

Book	Policy Manual
Section	5000 Students
Title	BULLYING
Code	po5517.01
Status	Active
Legal	Wis. Stat. 118.46
Adopted	March 16, 2020

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, namecalling, making threats.

- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

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

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

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a 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 that believes s/he has been or is the victim of bullying should immediately report the situation to the Building Principal or Assistant Principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

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

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

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

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

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

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

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

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

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

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

Privacy/Confidentiality

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

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.

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. All training regarding the Board's policy on bullying will be age and content appropriate.

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Book	Policy Manual
Section	5000 Students
Title	STUDENT CODE OF CLASSROOM CONDUCT
Code	po5500
Status	Active
Legal	<p>175.32, Wis. Stats.</p> <p>118.13, Wis. Stats.</p> <p>118.164, Wis. Stats.</p> <p>120.13, Wis. Stats.</p> <p>Wis. Admin. Code P.I. 9.03</p> <p>Wis. Admin. Code P.I. 41</p> <p>Fourteenth Amendment, U.S. Constitution</p> <p>20 U.S.C. Section 1681, Title IX of Education Amendments Act</p> <p>20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974</p> <p>29 U.S.C. Section 794, Rehabilitation Act of 1973</p> <p>42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964</p> <p>42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990</p> <p>Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979</p>
Adopted	March 16, 2020

5500 - **STUDENT CODE OF CLASSROOM CONDUCT**

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

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

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

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall include the following items:

- A. specification of what constitutes dangerous, disruptive, or unruly behavior that interferes with the ability of the teacher to teach effectively, which therefore permits the teacher to remove the student from class;
- B. other student conduct that may be used by a teacher as a basis to remove a student from class; and
- C. procedures for notifying the parent of a student's removal and procedures for placement of a student that has been removed from class.

The Code of Conduct shall be reviewed by the Board periodically.

Removal of a student from a class that is consistent with the Code of Conduct does not constitute a report under Policy 8462.01. If the staff member believes in good faith that the threat represents a serious and imminent threat to the health or safety of students, staff, or others, and the threat is a threat of violence made in or targeted at a school. Staff must still report such threats as described in Policy 8462.01 - Mandatory Reporting of Threats of Violence.

The Board has taken a very firm position on the matter of proper student behavior and has carefully determined a disciplinary philosophy and reaffirmed a set of behaviors that will not be accepted or tolerated in the schools. Students will not engage in behavior that disrupts classroom learning or school activities.

Deerfield School District Behavior Standards

- A. Students will not verbally, physically, or sexually harass others based on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap or physical appearance.
- B. Students will not behave in a disrespectful or defiant manner. This rule will hold double consequences in regard to behavior with substitute teachers.
- C. Students will not engage in violent or harmful physical behavior such as hitting, biting, pushing, shoving, poking, pinching, grabbing, kicking, or spitting.
- D. Students will not use profanity in the school environment.
- E. Students will not willfully damage, deface, destroy, or dismantle school or personal property.
- F. Students will not steal school or personal property.
- G. Students will not endanger others by possession and/or distribution of weapons, or unlawfully engaging in threats to school, students, and/or staff safety.
- H. Students will not possess and/or distribute alcohol, tobacco, or other drugs/controlled substances, or objects that are harmful to themselves or others. Students are prohibited from being under the influence of alcohol or other drugs when engaged in school activities or representing Deerfield schools, or under the jurisdiction of school officials.
- I. Students will not wear clothing which displays pictures, writing, or advertising that refers to alcoholic beverages, taverns, tobacco, drugs, nudity, profanity, offensive or sexually suggestive messages. Also, students are not allowed to wear hats, bandanas, or other head covering anywhere in the school buildings during the school day without prior approval of a building administrator. Students will not dress or groom in a manner that presents a danger, health safety concerns, or interferes with work or creates classroom disorder.

J. Students will not be involved in any type of cheating to benefit themselves or others.

K. Students will not cause disruption and/or intimidation by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.

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Disciplinary Consequences

Classroom teachers have a responsibility and right to assign appropriate disciplinary consequences for student misbehavior. Consequences may include parental contact or possible referral to the principal for corrective measures.

Specific disciplinary procedures are in place for those students who are having difficulty following the reasonable rules and regulations of the school. In order to be consistent, violations are applied to the scale below. The purpose of a suspension is to place the responsibility for the student's action in the hands of the parents since the student's problem resulted from an inability to accept the normal mode of control expected of students. Suspension is never considered as a convenient means of punishing a student or denying the student the right to an education, but only as a corrective tool.

General Violations

- | | |
|----------------------------------|-------------------------------|
| -Disrupting Class | -Inappropriate Behavior |
| -Disrespect to Teacher | -Improper Check in Procedures |
| -Disrespect to Student | -Insubordination |
| -Property Damage | -Bus Disruption |
| -Leaving room without permission | -Throwing Items |
| -Academic Dishonesty | |

Office Referrals (Procedure for Grades 7-12)

(Also refer to our Student Code of Conduct for Short-Term Removal)

Students who are sent to the principal's office by a staff for misbehavior will receive an office referral summary sheet. Every student will have an opportunity to explain his/her behavior on the form. When a student is removed for disruptive behavior, the following will occur:

- **Referral #1:** The student will not be allowed back into the classroom until they have met with the staff member who sent them to the office. A copy of the staff referral will be sent to the parent/guardian, and a copy will be placed in the student's behavioral file.
- **Referral #2:** The student will not be allowed back into the classroom until they have met with the staff and principal; a parent may be included if the situation warrants it. The student will receive a school detention, a copy of the referral will be sent to the parent/guardian, and a copy will be placed in the student's behavioral file.
- **Additional Referrals:** The student may receive (ISS), (OSS), be removed from the class, or be considered for alternative programming.
- **Multiple Referrals in a Day:** A student receiving two disciplinary referrals within the same day will not return to classes on that day. Depending on the circumstances, the student will be assigned in an in-school or out-of-school suspension.
- **Multiple Referrals in a Week:** A student accumulating a third disciplinary referral within a five school day period will not return to classes on that day. Depending on the circumstances, the student will be assigned in an in-school or out-of-school suspension.

Severe Violations

- | | |
|---|-------------------------------------|
| -Disorderly Conduct | -Leaving School without Permission |
| -Swearing | -Weapon in School |
| -Fighting or Provoking a Fight | -Use/Possession of Alcohol |
| -Harassment | -Vandalism |
| -Use/Possession of Controlled Substance | -Severe Disrespect |
| -Theft | -Other Miscellaneous Severe Actions |
| -Use/Possession of Tobacco | -Academic Dishonesty |

Severe violations will result in immediate suspension and possible expulsion with disregard to the number of previous violations. A suspension may be up to five days in length and may include a referral to the police department. A conference with the parents and principal will be scheduled prior to the student returning to school. Repeated refusal/neglect to obey school rules including an accumulation of 8 or more violations (per school year) may result in expulsion.

Student Detentions

School personnel may assign a student detention when deemed appropriate as a means of discipline. This detention will be written on a designated form with copies being given to the student, office, and teacher. In following Board policy the teacher will assign the detention time to be held at least 24 hours after the detention is given. It is the responsibility of the parent and student to adhere to this detention and make arrangements for transportation as necessary.

Classroom Code of Conduct

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, harassment and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and/or the other members of the class, may warrant longer term removal from the class ("long term removal"). Long term removal may, but need not always, be for disciplinary purposes.

Beginning August 1, 1999, a teacher employed by the District may temporarily remove a student from the teacher's class if the student violates the terms of this Code of Student Conduct (the "Code").

In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed.

Definitions: For the purpose of this Code, "student" means any student enrolled in the District, exchange student, or student visitor to the District's schools.

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

A “teacher” is any certified instructor, counselor, substitute teacher, nurse or administrator in the employ of the District.

A “teacher of that class” means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class agree to the removal of the student.

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

1. WHAT ARE THE GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS?

Removal is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A teacher’s primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

It is expected that administrators and teachers will meet prior to the implementation of this Code to arrive at a consensus regarding how its provisions should be interpreted and applied. However, this Code and the procedures regarding removal are intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Therefore, different teachers may have somewhat different views and practices regarding removal of students from their classes, either long- or short-term.

Similarly, there are many, clear differences between the needs and practices of schools serving different grade levels. Just as there are different behavioral expectations for elementary and high school students, the standards for removal may well differ from one school, grade or class to the next.

In ordinary circumstances and in practical terms, a teacher’s decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher’s decision to remove the student, and return the student to class.

A student may be removed from class for conduct or behavior which **(a) violates the District’s policies regarding suspension or expulsion; (b) violates the behavioral standards set forth in the Student Conduct Policy/Handbook; (c) is disruptive, dangerous or unruly; (d) otherwise interferes with the**

ability of the teacher to teach effectively; or (e) is incompatible with effective teaching and learning in the class.

a) Behavior that violates the District's policies on suspension and expulsion:

The District Policies regarding suspension and expulsion are set forth in Board Policy JCD and JGE. It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the District's central administration. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

b) Behavior that violates the behavioral standards and expectations in the Board Policy JFC and the Student Conduct Policy/ Handbook:

The Student Conduct Policy/Handbook contains behavioral expectations for the individual school in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussion should include an explanation of the Code, and the District's policy regarding removal.

c) Behavior which is disruptive, dangerous or unruly:

Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension and expulsion, or in the Student Conduct Policy/ Handbook for the purposes of this Code the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching, grabbing, kicking, or spitting.

Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, racial slurs, sexual slurs, profanity, teasing, baiting or threatening.

Behavior that may constitute sexual, racial, or other harassment.

Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.

Throwing any object.

Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.

Willful damage to the property of school, staff or students.

Loud, obnoxious or outrageous behavior.

d) Behavior which interferes with the ability of the teacher to teach effectively:

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's

inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:

Open defiance of the teacher, manifest in words, gestures or other overt behavior.

Open disrespect of the teacher, manifest in words, gestures, or other overt behavior.

Other behavior likely or intended to sabotage or undermine the instruction, such as any form of cheating.

e) Behavior which is inconsistent with class decorum and the ability of others to learn:

In addition, there may be grounds for removal for behavior that, though not necessarily violative of the provisions of (a) through (e) [above], is consistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, repeatedly reporting to class without bringing necessary materials to participate in class activities, or other overt or passive refusal or inability to engage in class activities.

1. WHO MAY REMOVE A STUDENT FROM CLASS?

Any student may be temporarily removed from class under this Code by a “teacher” of that class.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented at the discretion of the building administrator.

2. WHAT PROCEDURES MUST BE FOLLOWED IN TEMPORARILY REMOVING A STUDENT FROM CLASS?

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher shall take one of the following courses of action:

- a) instruct the student to go to the main office for the period of removal. In such case, the teacher will communicate with the office via telephone or other communication device available.
- b) obtain coverage for the class and escort the student to the main office.
- c) seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student’s arrival, the student should be taken to the removal area, and the administrator or designee should speak to the student as soon as practicable thereafter.

For the purposes of short term removal, it is not necessary to obtain witnesses or to otherwise verify the student’s or teacher’s accounts of the situation. As soon as possible and within twenty four (24) hours or one school day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal. Such information must be submitted on a form provided by the building administrator or designee.

As soon as possible, but in any event within twenty four (24) hours of the removal, the building administrator shall inform the student’s parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as

stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

3. WHERE SHALL STUDENTS BE SENT PENDING, AND DURING SHORT TERM REMOVAL FROM CLASS?

Each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the "short-term removal area"). Students who are removed by their teachers must immediately and directly go, or be taken, to the designated removal area. For the duration of the removal, the student shall stay in the short term removal area. In the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short-term removal area. Students may be required to do work of an academic nature, or work may be related to the student's misconduct (i.e. writing an apology or account of the situation) while in the short-term removal area. In no event should students' time in the removal area be recreation or other free time.

4. HOW LONG SHALL A SHORT TERM REMOVAL LAST?

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which she or he was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to a class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short term removal, or, where necessary, appropriate and practicable, shall take steps to have the student sent home.

In a short term removal situation, it is assumed that the student will return to the class of removal the next day. Reinstatement in the class may be preceded by a conference between the student, teacher, principal and possibly parent and counselor. There may be the need for return to be delayed until an agreed upon behavioral plan can be established. The student will be allowed to make up any work missed.

5. WHAT ARE THE PROCEDURES FOR LONG TERM REMOVAL?

Long-term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal or designee. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident. The ultimate decision regarding long-term removal rests with the building administrator.

Where a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher should so notify the building administrator in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches, curriculum modification and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building administrator may, in his/her discretion, consult with the teacher and/or other District staff. In most cases, it is appropriate to inform and consult with the parents of the student, and the student, involved in the request for long-term removal.

Following consideration of the teacher's statement and any other information, the building administrator shall, in his/her discretion, take one of the following steps:

- a) place the student in an alternative education program as defined by law;
- b) place the student in another class in the school, or in another appropriate place in the school.
- c) place the student in another instructional setting; or
- d) return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) school days of the request for a meeting.

At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

6. TO WHAT EXTENT IS REMOVAL APPLICABLE TO STUDENTS IDENTIFIED AS DISABLED UNDER THE IDEA?

Some different rules and consideration apply for students identified as requiring special education services under the Individual with Disabilities in Education Act (IDEA) or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out of school suspensions as well as days of removal.

7. HOW WILL THIS CODE BE COMMUNICATED TO PARENTS AND STUDENTS?

Prior to the 1999-2000 school year, a copy of this Code shall be sent to parents or guardians of enrolled students of the District. Thereafter, a copy will be provided to parents at the beginning of each year as a separate document and/or as part of the parent/student handbook. In addition, this code shall be provided to, and discussed with, students of the District early in the 1999-2000 school year and every year thereafter.

It is the policy of the Deerfield Community School district that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, 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 or handicap as required by s.118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973.

Behavior Levels

Our district has established the following four levels for behavior items from Level I-IV. It is our goal to minimize classroom disruptions and instruct students on appropriate behaviors. At Level I, staff is involved with interventions to correct behaviors. If the problems persist they will move to the next level where an administrator will be involved with the student/parent. We want to maintain the educational environment of our school while also being consistent for those who choose to disrupt.

LEVEL I - PBIS BEHAVIOR RESPONSES

Level I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular program or approved transportation. *All disciplinary actions are subject to administrative discretion.*

Infraction I	Staff Managed	Possible Consequences
Cheating/Lying/Forgery	Willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test. In addition to disciplinary responses, the student may receive no credit for the assignment, test, or exam. Intentionally providing false or misleading information. The making of a false or misleading written communication with the intent to deceive a staff member.	-Parent contact and office form completion is required -Withdrawal of privileges -Classroom or after-school detention PBIS Supports: Counseling and re-direction, Behavior plan/contract, Teacher intervention
Electronic Devices (1 st offense)	Student use of communication or entertainment electronic devices is prohibited during instructional time. Administrative approval would be the only exception to this.	-Item confiscated and turned in to the office. District procedure followed.
Classroom Disruption (Brief/Minor)	Conduct or behavior that interferes with or disrupts the teaching/learning process.	-Teacher Interventions *PBIS Supports
Play Fighting/Physical Contact	Conduct or behavior that does not cause injury but interferes with or disrupts the orderly process of the school or co-curricular activity.	-Teacher Interventions *PBIS Supports
Insubordination (1 st or 2 nd offense)	Refusal or failure to comply with a direction in a school setting that minimally disrupts.	-Teacher Interventions *PBIS Supports
Minor Disrespect	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond acceptable student behavior; i.e. teasing, name calling, rumors, gossip, and purposely embarrassing another person.	-Teacher Interventions for 1 st and 2 nd offense *PBIS Supports
Profane or Obscene Language/Materials (1 st offense)	The use of either oral or written language, electronic messages, computers, gestures, objects or pictures which are disrespectful and disrupt the school environment. Severity of the offense could move this to a Level II right away.	-Teacher Interventions -See Level II if applicable *PBIS Supports
Tardiness	(After first period.) Unexcused late arrival to class. After three tardies to a class, this infraction moves to a Level II.	-Teacher Interventions -See Level II if applicable
Dress Code (1 st offense)	Non-conformity to established dress code	-Teacher Interventions
Unprepared for Class	Student arrives to class without necessary items to be properly prepared.	-Teacher Interventions
Public Display(s) of affection (1 st or 2 nd offense)	Public displays of affection such as kissing, sitting on another's lap or arms around the waist are considered inappropriate.	-Teacher Interventions
Other	Any other minor act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, co-curricular, or approved transportation.	-Teacher, Coach, Administrator interventions

Possible Teacher Interventions:

-Meet with student, Parental contact, lunch or after school detention

Positive Behavior Supports may include:

-Counseling and re-direction, Peer Mediation, Return of property, payment for same, or restitution for damages, Behavior plan/contract, Student assistance program, Check in/Check out, Mentor/Mentee program, Referral to services

LEVEL II - PBIS BEHAVIOR RESPONSES

Level II offenses are intermediate acts of misconduct that are more serious or disruptive examples of the offenses in Level I. Level II also includes repeated acts of misconduct from level I and acts directed against people or property that do not seriously endanger the health or safety of others. *All disciplinary actions are subject to administrative discretion.*

Infraction Level II	Administrator Managed	Consequences
Attendance Policy Violation/Tuancy	Violation of the state attendance laws or school district policy regarding to compulsory attendance.	-Mandatory parental contact
Bullying/Harassment (1 st Offense)	Aggressive, intimidating or threatening behavior that is directed toward another person on or off school property if it adversely impacts the educational environment. This includes but is not limited to name calling with profanity, purposeful exclusion, slander, cyber-bullying and verbal cruelty. Any derogatory term such as gay, faggot, retard, etc. will result in an office issued detention for the first offense. It may include ISS or OSS depending on the severity of the term.	-Mandatory parent contact -Behavior contract May include detention, in/out of school suspension, and possible police contact *PBIS Supports
Destruction of Property/Vandalism (under \$100)	The willful or malicious destruction of school property or others.	-Mandatory parent contact May include detention, in/out of school suspension, and possible police contact *PBIS Supports
Dress Code (2 nd offense)	Non-conformity to established dress code.	-Mandatory parent contact & lunch detention issued
Failure to Report to Teacher-Assigned Detention	Failure to report to assigned detention.	-Teacher contact followed with admin. contact. May include in-school suspension.
Electronic Devices (2 nd Offense)	Student use of communication or entertainment electronic devices is prohibited during instructional time. Administrative approval would be the only exception to this.	-Item confiscated and turned in to the office. District procedure followed.
Inciting Disruptions and/or Intimidations or Threats	Disruptions to the learning environment by repeating antagonistic comments or perpetuating conflict. Verbal or physical threat to do harm to another person.	-Teacher contact followed with admin. contact. May include detention, in/out of school suspension, and possible police contact.
Insubordination (3 rd or 4 th offense)	Refusal or failure to comply with a direction in a school setting that minimally disrupts.	-Mandatory parent contact Lunch or after school detention issued
Minor Disrespect (3 rd or 4 th offense)	Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond acceptable student behavior; i.e. teasing, name calling, rumors, gossip, and purposely embarrassing another person.	-Mandatory parent contact Lunch or after school detention issued
Profane or Obscene Language/Materials (2 st offense)	The use of either oral or written language, electronic messages, computers, gestures, objects or pictures which are disrespectful and disrupt the school environment. Severity of the offense could move this to a Level III right away.	-Mandatory parent contact Lunch or after school detention issued
Tardiness (4 th -6 th offense)	Unexcused late arrival to class.	-Parent contact and Lunch detention issued
Other	Any other minor act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, co-curricular, or approved transportation.	-Teacher, Coach, Administrator interventions.

Possible Consequences:

-Parental contact, -Lunch or after school detention, -In-school suspension, -Possible Police contact, -Out-of-school suspension (1-3 days) with parent/student re-admit meeting (Suspensions issued by administration)

Positive Behavior Supports may include:

-Counseling, -Peer Mediation, -Return of property or restitution, -SAP, -Behavior plan/contract

LEVEL III - PBIS BEHAVIOR RESPONSES

Level III offenses are major acts of misconduct. They include repeated misconduct acts from Level II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct. *All disciplinary actions are subject to administrative discretion.*

Level III Infraction	Administrator Managed	Consequences
Attendance Policy Violation Tardy/Truancy	Violation of the state attendance laws or school district policy regarding the compulsory attendance.	-Mandatory parent contact & district policy for truancy followed
Destruction of Property/Vandalism (over \$100)	The willful or malicious destruction of school property or others.	-Mandatory parent contact and in/out of school suspension issued and possible police contact.
Bullying & Harassment (2 nd offense)	The willful or malicious destruction of school property or others.	-Mandatory parent meeting with in/out of school suspension issued and police contacted. A re-admit meeting will be arranged with a behavior contract set up.
Fighting	Aggressive, intimidating or threatening behavior that is directed toward another person on or off school property if it adversely impacts the educational environment. This includes but is not limited to name calling with profanity, purposeful exclusion, slander, cyber-bullying and verbal cruelty.	-Mandatory parent meeting and out of school suspension issued depending on the severity. A re-admit meeting will be arranged, and possible police contact.
Disorderly Conduct	Any major act of misconduct which seriously disrupts the orderly operation of the school program.	-Mandatory parent meeting and out of school suspension depending on the severity. A re-admit meeting will be arranged, and possible police contact.
“F” Word or Finger Gesture	Extremely vulgar, inappropriate language/hand gesture.	-Mandatory parent contact and one day of ins-school suspension. Subsequent offenses will result in OSS.
Gross Insubordination or Repeated Defiance	Willful refusal to comply with authority: exhibiting contempt or open resistance to a direct order or repeated verbal or non-verbal refusal to comply with school rules or directions from staff.	-Mandatory parent meeting and out of school suspension issued depending on the severity. A re-admit meeting will be arranged and possible police contact.
Profane or Obscene Language/Materials (3 rd offense)	The use of either oral or written language, electronic messages, computers, gestures, objects or pictures which are disrespectful and disrupt the school environment. Severity of the offense could move this to a Level IV right away.	-Mandatory parent meeting and out of school suspension issued depending on the severity. A re-admit meeting will be arranged, and possible police contact.
Dress Code 3 rd offense)	Non-conformity to established dress code	-Parent Contact -After School Detention issued
Other	Any other act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, co-curricular, or approved transportation.	-Teacher, Coach, Administrator interventions.

Possible Consequences:

-Mandatory parental contact, –After school detention, –In-school suspension (1-5 days), –Possible Police contact, –Out-of-school suspension (1-5 days) with parent/student re-admit meeting (Suspensions issued by administration), Temporary or permanent removal from participation in extracurricular program or activity

Positive Behavior Supports may include:

-Counseling, -Peer Mediation, -Return of property or restitution, -SAP, -Behavior plan/contract

LEVEL IV - PBIS BEHAVIOR RESPONSES

Level IV offenses are the most serious acts of misconduct. Any Level IV offense is grounds for expulsion and may begin with a 5-day out-of-school suspension with consideration for a recommendation for expulsion. *All disciplinary actions are subject to administrative discretion.*

If a student commits an offense or offenses that are serious enough to warrant expulsion, parents/guardians will be referred to the School Board student expulsion procedures. Expulsion from school means being removed from school for a period of time, possibly until the age of 21. Rights and privileges of attending class and other school functions are removed by School Board action.

Level IV Infraction	Administrator Managed	Consequences
Truancy	Violation of the state attendance laws or school district policy regarding to compulsory attendance.	-Mandatory parent meeting after 7 th unexcused absence. Truancy filed after 10 th unexcused absence.
Bullying (3rd Offense)	Aggressive, intimidating or threatening behavior that is directed toward another person on or off school property if it adversely impacts the educational environment. This includes but is not limited to name calling with profanity, purposeful exclusion, slander, cyber-bullying and verbal cruelty.	-Mandatory parent contact and a 5-day OSS, re-admit meeting, -Behavior contract and police contact *Subsequent offense results in expulsion proceedings.
Drugs/Alcohol	Students are prohibited from the use, possession or consumption of any drugs or paraphernalia. This includes prescription drugs not prescribed to the possessor or user.	-Mandatory parent contact and a 5-day OSS, re-admit meeting, and police contact.
Arson (Mandatory referral to police)	Students may not intentionally or attempt to damage any school or personal property by fire or incendiary device. All fireworks and matches are included in this category.	-Mandatory parent contact and a 5-day OSS, re-admit meeting, and police contact.
Bomb Threats	Any communication which has the threat of threatening an explosion to do malicious, destructive, or bodily harm to school system property at a school function or co-curricular activity.	-Mandatory parent contact and a 5-day OSS, re-admit meeting, and police contact.
False Fire Alarms	The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire alarm.	-Mandatory parent contact and a 5-day OSS, re-admit meeting, and police contact.
Firearms/Weapons	The possession, use, or control of any firearm loaded or unloaded but not limited to zip, pistol, revolver, rifle, shut gun, and/or destructive devices.	-Mandatory parent contact and a 5-day OSS, re-admit meeting, and police contact.
Repeated Misconduct of a more serious nature	Repeated misconduct which tends to substantially disrupt the orderly conduct of a school, function, or co-curricular program or activity.	-Mandatory parent contact and a 5-day OSS, re-admit meeting, and police contact.
Sexual Offenses	Any willful and/or deliberate act, behavior, or conduct intended to instill fear/humiliation in another person and or result in sexual gratification	-Mandatory parent contact and a 5-day OSS, re-admit meeting, and police contact.
Other	Any other intentional act which significantly harms or poses a threat of serious harm to oneself or another person which is clearly beyond the bounds of acceptable student conduct.	-Mandatory parent contact and a 5-day OSS, re-admit meeting, and police contact.

Possible Consequences

-Mandatory Parental contact, -Mandatory police contact, -Out-of-school suspension (5-10 days),- Referral to alternative program/school, -Referral to appropriate agency for substance abuse, and possible expulsion (Suspension issued by administration)

Book	Policy Manual
Section	5000 Students
Title	DRUG PREVENTION
Code	po5530
Status	Active
Legal	118.01(2)(d), Wis. Stats. 118.24(2)(f), Wis. Stats. 118.257, Wis. Stats. 125.09(2), Wis. Stats. Drug-Free Schools and Communities Act of 1986 as amended 20 U.S.C. 3171 et seq. 20 U.S.C. 3224A
Adopted	March 16, 2020

5530 - **DRUG PREVENTION**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

The District Administrator shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools, including education, prevention and standards of conduct. Education shall be intended to develop awareness of: drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of alcohol and controlled substances, including prescription drugs; and the relationship between youth suicide and the use of alcohol and controlled substances, including prescription drugs.

STUDENT ALCOHOL AND OTHER DRUG USE

Possession or use of alcohol, possession or use of illegal drugs, misuse of prescription and/or over the counter drug medications is not permitted at any school functions or on school property at any time for any reason. Students are also prohibited from attending school and/or any school functions under the influence of alcohol, illegal drugs and/or non-prescribed medications.

Any violation of this policy will result in the notification of the parents and law enforcement and will result in a code violation when the student is involved in athletic/extracurricular activities.

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Book	Policy Manual
Section	5000 Students
Title	USE OF DRUG TESTING FOR HIGH SCHOOL STUDENT PARTICIPANTS IN CO/EXTRACURRICULAR ACTIVITIES
Code	po5530.01
Status	Active
Adopted	March 16, 2020

5530.01 - **USE OF DRUG TESTING FOR HIGH SCHOOL STUDENT PARTICIPANTS IN CO/EXTRACURRICULAR ACTIVITIES**

The Deerfield Board has a strong and long-standing commitment to discouraging and preventing the use of illegal drugs and alcohol among its student population. The Board recognizes that the problem of illegal drug and alcohol abuse presents a continuing challenge in its schools, and a clear danger to the student population. Students, by virtue of their voluntary decision to pursue co/extracurricular opportunities, and because of their position as leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free. Consistent with these principles, and in accordance with the guidance of the United States Supreme Court, it is the policy of the Deerfield Board to "prevent students from using drugs, to protect their health and safety, and to provide drug users with assistance programs." See *Vernonia School Dist. 47J v. Acton*, 115 S.Ct. 2386 (1995). Accordingly, the Board directs the District Administrator to implement and conduct a program of random drug testing of student "participants" meaning those involved in co/extracurricular activities.

Guidelines for random drug testing of student "participants" will be set in a procedure guideline developed by the District Administrator or designee. This policy and Procedures shall be overseen and implemented by the District Administrator or designee.

Book	Policy Manual
Section	5000 Students
Title	STUDENT HAZING
Code	po5516
Status	Active
Legal	<p>118.13, Wis. Stats.</p> <p>120.13, Wis. Stats</p> <p>948.51, Wis. Stats</p> <p>P.I. 9, Wis. Admin. Code</p> <p>P.I. 41, Wis. Admin. Code</p> <p>Fourteenth Amendment, U.S. Constitution</p> <p>20 U.S.C. 1415</p> <p>20 U.S.C. 1681 et seq., Title IX of Education Amendments Act</p> <p>20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974</p> <p>29 U.S.C. 794, Rehabilitation Act of 1973</p> <p>42 U.S.C. 1983</p> <p>42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990</p> <p>42 U.S.C. 2000 et seq., Civil Rights Act of 1964</p> <p>42 U.S.C. 2000d et seq.</p> <p>34 C.F.R. Sec. 300.600-300.662</p> <p>Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979</p>
Adopted	March 16, 2020

5516 - **STUDENT HAZING**

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

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

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

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

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

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Book	Policy Manual
Section	5000 Students
Title	IN-SCHOOL DISCIPLINE
Code	po5610.02
Status	Active
Legal	120.13(1), Wis. Stats.
Adopted	March 16, 2020

5610.02 - **IN-SCHOOL DISCIPLINE**

It is the purpose of this policy to provide an alternative to out-of-school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board to support such a program.

In-school discipline will only be offered at the discretion of the Building Principal for offenses found in the Student Code of Conduct.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. No student shall be refused transportation services until the parent has been notified and other suitable transportation arrangements have been made. Notification to the parent is the responsibility of District personnel and should be made prior to the departure of school buses. If a parent cannot be contacted, the child should be detained on another day.

Book	Policy Manual
Section	5000 Students
Title	PERSONAL COMMUNICATION DEVICES
Code	po5136
Status	Active
Adopted	March 16, 2020

5136 - **PERSONAL COMMUNICATION DEVICES**

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Building Principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and/or a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and Building Principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Building Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the Building Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

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Book	Policy Manual
Section	5000 Students
Title	SEARCH AND SEIZURE
Code	po5771
Status	Active
Legal	118.32, Wis. Stats. 118.325 Wis. Stats. 948.50, Wis. Stats. Wisconsin Const. Art. 1 Section 11 U.S. Constitution, 4th Amendment
Adopted	March 16, 2020

5771 - **SEARCH AND SEIZURE**

The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the School Principals to provide students with written notice of this policy at least annually.

The Board directs that the searches may be conducted by the District Administrator and Building Principals.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school

rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator may proceed with the search. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search.

Provided there is reasonable suspicion pursuant to the above paragraphs, the principal may conduct the search. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the custody and control, of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

Book	Policy Manual
Section	5000 Students
Title	DRESS AND GROOMING
Code	po5511
Status	Active
Legal	120.13(1), Wis. Stats.
Adopted	March 16, 2020

5511 - **DRESS AND GROOMING**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The District Administrator shall:

- A. designate the principal as the arbiter of student dress and grooming in his/her building.
- B. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Students who violate the foregoing rules may not be admitted to class and may be suspended from school.

If the clothing cannot be removed, the student may be sent home after contact is made with the student's parent/guardian.

Book	Policy Manual
Section	5000 Students
Title	DUE PROCESS RIGHTS
Code	po5611
Status	Active
Adopted	March 16, 2020

5611 - **DUE PROCESS RIGHTS**

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the District Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefor, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

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Book	Policy Manual
Section	5000 Students
Title	SUSPENSION AND EXPULSION
Code	po5610
Status	Active
Legal	119.25, Wis. Stats. 120.13, Wis. Stats. 18 U.S.C. 921(a)(3) 20 U.S.C. 7151 42 U.S.C. 11431 et seq.
Adopted	March 16, 2020

5610 - **SUSPENSION AND EXPULSION**

The Board recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or Board member of the District in which the student is enrolled.

The District Administrator, the principal, or a teacher designated by the District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the Building Principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to the expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above- stated firearms policy; the name of the school; the number of students

expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the Building Principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist the administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

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Book	Policy Manual
Section	5000 Students
Title	USE OF TOBACCO BY STUDENTS
Code	po5512
Status	Active
Legal	120.12(20), Wis. Stats. 254.92, Wis. Stats. 20 U.S.C. 6081 et seq.
Adopted	March 16, 2020

5512 - **USE OF TOBACCO AND NICOTINE BY STUDENTS**

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute or simulated forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. This policy also prohibits the use of other products containing nicotine, including but not limited to nicotine patches and nicotine gum except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication. Accordingly, the Board prohibits students from using or possessing tobacco or nicotine in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

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Book	Policy Manual
Section	5000 Students
Title	WEAPONS
Code	po5772
Status	Active
Legal	120.13(1), Wis. Stats. 943.13, Wis. Stats. 948.605, Wis. Stats. 948.61, Wis. Stats 18 U.S.C. 921(a)(3) 18 U.S.C. 922 20 U.S.C. 7151
Adopted	March 16, 2020

5772 - **WEAPONS**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

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

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;

- B. items pre-approved by a principal or the District Administrator as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. theatrical props used in appropriate settings; and
- D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

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