

Monticello Elementary Handbook 2024-2025



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**Note: All Board Policies referred to in this handbook can be accessed at <http://www.monticello.k12.wi.us>
Choose the District tab at the top and scroll down to Board Policies**

Absence – Prearranged Ahead of Time

Upon written request from the parent/guardian, principals/designees may approve pre-arranged absences. Approval will be granted when the situation is of significant benefit to the student. Parents/guardians are to submit this request and make arrangements for satisfactory makeup of class work.

Absence – Within the School Day

Parents must notify the school (written or telephone) if a child will be absent for part of a school day (medical appointments, family emergencies). A day's notice is advisable whenever possible. The parent must come to the office to pick up their child. (You will need to call the office in advance if planning to pick up your child at the Circle Drive entrance due to security restrictions). Parents coming after school to transport a sick child home must also inform the office of their intention.

Academic Program

All elementary students in grades 1 – 5 receive instruction in the following curriculum areas:

- Reading, Mathematics, Language Arts, Music
- Science, Art, Penmanship, Health
- Social Studies, Phy. Ed., Cursive Writing
- *Band is offered to 5th Graders
- **Keyboarding in Grades 3 through 5

Accidents

If a student is injured at school, parents will be contacted immediately. Action will be taken by the school to provide appropriate first aid. Additional support will be called as deemed necessary.

The district does not provide any accident insurance. Coverage is available from private carriers.

Age of Entry

A child must be four (4) years old on or before September 1 to enter 4yr Old Kindergarten and five (5) years of age on or before September 1 to enter 5yr Old Kindergarten. A child is eligible to enter first grade if he/she is six years of age on or before September 1 of the year he/she proposes to enter first grade and has successfully completed kindergarten. A pupil entering school for the first time must present a birth certificate or other legal evidence of date of birth before enrollment. Please refer to our board policy for an appeal option for age of entry (*See Board Policies 5112.00 for more information*).

Arrival and Dismissal

4K through fifth grade students are allowed to enter the building at 7:45 a.m. if they are eating breakfast in the cafeteria. Students arriving by bus will be dropped off on South Main Street in front of the building. The Playground will not be open to students before 7:45 a.m.

On severe weather days, students in 4K through Grade 4 students will be allowed to enter the lobby of the new gym at approximately 7:40 a.m.

Children are to leave for home immediately after school. No playground supervision is provided after school is dismissed.

Attendance

Regular attendance is essential to a student's progress and success in school. State Law requires that parents assure regular attendance by their children. When a student is absent or will be tardy, the parent must contact the school during the morning on the day of absence or tardiness. If such notice is not given, it will be assumed that the absence is unexcused. In the case of excused absences, the student will be permitted to make up schoolwork and receive full credit. Excused absences are caused by circumstances beyond the family's control, such as serious illness in the immediate family, an accident or a funeral.

Parents are to report absences by calling 938-4194 before 8:00 a.m. on the day of the absence. Our school has voice mail to allow parents to leave a message during the night or prior to leaving for work in the morning.

Excessive tardiness and/or unexcused absences may be considered as a form of truancy and will be referred to the appropriate authorities. The complete policy, Student Attendance – Board Policy 5200.00, can be found under “Tardiness/Truancy” included in this handbook.

Bicycles, Scooters and Skateboards

When you ride your bike/scooter to school, do so in a safe manner. Riding bikes/scooters on school grounds, including bus loading areas, is prohibited. Never ride anyone else's bike or scooter without their permission. Park and lock your bike/scooter in the rack provided. The school is not responsible for stolen bikes/scooters or personal items left on the bike/scooter. The use of skateboards is not allowed on school property.

Birthdays

Students may bring a treat for the class to celebrate their special day. **Parents should check with their child's teacher to make sure treats are school appropriate.** Treats can be ordered from Taher (our food service provider) if parents prefer. Parents are asked NOT to send birthday party invitations to school unless the entire class is invited. This will help to avoid hurt feelings.

The office does not provide addresses and/or personal phone numbers for students or staff due to privacy concerns. This includes class lists.

Bullying

Bullying, like any other violent or disruptive behavior, is conduct that interferes with teaching and learning and will not be tolerated in our school. Preventing and responding to bullying is guided by *Board Policies 5517.01* (Bullying) included in their entirety below. Students and staff will be advised of the policy and receive instruction throughout the school year about how to appropriately deal with bullying.

5517.01 - BULLYING

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off

school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Definitions

"Bullying"

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

Some examples of Bullying are:

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

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

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

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the

victim's cell phone bill;

3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of 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 who believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

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

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

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

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

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

If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation 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 or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

With regard to complaints received against the District Administrator (or a member of the Board), the investigation shall be referred to the Board attorney who shall conduct a prompt investigation. The Board attorney is authorized to designate an outside third party to conduct the investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.

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

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

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

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

Retaliation/False Reports:

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

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, 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 Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training:

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator 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.

Contact Information/Making Changes

The school maintains a directory of student addresses, telephone numbers and emergency contact information. If any of this information changes, it is important for the parent/guardian to keep this information up to date. Most changes may be submitted electronically by logging into Family Access. Changes may also be submitted in writing or called into the office. *Many times each year we have sick children or emergencies at school but cannot reach the home or emergency contact due to outdated information – Please make certain we have the information and updated phone numbers we need to provide appropriate care for your child.*

Changes in After School Arrangements

We understand that from time to time families will need to make adjustments in after school plans, such as busing plans and/or where the child is to go after school. With the exception of emergencies, these changes should be submitted to the school in writing when the child arrives in the morning. This will help to ensure that your wishes are carried out. *We receive a large number of phone calls in the office at the end of the day and cannot guarantee the delivery of last minute instructions.*

Child Care Transportation

The district will transport children to/from child care providers under specific guidelines outlined in board policy. Transportation adjustments due to the student's needs will also be made for rural children if proper notification has been given through a note or phone call to the office. *(See Board Policy 8600.01.)*

The parent must complete a Special Bus Service Request Form and return it to the transportation director. A copy of the form is available in the office or at the school website under the Parent's tab, subheading "District Forms."

Classroom Code of Conduct

The School District of Monticello is committed to maintaining a positive climate for learning. Teachers are expected to create a positive learning environment for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and allows students to participate in classroom learning activities.

Students are also expected to abide by all rules of behavior established by the Board, administration and the classroom teachers.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any students who engage in such behavior may be subject to removal from class and placed in an alternate educational setting. In addition, the student may be subject to disciplinary action in accordance with established board policies and school rules. *(See Board Policy 5500.00 for further information.)*

Communication/Chain of Command

The District supports direct and clear communication. Newsletters, mailings, brochures, emails and conferences are some of the ways information is shared. Seeking answers to questions and/or resolution of problems is encouraged through normal channels of communication, or "chain of command," starting with your child's teacher, the PreK-12 Principal and then the District Administrator.

9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs, and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 1422, Policy 3122, and Policy 4122. This policy is not to be used to appeal or to otherwise seek review of a personnel decision that was or could have been reviewed through the grievance policy, Policy 3340 or Policy 4340.

It is the desire of the Board to address any such matters through direct, informal discussions and other means. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Only those items that are appropriate for consideration under this policy will be considered. The District Administrator may close out any such request presented to him/her that is not appropriate for consideration consistent with this policy. The Board reserves the right to reverse the District Administrator's decision to dismiss any item raised and to fully investigate or review the matter.

Guidelines for Consideration of Matters Brought Forward Under this Policy

A. First Level:

Generally, if the matter raised involves a staff member, the individual(s) should discuss the matter with the staff member, if appropriate. The individual shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter. Matters related to other aspects of the District

operations, programming, or other decisions shall be brought generally to the administrator closest to the issue (e.g. if the matter relates to a decision, procedure, or the like in one of the schools, the matter should be raised first with the building principal or a designated person in the school).er.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to their building principal or immediate supervisor.

B. Second Level:

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member. If the matter involves allegations of harassment, discrimination, bullying, or other conduct implicating other policies and investigative procedures, the supervisor shall proceed to follow the applicable procedures which may include informing the District Compliance Officer for further review.

Matters not involving staff members that are not resolved at the First Level may be brought to the Third Level.

C. Third Level:

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely, if at all, or an explanation of other adverse results or impact of the matter;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

D. Fourth Level:

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted promptly after receiving the District Administrator's written response. The written submission shall include all correspondences pertaining to the matter between the individual and any School District officials or employees.

The Board will review all materials related to the matter. The Board also reserves the right to speak with the

individual initiating the complaint and the administration. In both cases the Board will provide both parties with their written decision on the matter.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall refer the individual(s) to this policy or the District Administrator for further assistance.

Guidelines for Matters Regarding Human Growth and Development Curriculum/Instructional Materials

If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the advisory committees responsible for developing the human growth and development curriculum and advising the Board on the design, review, and implementation of the curriculum. (See Policy 2414).

Guidelines for Matters Regarding Instructional Materials

For the purpose of this section of the Policy, instructional materials subject to requests for inspection, suggestions, or complaints shall be limited to core materials.

Concerns about specific instructional materials should be raised first with the classroom teacher, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for inspection of such instructional materials, suggestions regarding such instructional materials, or complaints relating to such instructional materials shall be submitted in writing to the Director of Curriculum and Instruction.

A complaint related to such instructional materials shall include:

- A. Author
- B. Title
- C. Publisher
- D. Section(s) objected to by page and item
- E. Reason for complaint/objection

Upon receipt of the written complaint, the Director of Curriculum and Instruction shall attempt to resolve the issue through direct, informal discussions and any other means appropriate under the circumstances.

If the complaint is not resolved with the Director of Curriculum and Instruction, the complainant may submit the complaint to the District Administrator. The District Administrator shall address the complaint through any means s/he deems appropriate under the circumstances, including, but not limited to, consultation with the complainant, consultation with the Director of Curriculum and Instruction, consultation with the principal(s), consultation with the teacher(s) and other professional staff, and utilization of available resources as s/he deems appropriate.

In evaluating the complaint, the District Administrator shall use criteria that he/she deems appropriate, in addition to

the following, if applicable:

- A. The appropriateness of the material for the age and maturity level of the students with whom it is being used.
- B. The accuracy of the material.
- C. The objectivity of the material.
- D. The use being made of the material.

No material subject to a complaint may be removed or withdrawn solely because it presents ideas that may be unpopular or offensive to some.

No material subject to a complaint may be removed or withdrawn from use pending the determination by the District Administrator.

The District Administrator shall notify the complainants and other relevant parties of his/her determination with respect to the complaint.

Daily Schedule

Grades 4K-4th:

School begins at 7:45 and students will be dismissed to the buses at 3:15 p.m.

Grade 5:

First bell rings at 7:45. Class begins at 7:50 and students will be dismissed to the buses at 3:15 p.m.

Discipline

Courtesy, respect and self-discipline are necessities if effective learning is to take place. Students are expected to follow school rules on the playground and in the school building. Appropriate behavior/discipline is a mutual responsibility. Some specific unacceptable behavior patterns (including but not limited to fighting, unacceptable language, weapons, and possession of controlled substances) necessitate suspension from school or recommendation for expulsion. Parents/guardians will be contacted whenever necessary.

The Board of Education has established policies relating to student misbehavior. Consequences of misbehavior may include student conferences, detention (during recess or after school), parent conferences, suspension (from one to five days) and/or expulsion if necessary.

If a student is to be kept after school for discipline reasons, notice will be given one day in advance. This applies to walkers and bus students. Transportation will then be the responsibility of the parent.

Parents will be kept informed through written and verbal contacts.

Dropping Off and Picking Up Students

South Main Street is designated as a bus loading zone. Please note that vehicles may not be left standing in the bus loading zone or block the middle school alleyway. Elementary Students should be dropped off and picked up in the parking lot after school.

Elementary student pick up and drop off by parents or guardians will be located in the parking lot which is located near the playground.

Dress and Grooming

Accountability for personal appearance of students rests with the students and their parents/guardians. Dress or grooming will not be allowed to disrupt the learning process within the classroom or school, or affect the health and safety of students or staff.

All students are expected to wear appropriate apparel. Certain types of apparel are in conflict with our programs and curriculum. Apparel not allowed to be worn to school or school related activities include items that:

- promote, advertise or display tobacco, alcohol or controlled substances;
- have been determined to be gang related;
- Advocate violent behavior or reference individuals or groups promoting violent or antisocial behavior; or imply a negative message regarding race, religion, ethnicity or gender.

Students are expected to wear shoes (suitable footwear) at all times. All shirts must hang down to at least the waistband and have a full front and back. This is defined as covering the body from the armpit to the waistband. Straps and ties are acceptable if attached at both shoulders. All pants should be secured at the waistband. Pants should not hang down to the point that a student's underwear is visible.

If, in the opinion of any staff member, a student's dress or appearance detracts from the learning environment; is an undesirable influence on other students; or violates the rules listed above, the staff member will direct the offending student to the principal/office staff. The student will be asked to change clothing or cover up.

Students not complying with the dress code will be expected to change their clothes. Repeated violations will result in additional consequences. Students needing to leave school to change their clothes will be considered unexcused.

Apparel identified in this section or apparel not mentioned that is recognized by the school administration as unacceptable shall not be worn in school or at a school related activity.

(Please note that exceptions to the "no hats" and "no slippers" restrictions may be made for special occasions at the discretion of the principal.)

District Policies/Rules

A copy of all District policies and rules are posted on our website at www.monticello.k12.wi.us.

Drug Free School Zone

In accordance with state law, the Monticello School District is a drug, alcohol and tobacco free environment. Possession and/or use of any controlled substance in the building, on school grounds or adjacent areas is prohibited. *School authorities have the right to screen students suspected of being under the influence.* Violators will be subject to school rules, board policy and civil and criminal laws.

Depending on the severity of the incident, students will receive a minimum of one-day suspension to a maximum of being recommended for expulsion. (See *Board Policies 5530.00 and 5530.01.*)

Equal Educational Opportunities

The District shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions or facilities usage because of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, an sexual orientation, physical, mental, emotional or learning handicap. This policy does not, however, prohibit the District from placing a student in an activity based on objective standards of performance, from providing separate programs in interscholastic athletics for males and females if such programs are comparable in type, scope and support from the District, or from providing separate toilet, locker and shower facilities. Board policies addressing student discrimination and Harassment are included in their entirety below.

5517 - STUDENT ANTI-HARASSMENT

Prohibited Harassment

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment, 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 Classes"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

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 individuals students, administrators, teachers, staff, and 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 Class. 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. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Harassment

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

- A. places a student in reasonable fear of harm to 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.

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

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

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or

previous sexual experiences);

11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student "secrets" and having "secrets" with a student;
22. other similar activities or behavior.

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

- 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 work place, 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.

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 the 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 employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school officials who have the 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 District Administrator.

- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, 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 individuals 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").

Mark Gustafson
PK-12 Principal
608.938.4194
334 South Main Street
Monticello, WI 53570
mgustafson@monticello.k12.wi.us

Traci Davis
Juda School District
608.934.5251
N2385 Spring Street
Juda, WI 53550
davis@judaschool.com

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

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

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, District Administrator, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, or other District employee at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) 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 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, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of 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 District Administrator.

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

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator 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 District Administrator's final decision will be delivered to both the Complainant and the Respondent.

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

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

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 District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

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

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.

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 District Administrator 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 District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, 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 District Administrator will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

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

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

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

Retention of Public Records, Student Records, and Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation including but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel;

- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any interim measures offered and/or provided to Complainants, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.

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

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

Email Communication

Email communication is increasingly important for many busy families. We urge you to keep your email address up to date. This can be done online through the Family Access function on the school web page (www.monticello.k12.wi.us) or by calling the school. In the event of emergencies (such as an unplanned early release) or important announcements, mass emails will be sent through Family Access. Your updated contact information including the email address you are most likely to use during the school day will ensure that you will receive important messages.

Facebook

Monticello Public Schools is on Facebook. Our group is a great resource for current events and communications.

Fees

The Monticello School District has adopted a two-tier schedule for basic school fees. In accordance with State Statute 120.12(11), it is the duty of the school board to provide books and school supplies for indigent children living in the District. Guidance from the Department of Public Instruction indicates there is no definition of "indigent student" in the law; therefore, the Board has adopted the position that those students who qualify for free or reduced meals shall be eligible for reduced fees.

Regular school fees for 4-Year-Old Kindergarten students are \$20 per year. Reduced fees for eligible 4K students are \$3.

Regular school fees for students in 5-Year-Old Kindergarten through Grade 5 are \$35 per year. Reduced fees for eligible 5K-Grade 5 students are \$5.

Rental fees for district owned musical instruments, including percussion, are \$75 per year.

Fees are collected during registration or in the district office during regular office hours

Field Trips

A student must have a signed parent/guardian permission slip to participate in a field trip. A permission slip for local field trips should be completed at the time of registration. For other trips, a more specific permission slip including details about the planned trip will be provided by the classroom teacher.

Due to liability concerns, *failure to return a signed permission slip by the stated deadline will exclude the student from the trip.*

Some field trips involve admission costs or other fees that must be returned by a specific deadline. This information will be provided on the permission slip.

Transportation to and from field trip destinations will be provided by the District. All students must ride to the trip destination on the transportation provided. In some instances a child will be released to the parent/guardian at the conclusion of the trip. A signed and dated statement taking full responsibility for the child must be submitted to the supervising teacher before the child can be released.

From time to time we have more parent chaperones than we can accommodate, and a request may be denied. We ask for your understanding in these cases. Remember that field trips are planned primarily for students.

If you have been asked or have volunteered to accompany a group of students as a chaperone, please use the list below as guidelines to follow:

- You are in charge of a small group of students.
- It is your responsibility to report any problems or concerns to the teacher.
- The trip is an extension of the school environment. School rules apply, including no smoking.
- No inappropriate language will be spoken to children or adults.
- Chaperones may not bring along other children.
- The teacher in charge will make all final decisions.

Fire, Tornado and Security Drills

Fire, tornado and other security drills are conducted to help students prepare for emergency situations. Escape routes and safety procedures are discussed in class. Each student is made aware of the serious nature of these drills to make sure that they are prepared in case of a disaster.

Food Service and Cafeteria

Sufficient time is set aside for lunch and lunch hour recess. While eating lunch, students are expected to use courteous table manners. Those students who do not follow these rules may be denied the privilege of eating in the lunchroom. Repeat offenders will not be allowed access to the cafeteria until a conference is held.

Food Service Accounts:

Students are issued a personal identification number to access their food service account when purchasing breakfast, lunch or ala carte items in the cafeteria.

Lunch Prices:- For the 2024-25 School Year prices are as follows:

Lunch is \$3.15, Breakfast is FREE , Additional Milk is: \$.60

Free and Reduced Price Meals:

We encourage families who think they may be eligible to apply for free and reduced price meals through the National School Lunch program. During registration please fill out the Free/Reduced lunch form. If eligible, students can, not only qualify for nutritional benefits, but they can also take advantage of reduced school fees.

Milk Break:

Milk served at break each day is to be purchased on a quarterly basis. Payment is made by the first week of each quarter. Students receiving free/reduced lunch are provided free milk with breakfast and lunch. Any extras purchased for milk breaks are the responsibility of the parent.

One milk break per day is covered for 5K students on the free/reduced program. Parents who wish their 5K child to have milk for both breaks are responsible to pay for the additional milk.

Food Service Account Payments:

Food service accounts are not credit accounts. Please review the policy below for complete details about payment procedures, notifications, restrictions and definitions.

Head Lice (Pediculosis)

Head lice are a common problem, especially among children three to twelve years old. These tiny parasites are not dangerous and do not spread disease, but they are contagious and truly annoying. We discourage head-to-head contact between students and often remind children not to share hats, combs, scarves, etc. Head lice checks may be made periodically on any child during the school year. If nits (eggs) or live lice are found, the child's parents will be notified and provided with head lice education, information and resources as necessary in accordance with the District's established guidelines. The procedures adopted by the District reflect best practices endorsed by leading school health organizations and respect student confidentiality. Contact Nurse Carolyn (938-2736) for more information.

Health Services

Our school nurse Carolyn Schwartzlow, is often busy caring for students or visiting classrooms. If she is not available to take your call at 938-2736, please leave a message. If the matter is urgent, call the District Office at 938-2700 for assistance. You may also want to check the Health Services tab on the District website for forms, frequently asked questions and links to websites with helpful information of interest to parents.

Homework

The type and amount of homework will vary according to grade level, the needs of the students and each teacher's requirements. Generally, minimal homework is required in the primary grades (K-3). This will gradually increase as the student progresses through the grades. Parents should request their child's homework if the student is absent. Homework may also be sent home when a student fails to use in-school study time wisely. Teachers also share announcements and homework assignments with parents and children through Google Classroom, and Class Dojo.

How to Help Students Succeed

In order to help your child succeed, it is important to develop a positive home learning climate. Parents/guardians can accomplish this by:

- Encouraging and expecting performance from your child for school work, household duties and other responsibilities.
- Showing interest in what your child does each day in the classroom by asking specific questions.
- Providing proper conditions for home study, including definite study time and quiet, non-distracting conditions.

- Limiting the time spent watching television or playing video games.
- Providing supervision to ensure your child receives adequate rest, nutrition and physical exercise.

Parents/guardians are also encouraged to be involved in the school by:

- Volunteering to help with school activities
- Attending school events
- Attending PTO meetings
- Visiting your child's classroom

Parents/guardians should never hesitate to call their child's school to have questions or concerns answered.

Human Growth and Development Curriculum

Please review our policy below and direct any questions to Nurse Carolyn.

2414 - HUMAN GROWTH AND DEVELOPMENT

The Board of Education directs that students receive instruction in human growth and development, consistent with Chapter 118.019(2) Wis. Stats, to include the following:

A. Medically accurate and age-appropriate instruction in the following topics:

1. the importance of communication about sexuality between the student and the student's parents or guardians
2. reproductive and sexual anatomy and physiology, including biological, psychosocial, emotional, and intellectual changes that accompany maturation
3. puberty, pregnancy, parenting, body image, and gender stereotypes
4. the skills needed to make responsible decisions about sexuality and sexual behavior throughout the student's life, including how to refrain from making inappropriate verbal, physical, and sexual advances and how to recognize, rebuff, and report any unwanted or inappropriate verbal, physical, and sexual behaviors
5. the benefits of and reasons for abstaining from sexual activity

Instruction under this subdivision shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections and shall identify the skills necessary to remain abstinent.

6. the health benefits, side effects, and proper use of contraceptives and barrier methods approved by the Federal Food and Drug Administration to prevent pregnancy and barrier methods approved by the Federal Food and Drug Administration to prevent sexually transmitted infections
7. methods for developing healthy life skills, including setting goals, making responsible decisions, communicating, and managing stress
8. how alcohol and drug use affect responsible decision making
9. the impact of media and one's peers on thoughts, feelings, and behaviors related to sexuality

10. adoption resources, prenatal care, and postnatal supports

11. the nature and treatment of sexually transmitted infections

- B. use instructional methods and materials that do not discriminate against a student based upon the student's race, gender, religion, sexual orientation, or ethnic or cultural background or against sexually active students or children with disabilities
- C. address self-esteem, personal responsibility, healthy relationships, and positive interpersonal skills, with an emphasis on healthy relationships
- D. identify counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships

The District Administrator will ensure that any instruction provided under this policy also includes instruction in the same year, when age-appropriate, that fulfills the requirements of Chapter 118.019(2r) Wis. Stats. as listed below:

- A. presents abstinence from sexual activity as the preferred choice of behavior for unmarried students;
- B. emphasizes that abstinence from sexual activity before marriage is the only reliable way to prevent pregnancy and sexually transmitted diseases, including human immunodeficiency virus and acquired immunodeficiency syndrome;
- C. provides instruction in parental responsibility and the socioeconomic benefits of marriage for adults and their children;
- D. explains pregnancy, prenatal development, and childbirth;
- E. explains the criminal penalties for engaging in sexual activities involving a child under Ch. 948;
- F. explains the sex offender registration requirements under Section 301.45;

Instruction under this paragraph shall include who is required to report under S. 301.45, what information must be reported, who has access to the information reported, and the implications of being registered under Section 301.45.

- G. provides medically accurate information about the human papillomavirus and the human immunodeficiency virus and acquired immunodeficiency syndrome.

The Board authorizes the curriculum to include separating students on the basis of gender as determined by the Committee.

A citizens' advisory committee shall be established, in accordance with Board Policy 9140 and 118.019(5), Wis. Stats., in order to ensure the effective participation of staff, parents, health-care professionals, members of clergy, and other residents of the District in the design and implementation of this program area.

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the

instruction. The notice shall state that in the event a student is excused, that student will still receive instruction under Wis. Stat. 118.01(2)(d)2c unless exempted and under Wis. Stat. 118.01(2)(d)8.

Inclement Weather/Closing of Schools

In the event of extreme weather conditions, or other similar emergencies, the District Administrator may make the decision to delay or close District schools. ***If there is any doubt about the weather, please don't send your child to school without checking television or radio for the school closings or delays.*** Radio stations WMMM/WYZM (105.5/105), WEKZ (AM 1260 FM 93.7), WIBA (AM 1310 FM 101.5), WOLX (FM 94.5), WTSO (AM 1070) and WZEE (FM 104) will carry the message. Television stations WISC TV 3, WKOW TV 27, and WMTV TV 15 in Madison will also be notified. Students are expected to attend school unless an official announcement is made.

On rare occasions, school may close early. Inform your child's teacher where they should go if an early closing is necessary. Always keep your emergency contact information up to date.

We strongly urge parents to provide a daytime email address and a cellular phone number for those occasions when we activate the parent email, text, and phone emergency notification list (Skylert system).

Immunizations

In order to protect the health of our students, State Law requires that students must meet minimum immunization requirements. The parent/guardian of a student must present written evidence of required immunization within thirty (30) school days of admission. These requirements can be waived only if a properly signed health, religious or personal conviction waiver is filed with the school. Specific information regarding waivers may be obtained through the school office.

Illness/Returning to School

While it is not necessary to keep your child home from school for every minor snuffle, there are some times when it is in the best interest of your child (and our whole school) to take a day off to rest and recover. Here are some reminders of when your child should not attend school due to illness:

- Fever greater than 100: A fever may indicate a child is fighting off some sort of illness. Your child should be fever-free for 24 hours without any fever reducing medications like acetaminophen, Tylenol or ibuprofen (Advil) before returning to school.
- Vomiting or diarrhea: Please keep your child home until he/she is able to keep down food from at least the evening before and breakfast that morning.
- Bacterial illnesses such as strep throat, pink eye, and impetigo: Students can return to school after being on antibiotics for 24 hours

When students are ill, they should be kept home. When they return to school, they should be well enough to participate in normal school activities unless a written statement from the physician limits participation.

If a child vomits at school or is ill enough to be sent home, he/she should NOT be sent back to school or to school events that day.

If a student becomes ill or injured during the school day, the parent/guardian will be contacted at home or work to pick up the student. If the parent/guardian is not available, the contact person listed on the emergency card will be notified. Please keep emergency contact information up to date.

Kindergarten Information

A child may be admitted to the Monticello School District if he/she is four (4) years old on or before September 1 in the year he/she enrolls in 4K, or five (5) years old on or before September 1 in the year he/she enrolls in 5K.

The Monticello School District conducts Kindergarten enrollment on an annual basis in the spring. Parents/guardians must bring a birth certificate and immunization record to the school on the day they register their child.

Please note that state law requires 5K students to attend school regularly and for the full period and hours 5K is in session. In accordance with state law, children must complete 5K in order to be admitted to first grade.

Library Services/IMC

Our elementary IMC (Instructional Media Center) plays an important part in our instructional program. Our goal is to develop students who love to read and who are also responsible library patrons. Please help your children return books on time and in good shape so that others may also enjoy them. Parents will be billed for missing library books. Unfortunately, students who have not returned or paid for missing library books will not be allowed to check out additional materials.

Medication and Emergency Care

Generally, elementary school personnel do not dispense medication. Where no reasonable alternative exists, the following will apply:

Medication in the school's possession will be stored in a secure location in the District Office or in the office of the school nurse. Medication that needs to be accessible to students, such as inhalers, will be stored in an appropriate location accessible by school staff.

Non-prescription medication:

A Monticello School Medication form signed by the parent/guardian is required before any medication may be administered. The form must include: name of medication, name of student, complete dosage instructions, time to be given and the reason the medication is needed. The non-prescription medication must be provided in the original container labeled with the child's name.

Prescription medication:

A Monticello School Medication form must be completed and signed by both the physician and the parent/guardian before medication may be administered.

Prescription medication must be in a labeled pharmacy container. The container must include: name and phone number of the pharmacy; student's name; physician's name; medication name and complete dosage instructions; and the specific conditions under which he/she should be contacted regarding the condition or reaction of the student receiving the medication. The physician must also express a willingness to accept communication from the person dispensing the medications.

Any unused medication at the end of the period for which prescribed or at the end of the school year shall be picked up by the parent/guardian. Medication not picked up will be destroyed.

For more information, see Board Policy 5330.00 – Administering Medication to Students on our website.

Neglected Students

Wisconsin Statutes require any member of the teaching, counseling, or administrative staff having reasonable cause to suspect that a student seen in the course of professional duties has been physically or emotionally abused or neglected shall immediately report the suspected abuse or neglect to the appropriate authorities.

Parent/Teacher Groups

All parents/guardians are encouraged to support the Monticello PTO by becoming members and actively participate in school activities. The PTO provides adult volunteers who are actively involved in school projects that benefit all students. Visit the Parent tab on our website for more information about parent organizations.

Personal Belongings/Cell Phones

Students will occasionally misplace things. All articles of clothing and school supplies should be plainly marked with the student's name. Students are expected to check the "Lost and Found" periodically for missing items. The school is not responsible for items lost by the students. Desks and cubbies are school property and are subject to inspection at any time by the principal/designee.

Students should not bring toys or games from home, including iPods and other electronic devices which can be easily lost or stolen. The District is not responsible for lost or stolen items.

Elementary students are not allowed to use cell phones, iPods or any other electronic devices during the school day, including recesses. See the complete policy below:

Cell Phones and Other Electronic Communication Devices – Board Policy 5612.00

The District recognizes the growing importance of digital communication in society, including the educational environment. The District also recognizes that Electronic Communication Devices (ECDs) have the potential to enhance or disrupt the educational environment, depending on guidance provided to students regarding the responsible use of these devices at school.

ECDs include, but are not limited to: cell phones; personal music/gaming/video devices such as iPods and MP3 players; and other digital devices capable of recording and/or sending data or images.

Student possession or use of a cell phone or other ECD may not, in any way:

- a) disrupt the educational process in the school district;
- b) endanger the health or safety of the student or anyone else;
- c) invade the rights of others at school;
- d) involve illegal or prohibited conduct of any kind

The use of ECDs by students while riding to and from school on the bus, or on the bus during school-sponsored activities is at the discretion of the driver or other District staff. Distracting behavior that creates an unsafe environment will not be tolerated.

The use of ECDs is strictly prohibited in locker rooms, restrooms or similar areas.

Students who possess an ECD do so at their own risk to possible loss, damage or liability.

Nothing within this policy shall be construed to limit a student's ability to use an ECD in a manner that functions as assistive technology necessary for a student's education and that is required under an individualized education plan or a Section 504 agreement.

Students who use a cellular telephone in violation of this policy shall be subject to disciplinary action in accordance with district and school procedures.

The Administrative Team shall develop additional rules and procedures for the use of ECD's and clearly communicate these rules to students and parents through the Student Handbook, school website and other means of communication. Such rules should emphasize age-appropriate use of ECDs, student responsibilities and the role of teachers in setting parameters for the use of ECDs in the classroom.

Legal References: Wisconsin State Statutes, Sections 118.258, 118.325, 175.22, 947.0125, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Individuals with Disabilities Educational Improvement Act of 2004 Approved: October 14, 1998; Revised: November 13, 2013

Photos – School Pictures

We will have a photographer in school during the fall of the school year. There is NO obligation to purchase photo packages. The elementary school receives a small commission for every student photographed, regardless of whether or not the photos are purchased. These funds go into our elementary activity account to pay for treats, activities, assemblies or special incentives. The school photo taken annually is part of the student's cumulative record. If you do NOT want your child photographed, please send a note to your child's teacher before picture day.

Physical Education

All students in grades 5K through Grade 5 are required to participate in physical education classes unless medically excused. Parents/guardians must send written permission for any student to be excused from this class activity. Students are expected to have a pair of gym shoes for physical education classes. Fourth and fifth graders are required to wear appropriate gym attire - shorts and a tee shirt.

Promotion and Grade Advancement

The District makes extensive efforts to avoid the necessity of high stakes promotion/retention determinations through a system of strategic support and interventions to address individual student learning deficits. Early identification of problems is important to assist the student, parent/guardian, and school in resolving them. If, after extensive efforts, insufficient academic progress results and retention is still indicated, a detailed retention plan is prepared which is designed to maximize modifications and support to the student during the retention year.

Promotion/retention determinations are based on multiple criteria. Significant factors considered are scores on standardized tests mandated by the State; other district and classroom assessment results; progress or lack of success in prescribed intervention programs to address learning deficits; teacher recommendations; grades and attendance.

The decision to promote or retain at the elementary level is made after careful consideration of academic achievement in core academic subjects (reading, English/language arts, mathematics, science, and social studies.) Also considered are study skills, social development, physical development, problem-solving abilities and attendance.

The Principal, Guidance Counselor, Director of Pupil Services, and classroom teachers are key members of the committee responsible for assessing student progress and making promotion and retention decisions. Other specialists are included as necessary. Parent input is encouraged throughout the process and parents are to be informed no later than the spring parent-teacher conferences that their child is being considered for retention.

See Board Policies 5410.00 for complete details regarding grade advancement and retention.

Recess

Weather permitting, students will have an outside recess in the morning or afternoon. If a child must stay inside for health reasons or illness, the parent must send a note stating the conditions that require the child to remain indoors. The student will have to work on a quiet activity as the teacher might have outside recess duty or other preparation responsibilities.

The general guidelines used to determine indoor recess periods are as follows:

Indoor recess during rain, snow or wet playground conditions, and in the event of dangerous temperatures or wind chill.

The general guidelines may vary slightly; however, the safety of the children will always be the determining factor. If parents request a student not go outside for recess because of weather related concerns, they need

to submit a written request to the student's classroom teacher.

Supervision is provided when students are on the playground during regularly scheduled school hours. Students are expected to report problems immediately to the playground supervisor. The playground supervisor or teacher on duty is in charge and reports major violations to school administration.

Disruptive behavior will not be tolerated. School personnel assigned to playground supervision will have the authority to discipline disruptive students. Students are to demonstrate proper respect when correction or discipline is necessary.

Specific rules are designed to provide a safe environment for all students, both for outdoor and indoor recess. These rules are discussed with students at the beginning of the year and are posted in classrooms. For a complete copy of the recess rules, contact your child's teacher.

The playground is not open to students before school, and after dismissal (3:15).

Registration of New Students

Registration is conducted at the District Office in early August before school begins.

Standards-Based Report Cards

Report cards will be issued at the end of each semester. The rationale behind the use of standards-based report cards is to evaluate student progress toward district and state standards. Report cards are also used to monitor the development of social skills and character. The report card should be used so both parents and teachers can work together to assist the child in fulfilling their own potential. Report cards are issued to parents twice during the school year (end of each semester).

Reporting to Parents

Parents who wish to monitor their child's progress should utilize our student reporting system (Skyward). Teachers consistently update student grades. Parents can access them at any time. If you have trouble accessing your skyward account, please contact the office.

Time is also set aside for parent/teacher conferences. All parents/guardians are expected to participate in these conferences.

Parents/guardians will be notified throughout the school year if their child is not meeting district standards and progress toward grade level goals. Parents/guardians desiring a conference at any time should call the school and arrangements will be made.

School Board Meetings

The Monticello School District Board of Education meets regularly the second Wednesday of every month. All regular meetings of the Board are open to the public. These meetings are held at 334 South Main St. at 7:30 P.M. in the Collaboration Lab. Agendas are posted on the District web site and at the high school entrance doors. Contact the District Administrator if you wish to be added to the email list for upcoming agendas.

School and School Bus Safety

Parent support is vital in keeping students safe on the way to school. Children should be instructed to use caution when walking to and from school.

Students who are bussed are expected to obey school bus rules and regulations.

Bus Rules:

- Safety is most important. Stay off the Road.
- Keep hands and head in the bus.
- Cross only when given the okay. Remain in your seat when the bus is in motion.
- Fighting and vulgar language is unacceptable.
- Students are permitted to leave the bus only at their regular stops unless the office has permission (written or phone call) from the parent. If a student goes to another child's house, the office must have permission from both parents.
- Non-riders requesting permission to ride a bus must furnish the office with parental permission. Students arriving on the bus must go home on the same bus unless permission is received from parents.

Consequences for unacceptable behavior:

(Written Bus Incident Reports begin the procedure)

1st offense is a conference with the student and parent (depending on the severity of the incident, suspension from the bus may result)

2nd offense is a one-day bus suspension

3rd offense is a one-week bus suspension

4th offense is a three-week bus suspension

5th offense is a full/rest of year bus suspension, which may carry over

Modifications to these consequences may be made based on individual circumstances at the discretion of administration. A serious offense at any level could result in immediate year long bus suspension.

Special Education Services

Special Education programming is designed to meet the needs of students who are academically, physically or emotionally challenged.

Classes and services are provided in the least restrictive educational environment appropriate to meet the child's needs. Parents who have concerns about their child's academic success should contact the classroom teacher.

Parents/guardians of students who may have special educational needs will be contacted before a referral is made.

2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;

- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;
- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

The District Administrator is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

The notice shall provide the following:

- A. Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose)
 2. the administration of any survey by a third party that contains one or more of the items described in A through H above
- B. The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.

Parent Rights - Inspection of Materials

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Supplies and Money

Supply lists are published in the August/September District Newsletter. Do not buy supplies before receiving and reviewing this list. Send only those supplies listed, and be certain to check with your child from time to time to make sure refills and replacements are provided as needed.

Any money brought to school should be placed in an envelope with your child's name and the purpose for the money written on it. The District is not responsible for lost or stolen money.

Checks should be made payable to the Monticello Schools unless otherwise indicated.

Tardiness/Truancy

Regular and prompt attendance is necessary for a student's education. Being late for school is unacceptable. Excessive tardiness will be considered a form of truancy and will be dealt with according to state laws.

Please review the complete Student Attendance Policy below. Students must be in school on time and on a regular basis in order to learn and excel.

5200 - ATTENDANCE

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception

under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. prolonged absence;
- B. repeated unexplained absence and tardiness.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent

The student has been excused by his/her parents before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend a funeral
3. legal proceedings that require the student's presence
4. college visits
5. job fairs

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent agrees that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part- time or full-time basis leading to high school graduation, as provided under State law.

I. Election Day Official

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of his/her parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the Principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The Principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

A student may be excused from school, as determined by the School Attendance Officer or his/her designee, for the following reasons:

Quarantine

Quarantine of the student's home by a public health officer.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

The Board authorizes, but does not encourage the District Administrator, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out- of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student may be considered a habitual truant if s/he 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 (10 days throughout the entire school year).

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes

a habitual truant.

Notice of Habitual Truancy

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

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy
 - The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that The notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.
- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent if s/he fails to cause the child to attend school regularly as required by State law.

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to Local Law enforcement

A student that is deemed to be habitually truant may receive a citation from the local police department. The Village of Monticello has the right to charge students/parents with violation of the city ordinance that requires minors to attend school.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and,

if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

Title One Program

Title One is a federally funded program which provides students with additional help in the areas of reading and mathematics. Monticello has adopted a schoolwide Title I model which emphasizes providing students with extra support in the classroom rather than pulling them out of class for separate instruction. (See *Board Policy 2261.00* for further details.)

Transfers - Moving Out of the District

Official school records are not given to parents/guardians, but are forwarded directly to the new school. The school office should be notified in advance when a student moves from the District. Records will be sent directly to the student's new school upon registration.

Valuables

Students are responsible for their personal property. Do not leave valuables or money (including cash for lunch accounts) in the hallway or in your coat pocket. When items of value or money are brought to school, give the item or money to the classroom teacher for safekeeping. The school is not responsible for stolen items or money.

Visitors

As a courtesy, adult visitors are requested to make an appointment by sending a note or by phoning. All visitors must enter the building and sign in through the District Office. Students from other school districts are not allowed to visit during school hours without permission of both the classroom teacher and the principal.

Volunteers

All volunteers must be registered with the Volunteer Coordinator. It is Board policy to conduct a background check on those volunteers who regularly work directly with students. Volunteers reporting for duty must sign in at the District Office each time they report to school and wear identification while they are in the building. These requirements protect the safety of our school environment and ensure we would be able to account for all of those in our building in the event of an emergency.

Weapons

Students cannot possess, use or harbor weapons or look-alike weapons that present a danger or threat of danger to the health and safety of the school or its clients or employees. District policy determines what disciplinary actions will follow use or possession on school district property, buildings, and vehicles or sponsored activities. (See *Board Policy 7217.00 - Weapons on School Premises.*)

Contact Information for Problems or Concerns

For information on school rules, schedules, special events, etc. please call the school.

For information on District policies and matters of district-wide concern, please call the District Administrator's Office.

For problems or concerns regarding your child, please follow the steps listed below:

- *Step 1-Contact the teacher. Usually the problem or concern can be solved at this level.*
- *Step 2-Contact the principal for problems or concerns that are unresolved or continuing in the classroom.*
- *Step 3-Contact the District Administrator as a final appeal if the parent/guardian is not satisfied with the decisions at the previous levels.*

Nondiscrimination Statement

The school district of Monticello does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.

Wis. Stat. 118.13 Pupil Discrimination Prohibited

No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.