.00%	2.75
C+	77.0 - 79.99%	2.50
C	73.0 - 76.99%	2.00
C-	70.0 - 72.99%	1.75
D+	67.0 - 69.99%	1.50
D	63.0 - 66.99%	1.00
D-	60.0 - 62.99%	0.75
F	0 - 59.99%	0.00

6-12 Grading Practices

The School District of Mauston has worked to establish consistent district guidelines for grading and assessing students based on educational research and best practice. The intent is to provide a framework for effective grading practices with the overall goal of supporting the learning process and encouraging student success. It should be noted that the quality of any grading guidelines and practices are directly dependent on the quality of formative and summative assessments used to measure learning. The guidelines are intended to articulate to all students, parents and guardians, and facilitate the implementation of a grading philosophy which is consistent with educational best practices and all other aspects of district teaching and learning practices.

Grades will measure an individual student's proficiency of content and standards.

Summative and Formative Assessments:

How the results are used is what determines whether the assessment is formative or summative.

Formative Assessment – Assessment “for” and to “improve” learning.

The purpose of formative assessment is to enhance learning; not simply to assign grades. The focus should be on the process and the next steps for learning. Formative assessments are considered part of instruction and should be used to adapt teaching to meet students’ needs as well as provide opportunities for students to self-assess and monitor their own work. Formative assessments should help teachers monitor their students’ progress and modify instruction accordingly.

Examples of Formative Assessment (practice):

Pretests / IPPs (Individual Profiles of Progress)
Observations / Student Self-Assessment
Feedback / Response during instruction / Homework / Skill Practice
Checklists / Anecdotal Records
Quiz / Skill Practice
Running Records

How is formative assessment used?

It is ongoing and frequent and delivers information during the instructional process before the summative assessment.

How is homework approached?

Homework should supplement, support, and extend learning through home-related activities; therefore, it is considered a form of formative assessment. All homework should be connected to the learning targets, content, skills, and standards for the particular class in which it is assigned. Homework should be connected to what has already been taught. The purpose of homework is for practice, checking for understanding, pre-learning or processing learned content.

Summative Assessment – Assessment “of” or to “prove” learning.

The purpose of summative assessment is accountability as part of the grading process and should happen after instruction and ample amount of student practice. The focus is on the demonstration of learning. Summative assessments are used as a means to determine, at a particular point in time, student learning as it relates to knowledge of targeted skills and standards as well as evidence of student achievement.

Examples of Summative Assessments (accountability):

Final Drafts, Portfolios
End of Unit Assessments, Quizzes
Culminating Projects, District Writing Assessment (1-8)
Performance Assessments, Chapter Tests
Labs (6-12), End-of-semester Exams (9-12)

How are Summative Assessments Used?

Summative assessment results are used to make some sort of judgment or measure the level of student, school or program success.

Summative Assessments :

We believe that grades are only effective if the teacher has valid information from the students to use to assess their levels of learning. Therefore, it is encouraged that students complete all summative assessments to receive a grade for the class. Without adequate evidence, a teacher cannot provide a valid assessment of the student's mastery of the content or standards, and the student cannot pass the class.

Summative Requirements

- Students are highly encouraged to complete all assigned summative assessments. If a student fails to take a summative assessment, they will be given no credit for that grade, which can have a negative impact on their overall grade in their class.

Grade Weighting

Summative - 70%

Formative - 30%

- At a minimum, 3 summative assessments must be given per grading period, with at least one summative assessment given prior to each mid-quarter report. A teacher may have more than 3 summative assessments per grading period, but must have at least 3.
- Teachers should be mindful of the weight they assign each summative assessment. Ideally, summative assessments should be weighted similarly.

Grading Scale

A	93.0 - 100%	B-	80.0 - 82.99%	D+	67.0 - 69.99%
A-	90.0 - 92.99%	C+	77.0 - 79.99%	D	63.0 - 66.99%
B+	87.0 - 89.99%	C	73.0 - 76.99%	D-	60.0 - 62.99%
B	83.0 - 86.99%	C-	70.0 - 72.99%	F	0 - 59.99%

Late Work:

Organization and responsibility are very important in the learning process. Completing work on time is always an important part of student learning. If a student does have late work, the last day it can be turned in for full credit is the date of the regularly scheduled summative assessment for that unit, or at a later date as specified by the teacher.

Retaking assessments:

- Students have the opportunity to retake all summative assessments, except final exams, for full credit.
- Students must make a legitimate attempt on the original assessment before being eligible for a retake.
- Retakes are a comparable assessment on skills not mastered from the original assessment. An entire retake can be given if a student does very poorly on the first assessment or parts can be retaken if the full assessment is not needed. The teacher will make this determination.
- Students can take one retake per summative assessment. The most recent assessment results will be reported. In a unique or unusual circumstance (i.e. a lower assessment score) an additional retake opportunity may be provided at the teacher's discretion.
- Teachers will prepare students for retakes by offering at least two different re-teaching opportunities at a time agreed upon by the teacher and student. Students may be asked to re-do or complete some of the formative work for additional practice as part of the reteaching process. Students must participate in at least one before the retake. Corrections can be part of the re-teaching process but cannot constitute the retake or the entire re-teaching expectation.
- Retakes must be completed in a timely manner as indicated by the teacher, but no later than the next summative assessment, unless the teacher gives permission otherwise due to unforeseen circumstances.

AP/Dual Credit/Transcripted Courses

Classes offered at MHS that are required by an outside entity to use a different grading scale and structure must do so.

Progress Reports and Semester Grades

Grades are posted and updated online in Skyward Family Access. Progress reports will be sent home at least once per mid-term.

Graduation

A student is eligible for a Mauston High School diploma if he/she has been enrolled in the District, participated in a Board-approved program/activity while attending high school, and earned the minimum credits and requirements required for graduation.

Early Release

The Board of Education acknowledges that some students are pursuing educational goals which include early release from high school at an earlier date than their designated class. This is only allowable after completing semester one of senior year. Application for early release must be submitted to the high school principal no later than October 1st of the senior year. The principal may honor this request if the application has been received by October 1st, all conditions for graduation are met, and the student fulfills the graduation requirements. Please note: early release is NOT early graduation. A diploma will NOT be issued earlier than the designated graduation date. The student may participate in the graduation ceremonies with his/her designated class. Also note that by requesting early release, the student forfeits any laude points that could potentially be earned during the

second semester of their senior year. Again, Mauston High School will not issue a high school diploma prior to the class graduation date.

Graduation Requirements

Students must earn a minimum of 28 total credits in order to meet the graduation requirements at Mauston High School. Adjustments will be made to transfer students based on their past schedule. iLEAD, GEDO II, Lemonweir Academy and competency based programs will work with the Student Services Department to meet graduation requirements.

Note: Students are encouraged to work with Student Services as they create their schedules in order to meet these requirements.

Laude

The Laude System is a point-based system, utilizing a student's grade point average after seven semesters and the number of semesters of advanced coursework.

Under the Laude system students must meet the following criteria; a minimum 3.2 C.G.P.A at the end of 7 semesters and earn a minimum of 16 Laude points. Laude points are only awarded by earning a passing grade in a Laude designed course. Laude honor points are calculated by multiplying the student's GPA by the number of credits accumulated in Laude courses.

Once a student meets these requirements they earn one of the following distinctions:

Cum Laude (with honor/distinction), 16-23.99 honor points.

Magna Cum Laude (with great honor/distinction) 24-31.99 honor points

Summa Cum Laude (with highest honor/distinction) / 32 honor points or more

Laude Calculation:

Multiply total Laude points by cumulative GPA.

The Laude designation will be finalized at the end of the 3rd quarter.

Students will earn one point per semester for designated advanced courses. **A student must successfully complete the course to earn Laude points.** A complete listing of these courses can be found online on the high school registration information page.

To calculate a student's total laude score, multiply the student's cumulative GPA at the end of the first semester of their senior year by the number of semesters of advanced classes successfully completed through their four years of high school. Please note, the laude system is for MHS students only - transferring to iLead could potentially negate a student's laude points.

LMC (Library Media Center)

The library is open from 7:30am - 4:00pm Monday - Friday

Student expectations:

- Please bring a pass signed by your teacher when you come to the library during class time. Sign in, or give your pass to library personnel.
- No cell phones, please!
- Food and/or drinks are not allowed.
- Please be respectful of other patrons.
- Students in good standing may check out 3 books at one time. Books are checked out for 2 weeks.
- Students are expected to return their books on time and in good condition.

If you are looking for an alternative to the commons during your lunch to read and relax, or need a quiet spot to do homework? The library is that place! Obtain a pass from library personnel before you go to lunch.

The library is a place to think, create, share and grow. Our hope is that you feel safe and comfortable in the library and return often!

College and Career Center

Students with scheduled appointments in the College and Career Center will receive a written pass to attend meetings, and will return with a signed pass to class. In more urgent situations, counseling staff may need to call into class to request a student be sent to the College Career Center. If warranted, counseling staff will ask for someone to accompany the student. All students are encouraged to schedule appointments in advance, as needed. School counselors will also request students for meetings such as Academic Career Planning conferences. On rare occasions, students may try to "drop in" for a meeting unannounced. In this circumstance, counseling staff will ask students if it is urgent or something that can be scheduled for later. If there is availability at that time, staff will call or email the classroom teacher informing them of the student's whereabouts. The student will be sent with a pass once they leave. Staff should not send a student to the College and Career Center without calling ahead first to verify if there is a counseling staff member available. We do not want students unsupported or unsupervised in the hallway or in the College and Career Center. If it is an emergency or mandatory report situation, follow the staff handbook as indicated.

Schedule Changes

We believe that student interest should drive the master schedule. As a result, the classes offered each year change. The development of the master schedule, as well as the employment of faculty is based on the course selections made by students. **An administrator may approve a student dropping a course after the start of the term with the understanding that the student's transcript will reflect a failing grade for the dropped course after three days.** The administration reserves the right to deny any change in schedule if the rigor of the course drops below the course that is to be dropped.

Early College Credit Program

The Board of Education recognizes the value to students and to the District, of students participating in courses offered by Institutions of Higher Education (IHEs). Mauston High School students in ninth through twelfth grades who meet the eligibility requirements and who submit timely and complete applications and notices, may be permitted to enroll in one or more courses at the University of Wisconsin two-or four-year campus, tribally controlled college, or participating private, nonprofit college/university in Wisconsin through the Early College Credit Program. Initial notification forms must be submitted to the District by March 1 if the student intends to enroll at the IHE in the subsequent summer or fall semester and by October 1 if the student intends to enroll in the subsequent semester.

Start College Now

The Board of Education recognizes the value to students and to the District, of students participating in courses offered by institutions of higher education. Mauston High School students in 11th and 12th grade who meet the eligibility requirements and who submit timely and complete applications and notices may be permitted to enroll in one or more courses at a Wisconsin Technical College through the Start College Now technical college course program. Initial notification forms must be submitted to the District by March 1 if the student intends to enroll at the Institute of Higher Education in the subsequent fall semester and by October 1 if the student intends to enroll in the subsequent spring semester.

III. Student Conduct and Discipline

General School Conduct

School is a safe place where students can learn and faculty can teach without fear for their safety. Behavior that endangers the health, welfare and safety of others will not be tolerated. Fighting, hitting or physically mishandling another student/staff will result in disciplinary action and/or referral to law enforcement. Verbally or physically threatening behavior directed toward any individuals will also not be tolerated and may result in school disciplinary action and/or referral to law enforcement.

Actions which endanger the health, safety and welfare of others, damage public or private property, or which impede or obstruct the learning process, discipline and/or operation of the school (arson, false alarms, bomb threats, etc.) are not characteristic of a mature, responsible citizen and will not be tolerated.

In addition, any equipment which may possess a danger to the health and safety of that person or others will be confiscated. Anyone who engages in the actions described above will be subject to either school disciplinary and/or legal action.

All high school faculty members are responsible for acting to ensure that all students comply with School Board policies and school regulations. Classroom management is in the domain of the teacher. Student behaviors referred to administration are considered serious. All students have the responsibility to and are required to follow the directions of the faculty members under those policies and regulations of the Board of Education. Failure to comply with the directions of faculty or staff (insubordination) will result in disciplinary action.

Behavioral Expectations

Every individual is entitled to courtesy and consideration from his/her fellow students and instructors. He/she must earn courtesy and consideration by extending this same respect for the individual to every person whom he/she meets during the course of the day. This same courtesy should be extended to visitors, speakers and performers who appear before Mauston High School during the year.

- Engage in behavior that respects classroom learning and school activities
- Respect the right of all students and adults to a safe school environment - safe from verbal, physical, and sexual harassment. The possession of weapons, drugs and other controlled substances, making threats and causing false fire alarms will not be tolerated.
- Behave in a respected and cooperative manner
- Use language that is appropriate and acceptable. Refrain from the use of profanity.
- Respect school and personal property, protect property from damage, destruction and theft.
- Abide by all Local, State, and Federal laws
- Abide by the Mauston School District Student Responsibilities Handbook

Academic Integrity

Students are expected to abide by ethical academic standards. Academic dishonesty - including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination - is strictly prohibited. Behavioral consequences for academic dishonesty are at the discretion of the classroom teacher and/or administration.

Bullying/Harassment

5517.01 - BULLYING

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

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

Definitions

"Bullying"

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

Some examples of Bullying are:

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

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

1. cyberbullies more easily hide behind the anonymity that the Internet

- provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
 4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
 5. hacking into or otherwise gaining access to another’s electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

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

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

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

"Staff" includes all school employees and Board members.

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

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

Complaint Procedures

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

should be filed with the Board President.

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

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

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

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment.

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

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

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

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation

of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

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

Privacy/Confidentiality

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

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

Notification

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

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

Records and Reports

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

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

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The Superintendent shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate. Legal Wis. Stat. 118.46

Bus Behavior

Riding the school bus is a right granted to all students who qualify by the School District of Mauston. All students have the responsibility to exercise safe practices and courteous conduct at all times when coming to, waiting for, while on, or leaving a bus. The same rules and regulations apply for co-curricular activity and field trip buses. Safety is a prime concern, therefore no misbehavior will be tolerated.

Students will ride assigned buses only. Students will board and disembark at designated stops only. Students violating this section are subject, but not limited to suspension of bus riding privileges. Video and/or audio recording will be in use on all buses.

Canine Searches

In order to maintain a drug-free environment, canines that have been specifically trained to detect the odor of controlled substances and will be used to search the buildings and grounds at the discretion of administration in coordination with law enforcement.

On-Time Behavior

Students are expected to be in class and prepared to work when the bell rings each class period. Tardiness disrupts both the orderly progress of the class and the daily progress of the student. Students who are not in their class when the bell rings are considered tardy.

- Teachers will take attendance after closing the door at the start of the period.
- Students who are late will report to the Achieve Room for a pass.
- If a student is more than ten minutes late, the student should report to the office for a pass. The name will be noted and Administration will be made aware.
- When a teacher detains a student after class, s/he shall issue a late pass for the student's next class. The student will take this pass to the next class.

IV. Mauston School District Policies

5500 STUDENT RESPONSIBILITIES

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Responsibilities Handbook. In addition, student conduct on internet-based social media outlets, such as Facebook, Twitter, MySpace, YouTube, etc. when such conduct

forms a sufficient connection to school or staff, is governed by the Student Handbook. These handbooks shall be reviewed and approved annually.

Student conduct in the classroom shall be governed by the rules and provisions of the Student Responsibilities Handbook developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's handbook shall be adopted by the School Board.

Legal

118.13, Wis. Stats.

118.164, Wis. Stats.

120.13, Wis. Stats.

Wis. Admin. Code P.I. 9.03

Wis. Admin. Code P.I. 41

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

STUDENT HAZING

The Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator. The individual informed of the situation shall

immediately do the following:

- A. Write all information concerning the reported activity or planned activity received from the person reporting the incident to create a complete record of the initial contact with the administration.
- B. Determine if any potential criminal activity has occurred, and if so, contact law enforcement immediately.
- C. Determine whether the information received illustrates hazing behavior that is based on the student's or any group of students sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws ("Protected Classes"). If the conduct reported appears to be based on one (1) or more Protected Class, the Administrator shall inform the District Compliance Officer and refer to Policy 5517 – Student Anti-Harassment and proceed accordingly.
- D. If the hazing or planned hazing does not appear to be based on any Protected Classes, then the Administrator shall proceed to conduct an investigation consistent with the procedures found in Policy 5517.01 - Bullying. If at any point, information surfaces indicating that hazing activity was based on one (1) or more Protected Class, the Administrator or designee conducting the investigation shall contact the Compliance Officer and consult Policy 5517 – Student Anti-harassment.

Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. Disciplinary action for staff members may be issued up to and including termination from employment. (See Policy 3139 – Staff Discipline or Policy 4139 – Staff Discipline).

Legal

118.13, Wis. Stats.

120.13, Wis. Stats

948.51, Wis. Stats

P.I. 9, Wis. Admin. Code

P.I. 41, Wis. Admin. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. 1415

20 U.S.C. 1681 et seq., Title IX of Education Amendments Act

20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. 794, Rehabilitation Act of 1973

42 U.S.C. 1983

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

42 U.S.C. 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 2000d et seq.

34 C.F.R. Sec. 300.600-300.662

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

5517 STUDENT ANTI-HARASSMENT

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

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

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

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

For purposes of this policy, "School District community" means individual students, administrators, teachers, staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Other Violations of the Anti-Harassment Policy

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

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

Definitions

Bullying

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

Harassment

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

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

Sexual Harassment

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either

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

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

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

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;
Examples are:
 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 2. rating a person's sexuality or attractiveness;
 3. staring or leering at various parts of another person's body;
 4. spreading rumors about a person's sexuality;
 5. letters, notes, telephone calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect

of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

In addition to investigating and taking appropriate corrective action in instances of harassment, or of sexual harassment or other sexual misconduct, the District shall make available to the victim of such harassment or misconduct resources to assist the student with coping with the effects of victimization. The school counseling services shall identify available resources in the community and provide assistance to students in contacting such resources, if desired by the student. The District will not directly provide or pay for assistance unless such services are available in the District program or the Board otherwise approves.

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin Harassment

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

Disability Harassment

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

Reporting Procedures

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or Superintendent.
- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the building principal or Superintendent.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individual shall be available outside regular school hours to address

complaints of harassment that may require immediate attention.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Jim Dillin
High School Principal
608-847-4410, ext. 4424
800 Grayside Ave.,
Mauston, WI 53948
jdillin@maustonschools.org

Mary O'Brien
Director of Student Services
608-847-5451, ext. 6602
510 Grayside Ave.,
Mauston, WI 53948
mobrien@maustonschools.org

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

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

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

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) calendar days of learning of the incident.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

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

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

Complaint Procedure

A student who believes s/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, Superintendent, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a complainant informs a teacher, principal, or other District employee at the student's school, the CO, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

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

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

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to harassment. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the Superintendent.

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

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

The decision of the Superintendent shall be final. If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this

policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

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

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

Confidentiality

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

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

All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy (see Policy 8310). Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

Sanctions and Monitoring

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

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

Reprisal

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

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

Education and Training

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

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

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

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

Legal

48.981, Wis. Stats.

118.13, Wis. Stats.

P.I. 9, Wis. Admin. Code

P.I. 41 Wis. Admin. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. 1415

20 U.S.C. 1681 et seq., Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. 794, Rehabilitation Act of 1973

42 U.S.C. 1983

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. 2000d et seq.

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

34 C.F.R. Sec. 300.600-300.662

STUDENT RESPONSIBLE USE OF TECHNOLOGY AND INTERNET SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District technology resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct. This policy governs students' use of District technology resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment including prejudicial or discriminatory attacks, and the like). Because its technology resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers. Users must not seek information on, obtain copies of, or modify files, other data, or passwords belonging to users, or misrepresent themselves on any network without authorization. Users must not use technology for political lobbying, partisan political activity, or to advance specific political ideas or agendas unless specifically authorized by the District. Users also must not install unauthorized software or connect unauthorized hardware to District systems.

Users have no right or expectation to privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection). The use of the District network is a privilege, not a right.

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The District network is provided on an "as is, as available" basis. The District will not be responsible for any damage students may suffer. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District network, nor is it responsible for damages or injuries from improper communication or damage to property used to access the District network. Routine maintenance and monitoring of electronic information, including the District network, may lead to a discovery that a student has violated this policy, and another District policy or federal or state law.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Dependent on the nature and degree of the irresponsible use of the District network and a violation of it, irresponsible use of the District networks may result in one or more of the following consequences:

- A. suspension or cancellation of use or access privileges
- B. payment for damages or repairs
- C. discipline or expulsion under appropriate District policies, or civil, criminal liability under other applicable laws.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is

- suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the Superintendent, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure. The Superintendent or Director of Technology may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access to the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, the District shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. The District will monitor the online activities of students while at school. The District reserves the right to monitor, read or copy any item while using the District network. Students will not vandalize, damage, or disable any electronic technology or system used or owned by the District. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Students should not expect that files stored on the District servers will always be private. In addition, students are to store only school-related material for educational purposes.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. This shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Users must maintain the privacy of their account information and shall not allow others to access their accounts unless otherwise required for educational purposes or otherwise required by law.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use. Students are prohibited from using the Mauston School District's system for solicitations of any kind that are not educational related.

Users who disregard this policy may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy.

The Board designates the Superintendent and the Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this policy as they apply to students' use of District technology resources.

Legal

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

47 C.F.R. 54.500

47 C.F.R. 54.501

47 C.F.R. 54.502

47 C.F.R. 54.503

47 C.F.R. 54.504

47 C.F.R. 54.505

47 C.F.R. 54.506

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47 C.F.R. 54.520

47 C.F.R. 54.522

47 C.F.R. 54.523