

DODGEVILLE MIDDLE SCHOOL



STUDENT / PARENT HANDBOOK 2023 - 2024

951 W. Chapel Street
Dodgeville, WI 53533
608-935-3307 option 3
Fax 608-935-9643

www.dodgevilleschools.org

DMS Mission: Our mission at DMS is to prepare children for their future by providing opportunities for all students to learn and grow socially, emotionally, and academically in a safe environment.

The Dodgeville Middle School does not discriminate in its practices and programs in accordance with state and federal law.

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Welcome to Dodgeville Middle School from Toby Tripalin, DMS Principal

It is my pleasure to welcome all students and families to an exciting new school year at Dodgeville Middle School. As professionals in this building we are excited to support you in your academic growth, personal development, and expose you to a world of infinite possibilities. We are excited to learn about what you are passionate about and create an atmosphere where we help you build the skills and dispositions it takes to realize the goals that you set for yourselves. Through exposure to new clubs, sports, lessons, and new friends we know that you can evolve toward becoming the best version of yourself.

Every day is an opportunity to get the most out of the possibilities that are around you and the endless learning that can take place. We are committed as a staff to be lifelong learners so we can deliver that highest quality education possible and partner with students, families, and the community to build a supportive network where we focus on developing our youth to be rock solid community members. As young scholars you have the ability to create a pathway for a successful career through your hard work and determination, traits that we are committed to support and build. At Dodgeville Middle School we don't take a single day for granted and failure is never an option for students and staff. We are all human and won't always make the right decisions, but as a supportive and collaborative community we will collectively problem solve to ensure that you continue to develop in the years you spend in middle school.

Not only are we concerned with your academic success but we always keep in mind our scholars' social and emotional well being. All students will be involved in lessons and activities that will help them navigate responsible decision making, social awareness, online safety, relationships, and numerous other topics which take into consideration the whole child and the needs we attend to as scholars, teachers, and a community. Through our C.A.R.E.S. agreements we will model, teach, and learn together and expect every student to be

Conscientious
Appropriate
Resourceful
Empathetic
Safe

I couldn't be more excited to serve the Dodgeville community and the amazing scholars that walk in the halls in our building every day! Start Here...Go Anywhere!

DODGEVILLE SCHOOL DISTRICT

2023-24

School Calendar

SPECIAL DATES

- September 4 - Labor Day - No School
- September 5 - First Day of School
- September 11 - No School - Professional Development Day
- October 9 - No School - Professional Development Day
- November 3 - End of Term 1 - Dismissal at 12:00 p.m.
- November 13 - No School - Professional Development Day
- November 22-24 - Thanksgiving Recess
- December 11 - No School - Professional Development Day
- December 22-January 1 - Winter Recess
- January 2 - Classes Resume
- January 8 - No School - Professional Development Day
- January 18 - End of Term 2/First Semester
- January 19 - No School - Professional Development Day
- February 12 - No School - Professional Development Day
- March 11 - No School - Professional Development Day
- March 20 - End of Term 3 - Dismissal at 12:00 p.m.
- March 29-April 5 - Spring Break
- April 8 - No School - Professional Development Day
- May 13 - No School - Professional Development Day
- May 27 - Memorial Day - No School
- June 5 - Last Day of School - Dismissal at 12:00 p.m.

SUMMARY OF QUARTERS

- Quarter 1 - September 5 - November 3
- Quarter 2 - November 6 - January 18
- Quarter 3 - January 19 - March 20
- Quarter 4 - March 21 - June 5

START TIME

- 7:45 a.m. - Alert Bell
- 7:55 a.m. - Instruction Begins

STUDENT DISMISSAL

- 3:18 p.m.

TIMES

- Breakfast is served from 7:30-7:55 a.m.
- Snack purchases can be made from 7:15-7:45 a.m.
- Students arriving between 7:15 a.m. and 7:30 a.m. will be permitted to enter the cafeteria only. Adult supervision will be provided (7:15-7:30 a.m.).

DODGEVILLE MIDDLE SCHOOL STAFF

Mr. Greg Alleman.....Math Interventionist
 Ms. Ainsley Anderson.....8th Grade U.S History
 Ms. Karla Baker.....Lunch Worker
 Ms. Carol Bell.....District Substitute
 Ms. Mary Jo Benish.....7th Grade Science
 Ms. Tamra Bickel.....6th, 7th & 8th Grade Choir and 5th & 6th Grade General Music
 Ms. Sarah Blabaum.....6th Grade Resource Teacher
 Mr. Josh Busch.....Paraprofessional
 Mr. Matthew Butteris.....Information Technology Specialist
 Ms. Greta Byers.....5th Grade
 Ms. Michelle Crubaugh.....Paraprofessional
 Ms. Jennifer Day-Nelson.....6th, 7th, & 8th Grade Phy Ed and Health
 Ms. Keeley Denton.....5th, 6th, 7th & 8th Grade Band and Orchestra
 Ms. Wendy Dueling.....5th, 6th, 7th, & 8th Grade Art
 Ms. Sandra Fenoglia.....ELL/Bilingual
 Mr. T.A. Fink.....5th Grade
 Ms. Kathy Fitzsimmons.....Paraprofessional
 Ms. Angie Forbes.....Custodian
 Ms. Jill Fuerstenberg.....6th Grade Language Arts
 Ms. Jacque Goetzke.....Director of Instruction and Student Learning
 Mr. Eric Garde.....Paraprofessional
 Mr. John Gralapp.....6th Grade World History
 Ms. Rhonda Guentz.....Kitchen/Server
 Mr. Joe Hanson.....District Substitute
 Mr. Hayden Hardyman.....6th Grade Science
 Ms. Kathryn Heimerl.....7th Grade Resource Teacher
 Ms. Denise Hottmann.....7th Grade Language Arts
 Ms. Katie Ihm.....Administrative Assistant
 Ms. Justinn Jenkins.....School Counselor
 Ms. Hailey Kitelinger.....7th Grade Geography
 Ms. Deanna Konop.....8th Grade Algebra & Math
 Ms. Amanda Leonard.....7th Grade Math
 Ms. Wendy Marr-Smith.....Speech and Language Therapist
 Mr. Joey Martin.....District Athletic Director
 Ms. Jane Masters.....Paraprofessional
 Mr. Matt McGraw.....5th Grade Phy Ed
 Ms. Mallory McGuire.....5th Grade Resource
 Ms. Barb Mellum.....Administrative Assistant
 Mr. Dan Merwin.....District Substitute
 Ms. Megan Meyer.....School Psychologist
 Ms. Kylie Money Penny.....Reading Interventionist
 Ms. Katelyn Nichols.....District School Nurse
 Ms. Inger Novak.....5th Grade
 Mr. Joslyn Olson.....6th Grade Math

Mr. Joe Pepper.....Police Liaison Officer
Ms. Jillian Philipps.....Occupational Therapist
Mr. Patrick Pittz.....Custodian
Ms. Kim Reeson.....8th Grade Language Arts
Mr. Tristan Robbins.....Computers & 8th Grade Careers
Ms. Jacqueline Rolli.....5th, 6th, 7th & 8th Grade Spanish
Ms. Erin Spadafore.....Director of Student Services and Special Education
Ms. Lisa Spady.....Librarian/Media Specialist
Ms. Beth Stopper.....8th Grade Resource Teacher
Ms. Candi Syvrud.....LMC Paraprofessional
Ms. Michelle Thier.....Reading Specialist
Ms. Hannah Tilley.....8th Grade Science
Mr. Kyle Trevorrows.....6th, 7th, & 8th Grade Phy Ed and Health
Mr. Toby Tripalin.....Principal
Ms. Jordin Tyler.....5th Grade
Ms. Brooke Wackerlin.....5th, 6th, 7th, & 8th Grade STEAM/STEM
Ms. Allison Woodward.....Paraprofessional
Mr. John Zauner.....Custodian
TBA.....Paraprofessional

**DODGEVILLE SCHOOL DISTRICT
BOARD OF EDUCATION**

You can contact board members by email at: schoolboard@draschools.org

The Board of Education consists of seven members. The School District is divided into three designated areas for purposes of representation: 1 from West of Hwy. #23; 1 from East of Hwy. #23 and 2 from the City of Dodgeville. In addition, three members are designated as At-Large representatives.

All terms on the Board of Education are three years, unless a member of the Board is completing the term of a Board Member who resigned.

All of the residents in the Dodgeville School District are encouraged to engage in the educational process. All meetings are held in public, and an opportunity is granted to the public to speak on agenda topics. Board meetings are scheduled for the 3rd Monday of the month at 6:30 p.m. Public is welcome to attend.

MEMBERS

Mike Humke - President
Randell Thompson - Vice President
Carrie Schroeder - Clerk
Tom McGraw - Treasurer

Robin Engel - Member
Mike Knoedler - Member
Jessica Wiczorek - Member

DMS C.A.R.E.S

Students are without a doubt, the top priority of the staff at Dodgeville Middle School. We are here to provide the best education possible. A responsibility that we consider fundamental is helping students attain valuable life skills.

Students are taught that DMS C.A.R.E.S. This is a set of behavior expectations for all areas of the school - classrooms, hallways, cafeteria, restrooms - from all students and staff. Students are taught these expectations and there are frequent lessons to reinforce these skills. This helps everyone focus on learning and it improves the climate and culture in our school.

Our DMS Agreements:

- ❖ Conscientious in our work
- ❖ Appropriate in our actions
- ❖ Resourceful in our learning
- ❖ Empathetic to everyone
- ❖ Safe at all times

DMS Course Listing

<p>5th Grade Course Listings Language Arts Math Science Social Studies Physical Education WIN Advisory</p>	<p>Exploratory Art Food Science Guidance Library Music Spanish Electives: Band / Choir / Orchestra</p>
<p>6th Grade Course Listings Language Arts Math Science World History Physical Education & Health WIN Advisory</p>	<p>Required 9 Weeks Each Art General Music Spanish Cultures STEAM Electives: Band / Choir / Orchestra</p>
<p>7th Grade Course Listings Geography Language Arts Math Science Physical Education & Health WIN Advisory</p>	<p>Required 9 Weeks Art Computers Intro to Ag World Cultures Electives: Band / Choir / Orchestra</p>
<p>8th Grade Course Listings Language Arts Math Science U.S. History Physical Education & Health WIN Advisory</p>	<p>Required 9 Weeks Art Computers Engineering Humanities Spanish 1 (semester, MUST have taken Spanish last year) World Cultures Electives: Band / Choir / Orchestra</p>

2023 - 24 Regular Schedule

1st Semester

Hour	5th Grade	6th Grade	7th Grade	8th Grade
1	7:55 - 8:10 Advisory 15 min	7:55 - 8:10 Advisory 15 min	7:55 - 8:10 Advisory 15 min	7:55 - 8:10 Advisory 15 min
2	8:13 - 8:54 WIN Band/Choir 41 min	8:13 - 9:13 Language Arts, Math, Science, World History 60 min	8:13 - 8:54 PE/Health, Art, Computers, Intro to Ag, World Cultures 41 min	8:13 - 9:13 Language Arts, Math, US History, Science 60 min
3	8:57 - 10:27 Language Arts, Math 90 min	9:16 - 10:16 Language Arts, Math, Science, World History 60 min.	8:57 - 9:38 PE/Health, Art, Computers, Intro to Ag, World Cultures 41 min	9:16 - 10:16 Language Arts, Math, US History, Science 60 min
4	10:30 - 11:00 Social Studies, Science 30 min	10:19 - 11:19 Language Arts, Math, Science, World History 60 min	9:41 - 10:41 Language Arts, Math, Geography, Science 60 min	10:19 - 11:00 PE/Health, Art, Engineering Spanish 41 min
5	11:02- 11:42 Lunch/Recess 40 min	11:21 - 12:01 Recess/Lunch 40 min	10:44 - 11:44 Language Arts, Math, Geography, Science 60 min	11:03 - 11:44 PE/Health, Art, Engineering Spanish 41 min
6	11:45 - 1:15 Language Arts, Math 90 min	12:04 - 12:45 PE, Art, Spanish, World Cultures, STEAM 41 min	11:47 - 12:28 WIN 7th WIN Time Band/Choir 41 min	11:47 - 12:28 WIN Band/Choir 41 min
7	1:18 - 1:48 Social Studies, Science 30 min	12:48 - 1:29 PE, Art, General Music, Spanish, World Cultures, STEAM 41 min	12:30 - 1:10 Lunch/Recess 40 min	12:30 - 1:10 Recess/Lunch 40 min
8	1:51 - 2:32 41 min Art, Guidance, Library, PE, Food Science, Spanish 41 min	1:32 - 2:13 WIN Band/Choir 41 min	1:13 - 2:13 Language Arts, Math, Geography, Science 60 min	1:13 - 2:13 Language Arts, Math, US History, Science 60 min
9	2:35 - 3:16 Guidance, Library, Music, PE, Food Science, Spanish 41 min	2:16 - 3:16 Language Arts, Math, Science, World History 60 min	2:16 - 3:16 Language Arts, Math, Geography, Science 60 min	2:16 - 3:16 Language Arts, Math, US History, Science 60 min

2023 - 24 Regular Schedule

2nd Semester

Hour	5th Grade	6th Grade	7th Grade	8th Grade
1	7:55 - 8:10 Advisory 15 min	7:55 - 8:10 Advisory 15 min	7:55 - 8:10 Advisory 15 min	7:55 - 8:10 Advisory 15 min
2	8:13 - 8:54 WIN (Band/Choir) 41 min	8:13 - 9:13 Language Arts, Math, Science, World History 60 min.	8:13 - 9:13 Language Arts, Math, Geography, Science 60 min	8:13 - 8:54 PE/Health, Art, Computers, Engineering, World Cultures 41 min.
3	8:57 - 10:27 Language Arts, Math 90 min	9:16 - 10:16 Language Arts, Math, Science, World History 60 min.	9:16 - 10:16 Language Arts, Math, Geography, Science 60 min	8:57 - 9:38 PE/Health, Art, Computers, Engineering, World Cultures 41 min.
4	10:30 - 11:00 Social Studies, Science 30 min	10:19 - 11:19 Language Arts, Math, Science, World History 60 min.	10:19 - 11:00 PE/Health, Art, Intro to Ag, Spanish 41 min	9:41 - 10:41 Language Arts, Math, US History, Science 60 min
5	11:02- 11:42 Lunch/Recess 40 min	11:21 - 12:01 Recess/Lunch 40 min	11:03 - 11:44 PE/Health, Art, Intro to Ag, Spanish 41 min	10:44 - 11:44 Language Arts, Math, US History, Science 60 min
6	11:45 - 1:15 Language Arts, Math 90 min	12:04 - 12:45 PE/Health, Art, Spanish/World Cultures, STEAM 41 min	11:47 - 12:28 WIN (Band/Choir) 41 min	11:47 - 12:28 WIN (Band/Choir) 41 min
7	1:18 - 1:48 Social Studies, Science 30 min	12:48 - 1:29 PE/Health, Art, General Music, Spanish, World Cultures, STEAM 41 min	12:30 - 1:10 Recess/Lunch 40 min	12:30 - 1:10 Lunch/Recess 40 min
8	1:51 - 2:32 Art, Guidance, Library, PE, Food Science, Spanish 41 min	1:32 - 2:13 WIN (Band/Choir) 41 min	1:13 - 2:13 Language Arts, Math, Geography, Science 60 min	1:13 - 2:13 Language Arts, Math, US History, Science 60 min
9	2:35 - 3:16 Guidance, Library, Music, PE, Food Science, Spanish 41 min.	2:16 - 3:16 Language Arts, Math, Science, World History 60 min.	2:16 - 3:16 Language Arts, Math, Geography, Science 60 min	2:16 - 3:16 Language Arts, Math, US History, Science 60 min

GENERAL INFORMATION

SCHOOL DAY

7:55 a.m. - 3:18 p.m.

SCHOOL ATTENDANCE

Students should be present on the days that school is in session. Students late for school (after 7:55 a.m.) should report directly to the office to receive a pass to admit to class. If a student is going to be late, a parent/guardian should call the school office or send a signed note. Repeated tardiness will result in truancy issues. See Truancy policy JEDA.

LEAVING DURING THE DAY

Students are allowed to leave school with parent permission. Bring a signed note from a parent/guardian to the office before the start of school to receive a slip to show a teacher. When leaving school a student should report to the office and check out. When returning to school during the day a student should report to the office to get a pass and **bring a note from the appointment in order to have that absence exempt.**

SCHOOL DELAYED OR CANCELED

Listen to any of the following radio stations: WDMP, WTOQ, KLYV, KATF 9219, WOLZ, WTSO/WZEE, WHIT/Q106, WTDY/MAGIC 98 OR WGLR/WAXL; or watch Channels 3, 15, or 27. Many radio and television stations offer text alerts options that you can sign up for. School closings will also be posted on the school district website and sent out through Infinite Campus message center

BUSES

Bus safety is an important part of our school program and students are expected to treat drivers and other passengers with respect, please see policy Student Conduct on School Buses EPS Code: JFCC.

Buses will pick students up in front of the building. They will leave at approximately 3:25 p.m. Students should wait on the sidewalks. If you have any questions regarding busing contact Warco Bus Company at 608-930-1151.

LOCKERS

The school provides lockers for use by students. These lockers are the property of the Dodgeville School District and are subject to the rules of the school. Periodic inspections for cleanliness, missing school property, and vandalism may be conducted. Special searches may also be made (Searches & Seizures Policy JFGA). Students should use only the locker that has been assigned to them. Students should use good judgment when keeping items of great value in the locker and keep lockers locked at all times. The school is not liable for losses. Report any problems with lockers that are not working properly to the office.

PERSONAL PROPERTY

Students should not bring items to school that are not directly related to their work of being a student. The school is not responsible for the loss of valuables, so all equipment, books, and other school items should be marked with the student's name.. If it is necessary to bring a valuable item for a special class activity, students should leave it in the office. Report any losses immediately to a teacher and/or office. A "lost and found" area is maintained.

TELEPHONE USE

Students are encouraged to use the office phone before or after school or at lunch. If a student needs to use a phone during the day, they will use the office phone.

FLOWERS, BALLOONS, OR OTHER DELIVERED GIFTS

Flowers, balloons, or other gifts delivered to school will be kept in the office. Students will be made aware of the delivery and may pick them up at the end of the day. **Due to potential allergies please do not send latex balloons.**

BREAKFAST, SNACK and LUNCH PROGRAM

Our school district provides breakfast, snack and a hot lunch program. Breakfast cost is \$2.05/day and is served from 7:00 - 7:45 a.m. Snacks cost is .50 and may be purchased from 7:15 - 7:45 a.m. for break at 9:40 a.m. Lunch cost is \$3.15/day. Students may select the main entree, salad bar, or peanut butter and jelly. Microwaves are also available to students during

lunch shifts. Reduced prices are available for families who complete the necessary forms and qualify. Lunch or breakfast monies should be deposited at the office before the start of the school day or see below regarding online payments. Parents with questions about food service or needing information about free/reduced meals should contact **Chris Lindner, Food Service Director at 935-3307 ext. 4070.**

PAYING SCHOOL FEES and FOOD SERVICE MONEY ONLINE

For convenience, families may pay fees and lunch money online. Parents/Guardians use their Infinite Campus Parent Portal login to pay online with VISA, MasterCard, Discover credit or debit cards. Please Note: A service fee may be applied at checkout. Click on For Parents button, then Online Payment button on the Dodgeville School District homepage at <http://www.dodgevilleschools.org>

FORGOT LUNCH MONEY?

Come to the office before school starts. If the family account balance exceeds negative \$40.00, students will not be able to charge on their accounts. All further purchases will be on a “cash on account” basis, until the account is paid in full. Students are not permitted to charge ala carte items at any time.

WATER BOTTLE USAGE PROCEDURE

The staff and students of Dodgeville Middle School believe that drinking water is an important part of being a successful student. There are many benefits to the consumption of water particularly with activating brain cells for learning!

In order for a student to use a water bottle in school they must adhere to the following guidelines:

- Mark their water bottles
- Be appropriate when using fountains and water bottles.
- Only use in designated areas.
- Refill before school, during lunch, passing times, after school, or at a teacher’s discretion.

ELECTRONIC DEVICES - (CELL PHONES, IPODS, ETC...)

Following the 7:50 a.m. bell, all cell phones and personal electronic devices are to be turned off and placed in students’ lockers until the end of day. Electronic devices may be used on special occasions as announced.

Should a student violate this expectation, the following consequences will be enacted:

- **First offense:** The cell phone/electronic device will be confiscated and turned into the office to be returned to the student at the end of the school day, 3:18 p.m.
- **Second offense:** The cell phone/electronic device will be confiscated and turned into the office. A parent/guardian may pick the cell phone/electronic device up from the principal at the end of the school day, 3:18 p.m. The parents, principal, and student will develop a plan to help the student make better choices in regards to his/her cell phone/electronic devices.
- **Third offense:** The cell phone/electronic device will be confiscated and turned into the office. The student will be asked to turn in his/her cell phone/electronic device to the office upon entering the building **each** day; the principal will then hold onto the item until the end of the school day, 3:18 p.m.

The alternative to this option, used in the event that the student refuses to comply with the above consequences: **the student** loses his/her cell phone/electronic device for the rest of the school year **or** parent/guardian keep cell phone/electronic device at home.

Chromebook 1:1 - Student Information and Procedures Agreement

Updated: February 18, 2021

Introduction

The Dodgeville School District is proud to be able to offer the students in the district full access to technology both at school and at home for educational purposes through our 1:1 Chromebook initiative. However, with this right to use the Chromebook comes with certain responsibilities for our students. The Chromebook device is property of the Dodgeville School District. Its function will be to provide each student access to required educational materials needed for them to be successful during their time in the district and beyond. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites.

In using the device, our students are also committed to following the guidelines of the District’s Electronic Information & Communication Systems Use Policy (<https://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVHW5476F6AB>)

1. Receipt and Return of Your Chromebook

Chromebook Receipt

- Prior to being able to take their Chromebooks home, parents/guardians must agree within the Infinite Campus registration module to the Chromebook Agreement terms.

Chromebook Return

- Individual school Chromebooks and accessories will be reviewed and inventoried at the end of each school year / end of summer learning program, to determine any damage or need for servicing.
- Students who graduate, withdraw or terminate enrollment at Dodgeville School District must return their Chromebook by the date of termination. Pending building administrator determination, students who are suspended or expelled may also be asked to return their Chromebook.
- When returned, the Chromebook and power cable must be returned in satisfactory condition. If the Chromebook needs repairs that are not covered under accidental damage insurance (parent-purchased in grades 3-12, district-covered in grades ELP-2), an additional repair fee may be charged not exceeding the replacement cost of the Chromebook (approximately \$400.00).
- Additionally, if a student transfers out of the Dodgeville District during the school year, their Chromebook and charger need to be returned at that time.

2. Chromebook Fees and Repairs

Optional Insurance: Families of students in grades 3-12 are encouraged to purchase accidental damage protection insurance coverage for the Chromebook through the district at a very affordable annual rate (grades ELP-2 are currently covered by an accidental damage warranty). For more information, see the last pages of this document. *If you are unable to pay this amount, please contact the office of your child's school to be considered for a scholarship to cover the cost of this protection.*

- If participating in in-person instruction, please report all Chromebook problems to the school's Library Media Center. If attending virtually, please contact the district's Technology Team.
- If the device needs to be repaired or seen by a technician, a member of the Dodgeville School District Technology Team or a representative of the opt-in insurance company (if insurance was purchased by the family) will perform all repairs. **Do not take the device to a repair service outside of school.** All requested repairs will be submitted through the Technology Department, who will determine the severity of the issue and assign it to the proper repair technician. Students will be assigned a loaner device. Once the repair is complete, the original device will be returned to the student.
- Chromebook and Charger Repair Costs: For families of students in grades 3-12 who opt out of insurance coverage, the student/parent/guardian **will be responsible for the charges associated with the repair.** There will be a minimum \$50 fee for non-insured Chromebooks that need to be repaired. Building Administrators and District Technology Staff will determine if the damage was intentional/due to negligence and calculate the cost of repairs. **Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.**

3. Use, Care and Maintenance for Your Chromebook

School Use

- Students must be responsible to bring their Chromebook to all classes, with the exception of physical education, unless specifically advised not to do so by their teacher.
- **Students are responsible for keeping the Chromebook battery charged for school each day and must charge their Chromebooks at home each evening. Power cords/chargers should be kept at home.**
- If students leave their Chromebook at home, they will be allowed to contact their parent/guardian to bring it to school. If unable to contact parents, the student will have the opportunity to use a loaner Chromebook from the Library Media Center if one is available and return it at the end of the day. Repeat violations of this policy may result in disciplinary action.

- Sound should be muted on the Chromebook unless school staff indicates otherwise. Students are responsible for bringing a pair of **earbuds/headphones** (part of the required school supply list) to school. These will be used at the teacher's discretion.

At-Home Use

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important at home as it is in school, so please follow the precautions outlined below.
- Transport your Chromebook in a book bag or case..
- School-district-supplied filtering will be provided for use with the Chromebook while at home. However, parents/guardians are still encouraged to monitor students' Internet use.
- Wi-Fi Access: Students will still be able to access Google Apps for Education applications in "offline" mode, but not most other Internet-based applications.

General Precautions

- The Chromebook is school property.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks and power cable must remain free of any writing, drawing, stickers, or labels that are not the property of the Dodgeville School District. Properly-fitting Chromebook cases are allowed.
- Chromebooks should have an identifying Dodgeville School District School sticker on them at all times, and this sticker should not be removed or altered in any way. Also, removal of the device's serial number sticker may result in disciplinary action.
- **Chromebooks should not be left in an unattended area.** Unsupervised areas include but are not limited to: the school grounds and campus, the cafeteria, computer labs, locker rooms, LMC, bathrooms and hallways. Any Chromebook left in these areas is in danger of being stolen. If an unsupervised Chromebook is found, notify a staff member immediately. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.
- Do not leave the Chromebook in a vehicle for an extended period of time or overnight.

Screen Care: *The Chromebook screens can be easily damaged!* Follow these precautions:

- Only use a clean, dry, soft cloth to clean the screen. Do not use cleansers of any type.
- Screens are sensitive to damage from pressure, extreme heat and cold temperatures.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc.).
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything near the Chromebook that could put pressure on the screen.

Transporting the Chromebook

- Transport Chromebooks with care. These guidelines should be followed:
 - Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
 - Keep the Chromebook closed when in transit from one location to another.
 - Never transport your Chromebook with the power cord plugged in.
 - Never store your Chromebook in a carry case or backpack while plugged in.
 - Limit the number of items carried within a backpack or carrying case in addition to the Chromebook. Pressure to the Chromebook screen may result in damage.

Being Loaned A Chromebook

- Students who are loaned a Chromebook from the Library Media Center are subject to the following rules and conditions:
 - If a student has a Chromebook that is not working, they should bring it to the library
 - The Librarian/Aide checks out a loaner to the student.
 - An email will be sent to the IT helpdesk by the librarian/aide that has the student's chromebook, along with a description of the issue.
 - The helpdesk picks up the Chromebook from library and resolves issue
 - The helpdesk returns the Chromebook back to the library and the librarian/aide reaches out to the student to pick up the device
 - If after 3 days the student doesn't swap the Chromebook back for the original, the helpdesk is emailed asking them to disable the loaner Chromebook.

- Helpdesk disables loaner Chromebook.
- The student returns the loaner to the library where it is checked in by the librarian/aide and who gives the student back their original fixed Chromebook.
- Library checks back in the loaner Chromebook and gives the student their original fixed Chromebook.

Other Acceptable Use Guidelines

- When using the Chromebook, students must follow the guidelines as outlined in this agreement as well as the District's **Electronic Information & Communication Systems Use Policy** (<https://go.boarddocs.com/wi/dsd/Board.nsf/goto?open&id=AVHW5476F6AB>)
- Students are only allowed to log into their Chromebook using their own Dodgeville school district Google Apps for Education (draschools.org) account.
- Do not download or install apps other than those approved by the district.
- Students should never share account information with anyone.
- Deliberate attempts to circumvent the district's Internet content filters on- or off-campus are not allowed.
- **Cyberbullying will not be tolerated.**
- Inappropriate media may not be used on the device as a screensaver or background.
- Intentionally putting inappropriate language, pictures, or symbols on the device is not acceptable.

Students who do not follow the guidelines as outlined may be subject to disciplinary action, as determined by building administrators. This can include, but is not limited to, revocation of network access privileges, confiscation of student Chromebook and other school discipline procedures.

Parent/Guardian Chromebook Agreement

Parent/Guardian agrees to each statement below before your child receives a device:

- I understand that I will be responsible for any damages to the device outside of manufacturer defects-- via accidental damage insurance (purchased in grades 3-12, district-covered in grades ELP-2) or by paying directly for the cost of repairs.
- If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property. Loss or theft of the property must be reported to the school by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.
- I understand that students and parents/guardians will be responsible for covering repairs to the Chromebook outside of accidental damage protection or intentional damage to the device (e.g. vandalism, power cord damage or loss). Grades 3-12: If I have opted out of Chromebook Protection service, I understand I will be responsible for directly paying for the total costs necessary to repair the device (from approximately \$25 to \$400).
- If the replacement of a device is necessary, the district must be reimbursed for an exact manufacturer/model type of the device initially issued (approximately \$400).
- I will ensure that my child complies with the **Chromebook 1:1 Student Procedures and Information Agreement** and its guidelines as well as the District's **Electronic Information & Communication Systems Use Policy**. I understand that any failure to comply may terminate my child's rights of possession effectively immediately and the school may repossess the property. Legal title to the Chromebook is Dodgeville School District. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement.
- My child's right of use and possession regarding the property terminates no later than the last day of classes during the school year / summer learning program, unless earlier terminated by the School District or upon student withdrawal from Dodgeville School District. My failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

Dodgeville School District Chromebook Protection Service: Grades 3-12

What is the Chromebook Protection Service program?

The Chrome Care Warranty/Accidental Damage Protection Service is being offered by the Dodgeville School District. This coverage will protect you in the event that a school issued device is damaged due to drops, surges and breakage. If enrolled, this coverage starts when the payment is made and ends on the last day of summer vacation. It is highly recommended that students opt into this service.

What IS Covered? Unintentional damages such as:

- Drops, falls, and other collisions
- Electrical surge
- Damaged or broken LCD due to a drop/fall/pressure
- Accidental breakage (multiple pieces)
- Liquid spilled on or in unit

****Repair or replacement of the device is up to the discretion of the District Technology Department.****

What is NOT Covered?

- Damage caused by intentional acts, fire, theft or loss.
- Intentional damage / vandalism (user responsible)
- **Power cord damage or loss** (user responsible)
- Loss of keys from keyboard (user responsible)
- Normal wear -- (does not affect system performance) (user responsible)

How much does this protection service cost?

- **\$35 per student** to enroll in the program, payable at your child's school building.
 - **\$20 per student** on reduced lunch
 - **\$0 per student** on free lunch
- **If you are unable to pay this amount, please contact the office of your child's school to be considered for a scholarship to cover the cost of this protection.**
 - **Or, if you are willing to sponsor coverage for other students, please contact the office of your child's school.**

- If you accept, **PAYMENT MUST BE MADE AT THE TIME ACCEPTANCE**. If no payment has been made, it will be understood that you have **opted out** of damage protection. **Payment must be received by September 30th**

- If you decline the Chromebook Protection Service program, you agree to be **responsible for paying for the repairs** due to any damage to my child's Chromebook, intentional or accidental, not to exceed the cost of \$400.

LIBRARY MEDIA CENTER (LMC)

The Library Media Center is open to students each school day from 7:30 a.m. until 3:45 p.m. During the school day, the LMC is available for classes and also available for student drop-in. Books, books on tape, and Playaways may be checked out for two weeks. Magazines may be checked out for one week. Videos, DVDs, and all reference materials (encyclopedias, almanacs, etc.) may be checked out overnight. Reference materials must be returned by 7:50 a.m. the next day. Please return all borrowed materials promptly so others may use them. Charges for materials that are lost or damaged will be assessed.

When in the LMC students may use computers, scanners, and printers for classroom assignments. Students may also use the LMC for quiet study, research, and reading.

TEXTBOOKS

Textbooks are the property of the school district. Students are responsible for all textbooks during the year. Books are on loan to students and subject to the following conditions:

1. Textbooks will be used only by the student to whom it is issued and not to be transferred to another student.
2. Students must return textbooks at the end of the year or at the time of withdrawal if the student leaves before the end of the year.
3. If the book is damaged in excess of reasonable wear or lost, the student must pay a sufficient amount to cover damage or loss.

STUDENT DRESS CODE

Values

- Students should dress appropriately for their environment and personal comfort, putting a large emphasis on dressing in a manner in which disciplinary action is not necessary
- Students should understand that personal “distractions” should be managed in a way to not infringe on others rights of self expression
- Student dress code violations should not prompt exclusion from school functions
- School staff should approach dress code violations in an appropriate and respectful manner
- Dress code violations should not hinder or stop the learning environment
- Conflict with dress code should be handled with discretion

Goals

- Sustain an environment in which safety is made a priority in specification to class
 - For example, but not limited to: eye protection in science lab or athletic clothing and shoes for physical education
- Permit students to wear comfortable clothing of their choosing
- Permit students to express identity through clothing of their choosing
- Permit students to wear religious attire without fear of judgment or punishment
- Restrict students from wearing clothing or accessories that include derogatory or disrespectful language and images, including and relating to profanity, hate speech, racial insensitivity, fighting words, vulgar or obscene speech, threatening language, and pornography
- Restrict students from wearing clothing that has the potential to disrupt the learning environment and educational processes
- Maintain an emphasis on student equitability regardless of body type or size, income, religion, ethnicity, race, sex, gender identification, gender expression, sexual orientation, culture, and self identification

At Dodgeville Middle School...

Students Must Wear

Principle overall dress code allotments. All clothing must be worn to opaquely cover genitals, buttocks, breasts, and nipples, cleavage not being included in the opaque coverage requirements. That being said, students **must** wear:

- A shirt (shirt must have fabric in front, back, and sides of underarms)
- Pants/Jeans/Equivalent (this includes items such as skirts, dresses, leggings, sweatpants, and shorts)
- Shoes

Students May Wear

In addition to the above described “Must Wear” items, students are allowed to wear the following, in the understanding that the clothing item or accessory is in compliance with the above section. Students **may** wear:

- Fitted pants (including skinny jeans, jeggings, opaque leggings, and yoga pants)
- Ripped jeans (permitting that underwear and buttocks are not revealed)
- Athletic Attire
- Pajamas
- Tank Tops (including spaghetti straps, halter tops, racerback, and thick straps)
- Items that cover the nose or mouth as a health benefit or religious observance as long as the student can still be identifiable.

Students May Not Wear

In accordance with the “May Wear” section, the following clothing items and accessories are prohibited. Students **may not** wear:

- Violent images or language
- Images or language alluding to drugs, alcohol, or illegal activity
- Vulgar language, profanity, hate speech, fighting words, or pornography
- Languages or images that target individuals or groups of individuals, creating an intimidating or hostile environment
- Swimsuits (with the exception of school sponsored field trips including water activities)
- Clothing that reveals undergarment waistband or bellies
- Items that could be dangerous or used as a weapon

Dodgeville Middle School Dress Code Enforcement

Within Dodgeville Middle School, the dress code will be enforced in a consistent manner, school staff and administration not having the power to change the disciplinary enforcement based off of student, violation of dress code, or personal bias.

- Students may be removed from learning spaces, hallways, or classrooms as a result of the breaking of the “Students Must Wear” or direct wearing of prohibited items from the “Students May Not Wear” section. Students will be **given the option** to:
 - Remove prohibited item as long as remaining attire meets dress code criteria
 - Put on alternative clothing already in possession of the student at school to wear for the remainder of the school day.
 - Put on alternative clothing temporarily provided by school to wear for the remainder of the school day.
 - Call parents to bring alternative clothing to wear for the remainder of the school day.
- Dress code enforcement should not target students based on body type or size, income, religion, ethnicity, race, sex, gender identification, gender expression, sexual orientation, culture, and self identification
- Dress code enforcement should not hold stricter to gender nonconforming and transgender students
- Dress code acts of “shaming” are strictly prohibited. Such forbidden acts considered, but not limited to are:
 - Kneeling/bending to check the fit of clothing;
 - Measuring straps, skirt lengths, pant lengths;
 - Publicizing or “calling out” of student violation of dress code
 - Accusing students of having “distracting” clothing

At Dodgeville Middle School, the dress code remains applicable on normal school days, as well as school related events and activities (including but not limited to dances, field trips, ceremonies and dress up days unless specified).

In the case that a student feels that they have been subject to discrimination in coordination with the dress code, the Dodgeville Middle School principal should be immediately contacted.

FIRST AID AND HEALTH

In the event of an illness or injury in need of first aid, students should report to the office. The school nurse or office personnel will assist. If it becomes necessary to go home, a parent/guardian will be contacted. The school nurse is concerned with all aspects of the physical health of students and coordinates programs in vision testing, hearing, and immunization.

I authorize the Dodgeville School District to routinely screen my child's vision, hearing, and weight at school. If I do not want my child screened I will contact the school district nurse in writing with that information.

MEDICATION

Medication will be administered by designated school personnel with appropriate written permission. Over the counter medication can only be given with written permission from the parent/guardian. Prescription drugs can be given only with written instructions from the student's physician and with written permission from the parent/guardian. **All medication must be in its original container. A record will be maintained of all medications administered. The Medication Consent Form is available at any school office. Questions, contact Kate Nichols, School Nurse at 935-3307, ext. 2003.**

BLOODBORNE PATHOGENS

In accordance with the **OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030**, an exposure control plan has been adopted by the Board of Education. In this district, universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials. Gloves will be worn by staff when it can be reasonably anticipated that the employee may have had contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; and when handling or touching contaminated items or surfaces. In this district, laundry belonging to students, whose blood is on the garment to be washed will be sent to the student's home. *(Questions regarding this policy should be directed to the School Nurse.)*

MENINGOCOCCAL DISEASE: PROTECT YOUR CHILD

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11- to 12-year-olds), adolescents at high school entry (15-year-olds) if they have not previously been immunized, and for college freshmen living in dormitories.

Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students.

A meningococcal vaccine is available for use among persons aged 11 to 55 years, which provides protection against four of the five types of bacteria that cause meningococcal disease. Many parents are unaware of the dangers the disease poses to their children and that a vaccine is available that may help to prevent up to 83 percent of cases among teens and college students. Immunization is the most effective way to prevent this very serious disease

About Meningococcal Disease

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers and college students are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact.

To learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites:

- www.cdc.gov - This CDC website includes the CDC recommendations and information on the meningococcal vaccine.
- <https://www.dhs.wisconsin.gov/publications/p4/p44397.pdf>- The Wisconsin Department of Health and Family Services communicable disease fact sheet
- <https://www.dhs.wisconsin.gov/lh-depts/counties.htm>- A list of local Wisconsin public health departments and contact information.
- American Academy of Family Physicians, www.aafp.org
- American Academy of Pediatrics, www.aap.org
- Meningitis Foundation of America, www.musa.org
- National Meningitis Association, www.nmaus.org

REPORT CARDS AND PROGRESS REPORTS

Report cards will be sent home each nine week period (quarter). Progress reports for students will be sent home mid-quarter. Progress reports may be sent home at other times to inform parents/guardians of how a student is doing. Advisors also do grade checks with students on a regular basis to help monitor the progress of their advisees. We encourage parents or students to contact a teacher at any time if they have a concern. Grades can also be viewed through Infinite Campus. Call the office, ext. 3000 or 3001 if you have any questions.

HONOR ROLL

Each quarter all 6th, 7th and 8th graders are eligible for the Honor Roll. To be on the Honor Roll a student must achieve at least a B average (3.0 G.P.A.).

High Honors - 3.5 - 4.0 average

Honors - 3.0 - 3.49 average

Honor Roll students will be recognized for their hard work and effort with certificates each quarter. The Honor Roll will be posted in school and published in the *Dodgeville Chronicle* and the DMS Newsletter.

PARENT/TEACHER CONFERENCES

If a parent/guardian wishes to talk to a teacher regarding their child, they should call to schedule an appointment. This way conferences can be scheduled at a mutually convenient time. Parents/guardians are encouraged to contact a teacher if they have a concern about their child. Parent/teacher conferences are also scheduled for the fall and spring. Scheduling information will be made available via the Web, the DMS Newsletter, and in the *Dodgeville Chronicle* on how and when to set those appointments.

VISITORS

Parents and guardians are always welcome at Dodgeville Middle School. We ask that visitors “sign in” with office personnel and receive a visitors lanyard before going any other place in the building during regular school hours. We will be happy to provide a tour of the facility, especially for those interested in moving into the area or school district. Students, friends, or relatives from other schools may be allowed to visit while school is in session or take part in other school functions with the consent of the DMS principal.

CO-CURRICULAR ACTIVITIES

We encourage students to be involved in activities outside of class time. In this way students learn to budget time wisely, work well with others (teamwork), and develop social skills. Dodgeville Middle School offers a variety of co-curricular activities which may include but are not limited to:

- Art Club
- Art Contests
- Band, Choir and Orchestra Activities
- Basketball
- Battle of Books
- Cross Country
- Football
- Kiwanis/Builders Club
- Math Team
- Music Solo and Ensemble
- Student Leadership
- Track
- Trap Shoot
- Volleyball
- Wrestling
- Writing Contests

STUDENT LEADERSHIP

Student Leadership is actively involved in making school improvements and is responsible for planning school wide activities. The Student Leadership conducts school programs, coordinates fund raisers and service projects. Some projects may require students to work outside of school hours.

INTERSCHOLASTIC ATHLETICS

All 7th and 8th grade students are invited to participate in our interscholastic athletic program. Sixth grade student are invited to participate in specific sports (Cross Country, Wrestling, and Track & Field) Sports offered are:

1st Nine Weeks (Sept/Oct)

- Cross Country - Boys & Girls (6th-8th)
- Football
- Volleyball - Girls

2nd Nine Weeks (Nov/Dec)

- Basketball - Boys

3rd Nine Weeks (Jan/Feb)

- Basketball - Girls
- Wrestling - Boys & Girls (6th-8th)

4th Nine Weeks (April/May)

- Track and Field - Boys & Girls (6th-8th)

The following obligations must be met before a student can participate in interscholastic athletics:

1. The Code of Conduct for Athletic and Co-Curricular Activities and Concussion Agreement shall be signed by the parent/guardian and returned to the school office.
2. The user fee paid.
3. Physical card or an alternate year parent permission card turned into the office.
4. Compliance with academic eligibility standards.

ADVISORY PROGRAM

The DMS Advisory Program ensures each student will be well known by one teacher who helps monitor their progress. A group of students is assigned to one teacher and meets every day. This is a structured, supervised time where teachers direct activities and lessons. Monthly themes include rules and regulations, community involvement, accepting responsibility, careers, school spirit, problem solving, conflict resolution and positive relationships.

SCHOOL COUNSELING

Trouble with friends? Not doing so well in school? Problems that create worry? Does any of this sound like something that might be going on? If so, the counselor is available to talk with students and it's confidential. Parents/guardians may also contact the counselor to discuss issues relating to their students. Teachers often talk to the counselor when they have a concern about a student. To talk to Ms. Justinn Jenkins, the counselor, follow these steps:

1. See the counselor before school, after school, or during your lunch period.
2. If you need to see the counselor during class time, ask your teacher for a pass to go to the office.
3. If the counselor is not available, ask the secretary to give the counselor a message or leave a note in the counselor's mailbox.
4. Contact online at Google Classroom.

ACADEMIC AND CAREER PLANNING

The Dodgeville School District has implemented Academic and Career Planning (ACP) as per directive of the Wisconsin Department of Public Instruction. ACP is intended to equip students and their families with the tools necessary to make more informed decisions about post secondary education and training as it leads to careers. Schools in Wisconsin are charged with infusing career development and application in all classes with ACP as a navigational tool for students in grades 6-12 and beyond. The 3 areas in which Dodgeville Middle School focuses activities for College and Career Ready are: Career Awareness (Grade 6), Career Exploration (Grade 7) and Career Planning and Management (Grade 8). ACP is part of the state's overall vision for every student to graduate ready for further education and the workplace. That means that our students must be competent both socially and emotionally, strong critical thinkers and be able to collaborate in order to solve real-world problems while persevering when things aren't quite going their way. It is our goal at DMS to start them on the path of making them productive adults with satisfying careers. Students at DMS will be heard talking about Xello as a tool to introduce students to career profiles based on a career related assessment. They will also explore online career and college profiles and get information about financial aid and employment.

SPECIAL EDUCATION PROCEDURES & SERVICES

At Dodgeville Middle School, students with disabilities are served based on student needs, not disability. The goal is to assure access to high quality education for all students. Students are able to receive services until graduation requirements are met or until the age of 21. Hearing and vision impaired students are serviced on an itinerant basis. Speech and language services are offered at the middle school. **Any questions regarding the special education procedures and services, please contact Ms. Erin Spadafore, Director of Pupil Services at 935-3307 ext. 5050.**

EMERGENCY DRILLS

The purpose of these drills is to ensure the safety of all students and employees in the event of an actual emergency. Drill procedures will be covered with students by individual teachers. During an emergency in our building, it is essential that students remain quiet and quickly proceed according to instructions. Students will learn the proper safety procedures for all drills including but not limited to:

- Walk in a quiet and orderly manner.
- Avoid walking through or over a group of people.
- Be ready to think clearly and act responsibly in case of an emergency.

Did you know that there is a law against activating a false alarm? False alarms can put people at risk.

POLICIES

Title: COMPULSORY SCHOOL ATTENDANCE

Code: 431

Status: Active

Adopted: November 21, 1994

Last Revised: February 20, 2023

The School Board believes attendance is a key factor in student achievement and believes that students must be in regular school attendance in order to successfully achieve the goal of high school graduation.

Any person having under their control a child who is between the ages of 6 and 18 years of age (including through the end of the semester in which the child becomes 18 years of age), or a child enrolled in 5-year-old kindergarten in the Dodgeville School District, shall cause the child to attend school regularly in accordance with state law. The child is expected to attend

school on each day school is in session, unless they are excused from school attendance for any of the following reasons or have graduated from high school:

1. Prior Parent-Excused Absences.

A student excused by their parent or guardian prior to an absence is excused from school attendance. A student may be excused by the parent or guardian under this provision for not more than 10 school days in the school year. Students so excused are responsible for making up work missed during the absence. It is the student's responsibility to make arrangements with their classroom teacher(s) to complete any assignments or examinations that are or will be missed during the absence. Absences falling into this absence category include discretionary absences known in advance such as family vacations/travel, family weddings, hunting, and, unless within the number of visits counted as school-excused absences under the next section of these procedures, college visitation days.

2. Other Excused Absences of a Temporary Nature.

- a. Illness, including reasonable treatment for such illness, where the student is temporarily not in proper physical or mental condition to attend school.
A written statement from a health care provider may be required to be submitted as proof of the student's condition for student absences due to illness that are 3 school days or more in length. Such health care provider's excuse shall state the period of time for which it is valid, and shall not exceed 30 days.
- b. Medical appointments (although the Dodgeville School District strongly encourages parents and guardians to make every effort to schedule non-emergency medical examinations and appointments, e.g., for health maintenance/preventative care, at times that avoid or at least minimize the student's loss of instructional time);
- c. Religious holidays or instruction to the extent authorized by law;
- d. Family emergency;
- e. Severe weather conditions that, in the parent's or guardian's reasonable judgment, are a danger to the health and welfare or safety of the student;
- f. Funerals of a family member or friend;
- g. Up to two days per school year for college visitations by high school juniors and seniors;
- h. Suspension from school;
- i. Mandatory court appearances;
- j. Visiting a parent or guardian who is on active military duty and has been called to duty for or is on leave from deployment to a combat zone or combat support posting, or has returned from deployment to a combat zone or combat support posting within the past 30 days;
- k. Serving as an Election Official – Students may be excused to serve as an election official provided they have at least a 3.0 grade point average or the equivalent and have the permission of their parent(s) or guardian and the building principal;
- l. Sounding Taps – A student in grades 6 to 12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran;
- m. Any other reasonable non-discretionary absence deemed appropriate by the school attendance officer.

Parents and guardians are required to notify the school of an absence prior to or on the day of the absence. All students with excused absences will be given the opportunity to make up class assignments missed during the absence, including tests and examinations. It is the student's responsibility to contact the teacher(s) to make arrangements for making up the work missed during an absence from school.

As indicated above, absence from school during a period of suspension will be considered an excused absence for purposes of this policy. Students serving a suspension will be permitted to make up class work and examinations missed during their suspension from school under the same conditions as other excused absences.

Students who are participating, with Dodgeville School District approval, in extracurricular activities, athletics, and other Dodgeville School District-sponsored programs or events during any portion of an instructional day are not considered absent from school, but teachers shall treat their absence from class as excused with the right to make up work to the same extent permitted in connection with excused absences from school.

3. Program or Curriculum Modifications.

A child may be excused from regular school attendance pursuant to a program or curriculum modification, as further defined under state law, that has been requested by the student's parent or guardian and approved by the building principal.

Program or curriculum modifications shall be requested in writing. The administrative decision in response to the request shall likewise be provided in writing. If a child, or their parent or guardian, is not satisfied with the decision made by the building principal, they may ask the School Board to review and act on the request. The Board shall render its determination upon review in writing, if the student's parent or guardian so requests.

4. Participation in a Board-Approved Alternative Program.

A child who is 16 years of age or older may be excused from regular school attendance to attend an alternative educational program leading to high school graduation or a high school equivalency diploma in accordance with state law provisions.

5. High School Students Who Are No Longer Subject to Compulsory Attendance.

For any student who is 18 years of age or older and no longer subject to compulsory attendance and truancy referral, the student will still be held to the distinctions between excused and unexcused absences. In addition, by state law, the Dodgeville School District may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the school board during each class period of each school day, or the student has been enrolled in an alternative education program.

Students who are absent from school without an acceptable excuse as authorized above will be considered truant and shall be dealt with in accordance with state law and established Dodgeville School District procedures. Students with unexcused absences (truant students) will be permitted to make up tests and examinations that were missed during the unexcused absence period provided that that test/examination can be completed independently and by a reasonable deadline that is established by the teacher. Such students will also be permitted to make up assignments missed during their truancy to the extent such assignments can be completed independently and were not integrated with an in-school or group-based activity that the student missed while truant. Truant students may receive less than full credit for make-up assignments and make-up tests/exams. Teachers shall be expected to apply the same standard for making up missed classroom assignments to all truant students on a fair and consistent basis. With the approval of the building principal, a school may establish periods of supervised study, either during or outside of the regular school day, during which students who need to make-up work will be expected to complete the make-up work. The Dodgeville School District shall not deny student credit in a course or subject solely because of a student's unexcused absences.

The building principal shall serve as the primary school attendance officer and deal with all matters relating to school attendance and truancy. The building principal may designate one or more licensed staff members as deputies who shall also be permitted to serve in the role of school attendance officer provided that each such deputy is sufficiently familiar with the relevant requirements and procedures.

The District Administrator (or their administrative-level designee) and building principals shall establish necessary procedures to encourage regular student attendance, to identify excused and unexcused absences, and to determine appropriate action to respond to and serve as a deterrent to truancy. These procedures shall be in line with recommendations of the county truancy committee(s), the Dodgeville School District's truancy plan, and state law requirements.

Teachers, students, and parents and guardians shall be informed of the Dodgeville School District's student attendance policy and procedures annually via school handbooks or other means necessary to provide proper notice of student attendance-related responsibilities.

Legal References

Wisconsin Statutes

Section 115.28(51)	[state superintendent duty; encourage school boards to grant excused absences for students sounding "Taps" during a military honors funeral of a deceased veteran]
Section 115.997(5)(e)	[military compact on educational opportunity for military children]
Section 118.125(2)(cg)	[disclosing student attendance records to law enforcement agency]
Section 118.125(2)(ch)	[disclosing student attendance records to fire investigator]
Section 118.15	[compulsory school attendance]
Section 118.16	[school attendance enforcement]

Section 118.162	[truancy committee and plan]
Section 118.163	[municipal truancy and dropout ordinances]
Section 118.18	[teacher attendance reporting requirements]
Section 118.33(1)(b)	[high school graduation requirements]
Section 948.45	[contributing to truancy]

Cross References

Title: COMPULSORY SCHOOL ATTENDANCE

Code: 431 - Rule

Status: Active

Adopted: November 21, 1994

Last Revised: February 20, 2023

A. Responsibilities for Student Attendance

1. Parent and Guardian Responsibilities

For **all** student partial-day or full-day absences from school (except for absences resulting from a period of a school-imposed suspension), the student's parent or guardian is:

- a. Expected to call the school office's attendance line during the day by the times established at each school on the day of each absence in order to verify that the student is absent with the parent's or guardian's knowledge, except that no such call is necessary for any absence(s) that the parent or guardian arranged and that the school excused in advance.
- b. Required to contact the school office identifying the date(s) the student will be (or was) absent from school and the reason(s) for the absence. This notification must be provided:
 1. Prior to the absence for all parent-excused absences, as identified in the Board's attendance policy; or
 2. Either prior to or immediately following the absence for all school-excused absences, but always within two school days following the student's return to school from absence in order for the absence to be considered excused, except when a different time period has been approved by the building principal.

Adult students (students 18 years of age or older) may carry out these responsibilities in lieu of their parents or guardians.

2. Student Responsibilities

- a. During the entirety of the scheduled school day for students, students are required to attend all of their classes, lunch periods, and other school-approved activities on time, unless either they are absent from school for an excused (or excusable) reason or some other school-approved or school-directed exception applies.
- b. Failing to attend all or a portion of a scheduled class, lunch period, or other activity (e.g., skipping class) without an appropriate excuse or school approval subjects a student to appropriate consequences as both an attendance matter and as a violation of school rules, including in situations in which the student remains on school grounds but is not in a location where they are supposed to be.
- c. Other than at the regular student arrival and departure times for the day in question, students are required to check in and check out at the school building's designated attendance office whenever they arrive at, leave from, or return to school during the scheduled school day for any reason unrelated to their school-scheduled activities. Building principals may authorize an exception to this requirement for certain school-approved temporary absences (e.g., students who have the school's permission to regularly leave school during their scheduled lunch period).
- d. Students are expected to make up class work and any examinations missed during an absence to the extent permitted by Board policy and as directed by their classroom teacher(s). Make-up work related to excused absences is handled differently from work related to unexcused absences.

3. Teacher Responsibilities

- a. Teachers are required to emphasize the importance and necessity of good attendance.
 - b. Teachers shall allow students to make up class work and examinations missed during an excused or unexcused absence in accordance with Board policy, and shall not deny credit in a course solely because of the student's unexcused absences. Teachers are permitted to establish reasonable deadlines for the completion of make-up work.
 - c. Teachers are required by law to take daily attendance in their classes and to maintain a record of student absences.
4. District/School Attendance Officer Responsibilities

Definitions

1. The District Administrator is designated as the District Attendance Officer. The Administrator may appoint a person to oversee the day-to-day attendance record keeping.
2. The Principal serves as the School Attendance Officer of their building or designates an agent with approval of the District Administrator.
3. "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent s. 118.15.
4. The School Attendance Officer is responsible for maintaining concise attendance data for each student on a daily basis. That person must report excessive absenteeism cases to the Administrator as they arise.
5. By state law, a habitual truant is defined as a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.
6. Recognizing the importance of attendance to the educational process, the following reasons are acceptable excuses for absence from school:
 - Illness
 - Death of a family member
 - Unavoidable appointments with physicians and/or dentists
 - Other absence when permission from the Principal was granted in advance.

School Attendance Enforcement

In accordance with s. 118.16 the following procedures will be used when absence is defined as truant or habitual truant.

The Dodgeville School District will implement the Iowa County Truancy Intervention Program (see Policy 431 Exhibit). In addition to implementation of the Iowa County Truancy Intervention Program, the Dodgeville School District will refer truant and/or habitually truant students to local law enforcement agencies in those municipalities (including Iowa County) that have adopted municipal truancy and dropout ordinances under s. 118,163 as described herein.

When a child meets the definition of truancy under I. E. (above), then the following procedures will be implemented:

1. A letter from the school principal will be sent to the parents/guardians on each day (1-5) of unexcused absence from school by their son/daughter.
2. School Officials will notify the District Attorney when a student is truant from school for the third time. The District Attorney will notify the parent/guardian in writing that a meeting will take place in the office of the District Attorney to discuss truancy matters.
3. The parents/guardians and the student will be asked to sign a School Attendance Contract when they meet with the District Attorney.
4. Upon the fifth unexcused absence or tardy during a semester, the principal will notify (in writing) parents/guardians that their son/daughter meets the criteria necessary to be considered a "habitual truant." The letter must contain information regarding a meeting to be held with school officials to discuss the child's truancy.
5. Five student unexcused tardies in grades 6-12 are equivalent to one student unexcused absence. Tardiness applies for all of the class periods of the school day. In grades K-5 tardiness applies only at the start of the school day. Five unexcused tardies equals one unexcused absence. Consequences for student tardiness during the school day (late to class) will be handled by the teaching and administrative staff of each elementary school.

6. Once a student meets the criteria for “habitual truancy,” (five unexcused absences from school) a certified letter scheduling a meeting between school officials and parent/guardian will be sent to the parent/guardian. The certified letter receipt will serve as documentation that an attempt was made to conduct the meeting, should the parent/guardian not attend. After the meeting has taken place and the truancy referral criteria set forth in subsection IV below has been met, a “habitual truancy” referral will be sent by school officials to the offices of the Iowa County Juvenile Intake Officer and the Iowa County District Attorney.
7. After a “habitual truancy” referral has been sent by school officials to the offices of the Iowa County Juvenile Intake Officer and the Iowa County District Attorney, if the student is again truant or habitually truant, school officials may notify any local law enforcement agency with jurisdiction over the matter of such additional truancy. Local law enforcement officials may proceed to enforce any ordinance enacted under s. 118.163(2).
8. Pupils will not be denied credit in a course or subject solely because of the pupil's unexcused absences or suspensions from school. Truant pupils may be suspended or assigned to detention or to a supervised, directed study program. The programs need not be held during the regular school day. Credit may be given for work completed during the period of suspension, detention or assignment to a supervised, directed study program. A pupil shall be permitted to take any examinations missed during a suspension or a period of assignment to a supervised directed, study program. (See policy EPS Code: JED Student Absences and Excuses.)

B. Procedures Leading To Legal Referral

Prior to any proceedings being brought against a student for habitual truancy or against the student’s parent or guardian for failing to cause the student to attend school regularly, the school attendance officer must provide evidence that appropriate school personnel have, within the school year during which the truancy occurred, done all of the following:

1. Documented the student’s truanancies and notified the student’s parent or guardian of the truanancies as required by law and these procedures.
2. Met with the child's parent or guardian to discuss the student’s truancy and various options under the law, or attempted to meet with the parent or guardian and received no response or been refused.
 - a. This meeting may also be used to obtain parent consent for any evaluation(s) (e.g., special education) which the district has determined are necessary and which require the consent of the student’s parent or guardian.
 - b. This meeting is not required if it is not held within 10 days of the Dodgeville School District's initial notice to the parent or guardian that the student is a habitual truant (after the student’s fifth unexcused absence during a school semester).
3. Provided an opportunity for educational counseling to the student to determine whether a change in the student’s curriculum would resolve the student’s truancy problem, and have considered any appropriate program or curriculum modifications.
 - a. The school attendance officer or designee should specifically review the compulsory attendance and truancy laws regarding curriculum modification options.
 - b. The educational counseling may generally be conducted by school counselors, principals, or teachers.
 - c. If the student has a disability and either an individualized education program (IEP) or Section 504 plan, the relevant team shall be involved in any decisions affecting the student’s curriculum, educational program, or placement.
4. Evaluated the student to determine whether learning problems may be the cause of the student’s truancy and, if so, taken appropriate action or made appropriate referrals to overcome the learning problems. However, the student need not be further evaluated for learning problems as a prerequisite to a legal referral for truancy if tests administered within the previous year indicate that the student is performing at his/her grade level.
5. Conducted an evaluation to determine whether social problems may be the cause of the student’s truancy, and, if so, taken appropriate action or made appropriate referrals.

With respect to the evaluations identified in items C.4 and C.5 of these procedures:

- The evaluations should include at least a review of the student’s records, communication with the student, the student's teacher(s), and the student's parent(s) or guardian(s). Additional steps, such as direct observations may also be considered.
- The evaluations should be conducted with the broad purpose of identifying any type of contributing cause to the student’s truancy and are not limited to the question of whether the student may have a disability that, if

confirmed, could qualify the student for special education or related services. However, if at any point there is a suspected disability under the Individuals with Disabilities Education Act (IDEA) or Section 504, school personnel shall refer the student to the appropriate disability-related evaluation process.

- If the truant student has already been identified as a student with a disability under the IDEA or under Section 504, then the evaluations shall involve the members of the student's IEP or Section 504 team, and the relevant plan should be reviewed and adjusted if the team concludes that it is necessary or appropriate.

The activities in items C.3., C.4., and C.5. of these procedures need not be carried out if the school attendance officer determines and is able to show that appropriate school personnel were unable to carry out one or more of the activities due to the student's absences from school.

School personnel shall properly document all of the above-identified activities that occur prior to or in connection with any truancy-related legal proceedings that are brought against a student and/or a parent or guardian. That is, school personnel are expected to maintain documentation related to all notices (including those provided in person or via phone), meetings, evaluations, and referrals, as well as documentation related to any attempts to carry out the-above identified activities that could not be completed due to a refusal, a lack of any response, the student's ongoing absences, etc.

If the steps outlined above have been followed, a legal referral may be made in accordance with the Dodgeville School District's and county truancy plan(s).

Title: TRUANCY

Code: 431 - Rule

Status: Active

Adopted: November 21, 1994

Last Revised: February 20, 2023

Prior Revised Dates 5/10/2010

Definitions

1. The District Administrator is designated as the District Attendance Officer. The Administrator may appoint a person to oversee the day-to-day attendance record keeping.
2. The Principal serves as the School Attendance Officer of his/her building or designates an agent with approval of the District Administrator.
3. "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent s. 118.15.
4. The School Attendance Officer is responsible for maintaining concise attendance data for each student on a daily basis. That person must report excessive absenteeism cases to the Administrator as they arise.
5. By state law, a habitual truant is defined as a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.
6. Recognizing the importance of attendance to the educational process, the following reasons are acceptable excuses for absence from school (see policy EPS Code: JED Student Absences and Excuses):
 - Illness
 - Death of a family member
 - Unavoidable appointments with physicians and/or dentists
 - Other absence when permission from the Principal was granted in advance.

School Attendance Enforcement

In accordance with s. 118.16 the following procedures will be used when absence is defined as truant or habitual truant.

The Dodgeville School District will implement the Iowa County Truancy Intervention Program (see Policy EPS Code: JEDA-R). In addition to implementation of the Iowa County Truancy Intervention Program, the Dodgeville School District will refer truant and/or habitually truant students to local law enforcement agencies in those municipalities (including Iowa County) that have adopted municipal truancy and dropout ordinances under s. 118,163 as described herein.

When a child meets the definition of truancy under I. E. (above), then the following procedures will be implemented:

1. A letter from the school principal will be sent to the parents/guardians on each day (1-5) of unexcused absence from school by their son/daughter.
2. School Officials will notify the District Attorney when a student is truant from school for the third time. The District Attorney will notify the parent/guardian in writing that a meeting will take place in the office of the District Attorney to discuss truancy matters.
3. The parents/guardians and the student will be asked to sign a School Attendance Contract when they meet with the District Attorney.
4. Upon the fifth unexcused absence or tardy during a semester, the principal will notify (in writing) parents/guardians that their son/daughter meets the criteria necessary to be considered a "habitual truant." The letter must contain information regarding a meeting to be held with school officials to discuss the child's truancy.
5. Five student unexcused tardies in grades 6-12 are equivalent to one student unexcused absence. Tardiness applies for all of the class periods of the school day. In grades K-5 tardiness applies only at the start of the school day. Five unexcused tardies equals one unexcused absence. Consequences for student tardiness during the school day (late to class) will be handled by the teaching and administrative staff of each elementary school.
6. Once a student meets the criteria for "habitual truancy," (five unexcused absences from school) a certified letter scheduling a meeting between school officials and parent/guardian will be sent to the parent/guardian. The certified letter receipt will serve as documentation that an attempt was made to conduct the meeting, should the parent/guardian not attend. After the meeting has taken place and the truancy referral criteria set forth in subsection IV below has been met, a "habitual truancy" referral will be sent by school officials to the offices of the Iowa County Juvenile Intake Officer and the Iowa County District Attorney.
7. After a "habitual truancy" referral has been sent by school officials to the offices of the Iowa County Juvenile Intake Officer and the Iowa County District Attorney, if the student is again truant or habitually truant, school officials may notify any local law enforcement agency with jurisdiction over the matter of such additional truancy. Local law enforcement officials may proceed to enforce any ordinance enacted under s. 118.163(2).
8. Pupils will not be denied credit in a course or subject solely because of the pupil's unexcused absences or suspensions from school. Truant pupils may be suspended or assigned to detention or to a supervised, directed study program. The programs need not be held during the regular school day. Credit may be given for work completed during the period of suspension, detention or assignment to a supervised, directed study program. A pupil shall be permitted to take any examinations missed during a suspension or a period of assignment to a supervised directed, study program. (See policy EPS Code: JED Student Absences and Excuses.)

Exceptional Cases

According to state statute, this policy does not apply to:

1. Any child who is excused by the school board because the child is temporarily not in proper physical or mental condition to attend school or an educational program under s. 115.85 (2), but who can be expected to return to school or the program upon termination or abatement of the illness or condition. The Administrator will request the parent or guardian of the child to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, or psychologist or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal as sufficient proof of the physical or mental condition of the child. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid, not to exceed thirty days.
2. Any child excused by the school board in accordance with the school board's written attendance policy under s. 118.16 (4) and with the written approval of the child's parent or guardian. The child's truancy, discipline or school achievement problems or exceptional needs as described in s. 115.76 (3) may not be used as the reason for an excuse under this paragraph. The excuse shall be in writing and shall state the time period for which it is effective, not to extend beyond the end of the current school year.
3. Instruction in a home-based private educational program that meets all of the criteria under s. 118.165 (1) may be substituted for attendance at a public or private school.

Truancy Referrals

Prior to any truancy proceeding being brought against a child under s.s. 938.13(6) for habitual truancy or under 938.125(2) or 938.17(2) for a violation of an ordinance enacted under s. 118.163(2) or against the child's parent or guardian under 118.15, the District Administrator shall provide evidence that appropriate school personnel in the school or school district in which the child is enrolled have, within the school year during which the truancy occurred done the following:

1. Met with the child's parent or guardian to discuss the child's truancy or have attempted to meet with the child's parent or guardian and been refused.
2. Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications under s. 118.15 (1)(d).

3. Evaluated the child to determine whether learning problems may be a cause of the child's truancy and, if so, have taken steps to overcome the learning problems.
4. Conducted an evaluation to determine whether social problems may be a cause of the child's truancy, and, if so, have taken appropriate action or make appropriate referrals.

Legal References

Wisconsin Laws: 118.15, s. 118,163

Federal Law

Cross References: **Former Policy Code:** 431.2 TRUANCY (Re-named 431 - Rule), JEDA

Title: PROMOTION AND RETENTION OF STUDENTS THROUGH 8TH GRADE

Code: 345.4

Status: Active

Adopted: February 11, 2002

Last Revised: September 19, 2022

Prior Revised Dates: 08/04/14

This policy addresses end-of-year, grade-to-grade promotion and retention decisions that are made at any point prior to a student's attendance in any high school program in the District (i.e., prior to the start of 9th grade or any program-specific equivalent to 9th grade). This policy does not address grade-level acceleration decisions or any decision to adjust the initial grade-level placement of a newly-enrolled student during the student's first school year of attendance in a District school or program.

The administration is expected to implement this policy and, in conjunction with other instructional staff members, make the promotion and retention decisions for individual students. If a student's parent or guardian disagrees with a District decision regarding promotion or retention, the parent or guardian may submit a written request for reconsideration to the District Administrator. Except as otherwise required by law, the decision of the District Administrator following such a request shall be final.

For students in Kindergarten through 8, the School Board directs the administration to develop and implement a process for annual promotion and retention decisions that initially identifies students who are at risk of possible retention.

When a student is having very significant academic difficulty in one or more areas and is at risk of possible retention, it is the Board's judgment that no single measure or description of the student's academic progress, knowledge, and skills is sufficient to determine whether the student should be retained or promoted. Accordingly, before making a final decision to promote or retain a student who the District has identified as being at risk of retention, the administration and instructional staff will use a team-based approach to review and consider, at a minimum, the following information about the student's academic progress in relation to established promotion and retention criteria:

1. The two most recent state assessment results (or results from an alternate assessment, if applicable) that are available for the student, although the team need not consider assessments completed more than two years prior.
 - a. Significant academic difficulty is identified on the performance-rating as below-basic on the state assessment
2. The results of available District-provided academic assessments and progress monitoring data (including standardized tests other than the state assessments).
 - a. Significant academic difficulty is identified as performing below the 40th%-ile on the district assessment
3. Summative grades and teachers' summative evaluations of the student's academic skills (generally as reflected on report cards and formal progress reports); and
4. Evidence indicating the extent to which the student has made progress with respect to individual goals identified through interventions that the District established for the student.

Additional information about the student's academic progress may also be considered if the team considers it helpful in making the promotion/retention decision. For example, the team could consider information from a relevant out-of-district source, the results from specific classroom assignments, projects or tests, specific samples of the student's work, and/or other teacher recommendations relating to the student's skills and progress that add greater overall context to the team's decision-making process.

For each student identified as being at risk of retention, the team shall recommend, with final decision-making authority resting with the building principal or his/her designee, either that:

1. the student should be promoted in combination with the identification of individualized goals and the use of available intervention strategies that are intended to enhance the student's overall development, alleviate an identified barrier that may be inhibiting the student's learning, improve the student's level of engagement with school, and/or provide the student with opportunities to reduce observed gaps in the student's learning relative to grade-level standards; or
2. the student should be retained in combination with the identification of individualized goals and the use of appropriate intervention strategies.

The District's specific grade-level promotion criteria and other procedures related to promotion and retention decisions will be defined by rule. The rule and criteria shall strongly discourage any use of retention in kindergarten-grade 2.

Nothing in this policy or in the related criteria and procedures shall be interpreted in a manner that would interfere with or detract from a student's or parent's rights under any applicable state or federal law. For example, in regard to any student who has been referred for a special education evaluation or who is receiving special education and/or related services under an individualized education program (IEP), nothing in this policy or in its implementation shall detract from the authority of the student's IEP team.

The following procedures apply to end-of-year, grade-to-grade promotion and retention decisions that are made at any point prior to a student's attendance in any high school program, excluding grade acceleration decisions.

Rule and Criteria

A. Early Identification and Communication plan

1. Early identification shall include direct teacher referrals, shall be utilized to initially identify students in Kindergarten through 8 who are at risk of possible retention.
 - a. The early identification process, at a minimum, will take into account the student's proficiency in the areas of reading, language arts, and mathematics.
 - b. The early identification process shall be completed prior to the first parent-teacher conferences that occur after January 1st of each school year but no later than March 1.
2. Following the completion of the screening process and prior to making any final decision to retain a student who is determined to be at risk of retention, the District shall:
 - a. Inform the student's parent or guardian that the District has identified the student as being at risk of retention. Reasonable efforts shall be made to provide this information to the parent or guardian prior to March 1st of the school year in which the decision will be made.
 - b. Review and/or modify goals and interventions for the student during the remainder of the school year (which may include summer school); and
 - c. Hold a meeting involving District staff and, if reasonably available, the student's parent(s) or guardian(s), at which the following shall be discussed:
 - the student and his/her academic progress to date;
 - interventions implemented and progress on those interventions to date;
 - an intervention strategy that could be implemented in the following school year as a possible alternative to retention, as well as an intervention strategy that could be implemented if the student is retained;
 - the criteria, listed below, that apply to the promotion/retention decision, including, if applicable, the District's mandatory criteria for promotion from kindergarten, 4th grade, or 8th grade; and
 - other factors that tend to support either retention or promotion for the student in question (e.g., research-based findings, the relative viability of possible alternatives to retention, etc.).

B. Promotion and Retention Decisions and Criteria

1. A final decision regarding promotion or retention will be made by the end of the school year. Exceptions can be considered if the District and parent or guardian develop an alternative plan including decision date. For example, an alternative plan could include participation in summer school.
2. When a student has been enrolled in District schools for less than the entire school term prior to an applicable promotion decision for the next school term, the administration shall use its discretion to identify and apply relevant academic criteria that are reasonably available for the student in question and use decision-making procedures and timelines for promotion and retention decisions that are practical in light of the student's actual date of enrollment.

3. In the 4th and 8th grades, a student is not eligible for promotion and shall be retained if the District determines that ALL of the following apply (to the extent applicable to an individual student):
 - a. There is clear evidence that the student's current level of academic progress in the areas of both math and reading/language arts is in excess of a full grade level behind his/her current grade level placement; or, in the alternative, there is clear evidence that the student is in excess of two full grade levels behind his/her current placement in either math and reading/language arts.
 - b. The student had a realistic opportunity to demonstrate such progress, the student has not made adequate progress on individualized academic goals that were established for the student after the student was first identified as being at risk of retention;
 - c. The building principal or his/her administrative-level designee, using his/her informed professional judgment and upon consultation with the instructional team associated with the student's progress, has concluded that:
 - there are no exceptional academic circumstances present in the individual situation which lead the administrator to conclude that the student, if promoted, is likely to have a realistic opportunity to participate in the curriculum of the next grade in a meaningful manner and make more than negligible progress in reducing the gap(s) that exist between the student's present-level of academic achievement and the applicable grade-level standards; AND
 - for a student who is currently in the 8th grade, it is unlikely that the District would be able to provide the student with a realistic opportunity to earn credit toward high school graduation in the core academic areas of English/language arts, math, science, and social studies while the student is in the 9th grade.
 4. A student who is in 1st grade through 3rd grade or in 5th grade through 7th grade may be involuntarily retained without the support of the student's parent or guardian if:
 - a. The student does not meet any of the academic criteria listed above for 4th and 8th grade promotion (as adjusted to the appropriate grade level); and
 - b. No other exceptional circumstances are present which cause the building principal or his/her administrative-level designee to conclude, upon consultation with the instructional team, that the student's overall academic and other developmental interests would be better served by promotion than by retention.
- C. Retention with the Voluntary Support of the Student's Parent(s) or Guardian(s)
1. In any situation in which there may be mutual District and family agreement to retain a student in grade 1 through 8, the building principal or his/her administrative-level designee, in consultation with classroom teachers and other relevant staff, must conclude on behalf of the District that the weight of the relevant and available information suggests that the student's overall welfare is likely to be at least as equally well-served by retention as compared to promotion.
 - a. With respect to any staff recommendation to voluntarily retain a 4-year-old or 5-year-old kindergarten student, the administrator acting on behalf of the District must conclude that significant evidence exists to determine that retention is a better option than promoting the student with their same-grade cohort.
 - b. For students in the 1st grade through 8th grade, the District Administrator must personally approve any staff recommendation to consider retaining a student (with family support for the decision) who the District has not otherwise identified as being at risk of retention.
 2. The administrator acting on behalf of the District shall not simply defer to a parent's or guardian's stated preference; exceptional evidence must exist to conclude that retention is a better option than promoting the student with their same-grade cohort.
 3. Even where the administrator acting on behalf of the District agrees that the District would be willing to support the student's retention, the administrator shall verify that the student's parents or guardians have been presented with information about (1) the available alternatives to retention (e.g., promotion with monitoring and interventions); and (2) the possible disadvantages of retention.
 4. The District shall document the parent's or guardian's voluntary support for a decision to retain the student in the student's records.
- D. Parent Notification and Appeals of Promotion/Retention Decisions
1. If the District decides to involuntarily retain a student, a District staff member will promptly notify the student's parent or guardian of the decision.
 2. If a parent or guardian believes that the District has not followed its policies or procedures related to promotion and retention decisions, or that the District has made an incorrect decision in regard to the promotion or retention of a student, the student's parent or guardian may appeal the decision to the District

Administrator. Such appeals should be submitted in writing to the Office of the District Administrator as soon as reasonably possible after the parent or guardian is informed of the District's decision.

Legal References

Wisconsin Statutes

[Section 118.24\(2\)\(a\)](#) [district administrator authority to manage the promotion of students]

[Section 118.33\(6\)\(a\)](#) [policy requirement for 4th and 8th grade promotion criteria]

[Section 118.33\(6\)\(cm\)](#) [policy requirement for kindergarten to 1st grade promotion criteria]

Cross References

[Insert appropriate intra-district cross references to this policy, if any, such as other district policies, forms/exhibits, handbooks, plans, etc.]

WASB PRG 345.4 Sample Policy 1

Title: MIDDLE SCHOOL PROMOTION/REQUIRED SUMMER SCHOOL

Code: 345.41

Status: Active

Adopted: October 8, 2012

The Dodgeville School Board believes that students in middle school (grades 6,7, and 8) should be required to achieve academically in the areas of language arts, mathematics, social studies, and science. They further believe that promotion to 7th, 8th or 9th grade should not be automatic; rather, promotion should be based on successful academic performance and proficiency of identified grade-level and subject matter skills. This policy of middle school promotion/required summer school, has been developed with these beliefs in mind.

In order for middle school students to be promoted to the next grade, they must achieve a "D" or better average for the year in all four subject areas: language arts, mathematics, social studies, and science, demonstrate proficiency of skills in deficit areas, and/or earn grade level achievement identified through district and/or state assessments. A yearly average in a subject area will be computed by averaging grades for the four nine-week grading periods. An "A" = 4 points, a "B" = 3 points, a "C" = 2 points, a "D" = 1 point, and an "F" = 0 points. In order to pass a particular subject for the year, the student would have to achieve a 1.0 or higher average for the four quarters.

Those students who fail to achieve a 1.0 average or demonstrate grade level proficiency in the four subject areas listed above will be required to attend summer school. The amount of time a student attends summer school will depend on the needs of the student. Students who attend the required summer school regularly and who demonstrate proficiency in assigned learnings will be promoted to the next grade. Students who fail one or more academic subjects and/or do not demonstrate grade level proficiency during the year and who do not attend the required summer school or do not complete and pass the summer school requirements will not be promoted to the next grade.

The school will offer assistance throughout the school year to students and parents who are attempting to improve student performance.

To that end, teachers will:

- inform parents and students of student progress through progress reports;
- assign a letter grade every nine weeks and post the letter grade on the student's report card;
- provide time and interventions to assist the student in his/her learning and academic growth;
- modify the student's academic work to meet his/her individual ability if necessary;
- be available for conferences with parents and students;
- provide specific grading information to students and parents for review upon request.

The principal will:

- send a copy of this policy to the parents of middle school students at the beginning of each school year;
- give a copy of this policy to the parents of a new middle school student who is enrolled during the year;
- notify parents when a student's yearly average has fallen below 1.0 in the above listed subjects;

- notify parents of failing students of the times, dates, and place of the required summer school program;

The school board will:

- provide a tuition-free summer school for failing students;
- hire certified teachers to teach in the summer school program;
- monitor this promotion policy through quarterly reports from the administrator.

Legal References

Wisconsin Law

Federal Law

None

Cross References

Former Policy Code: IKE

Title: STUDENT ANTI-BULLYING and HARASSMENT

Code: 443.71

Status: Active

Adopted: August 11, 2003

Last Revised: January 11, 2016

Introduction

The Dodgeville School District shall strive to provide a safe, secure and respectful learning environment for all students in school buildings, on school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The district will consistently and vigorously address bullying so that there is not disruption to the learning environment and learning process.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying includes, but is not limited to, repeated behavior and involves an imbalance of power. 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, physical attributes, physical or mental ability or disability, and social, economic or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet (also known as cyber bullying))
- Between students and students, students and adults, or adults and adults.

Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or administrator designated by the Board of Education to be a recipient of such reports. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent permitted by law for both the accused and the accuser.

Sanctions and supports

If it is determined that students participated in bullying behavior in violation of the policy, the principal may take disciplinary action including suspension, recommendation for expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Employees found to have participated in bullying behavior or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by the policy. They may be subject to disciplinary action consistent with the employee handbook or disciplinary action established by policy or practice.

Disclosure and Public Reporting

The policy will be annually distributed to all students enrolled in the school district, their parents and/or guardian and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

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

An annual summary report shall be prepared, maintained in the district office and will be available to the public.

RELATED DOCUMENTS ATTACHED BELOW:

- Complaint Record (Incident Report)
- Resolution Report
- Complaint Procedure Flow Chart

Legal References

Wisconsin Law

None

Federal Law

None

Cross References

Former Policy Code: JFCF

[Flow Chart](#)

[Complaint Record](#)

[Resolution Report](#)

Title: SEXUAL HARASSMENT OF STUDENTS

Code: 411.1

Status: Active

Adopted: May 22, 2000

The Board of Education supports an educational environment that is free of harassment and hate. The Board’s authority is derived from Wisconsin statutes that allow school boards to establish rules pertaining to the conduct of pupils to maintain a favorable academic atmosphere. It is, therefore, the policy of the district that neither students nor employees will be allowed to engage in any form of harassment, hate or intimidation toward other students or school employees.

It is the responsibility of all school district staff and students to ensure that these prohibited activities do not occur.

Purpose

Students of the Dodgeville School District have the right and can expect to attend school in an environment that is free of sexual harassment. It is the policy of the School District to maintain and ensure a learning environment free of any form of sexual harassment or intimidation toward and between students. The School District does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, which may result in disciplinary procedures. Students or staff who engage in sexual harassment of students shall be subject to disciplinary action. Discipline may include, but is not

limited to, detention, suspension, or expulsion, verbal or written reprimand, suspension without pay, or discharge. Notification to law enforcement officials may be made if the conduct involves possible violation of the criminal law. It is the intent of the District to create an atmosphere where complaints will be treated fairly and quickly.

All students and staff are charged with the responsibility of knowing what constitutes sexual harassment and with whom they may seek to file a complaint if desired. To facilitate a school culture free of harassment, the school principal will include this policy in the student handbook and/or parent newsletter.

It is the policy of the District that a sexual relationship between staff and students is not permissible in any form, or under any circumstances, in or out of the workplace, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of a staff member to a student. A sexual relationship with a minor student can also subject an employee to severe criminal penalties.

Definition

Sexual harassment is a form of sex discrimination that violates the equal protection clause of the Fourteenth Amendment to the U.S. Constitution; Title VII of the Civil Rights Act of 1964, as amended in 1972 and 1991; Title IX of the Education Amendments of 1972, and § 111.31 – 111.37 and 118.13, Wisconsin Statutes.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, or other visual, verbal, written or physical conduct of a sexual nature directed at a person of the same or opposite gender that occurs on school property or at a school sponsored event when:

- Submission to such conduct is made explicitly or implicitly, a term or condition of instruction or participation in other school activities.
- Submission to or rejection of such conduct by an individual is used by the offender as the basis of making decisions affecting the individual.
- The conduct has the effect of interfering with the individual's academic performance or of creating an intimidating, hostile, or offensive learning environment.

Examples

Sexual harassment may include, but is not limited to, the following examples:

- Visual: unwelcome ogling, leering, staring, posters, cartoons, graphics, magazines, pin-ups, gestures
- Verbal: unwelcome requests for dates, very personal questions, lewd comments, dirty/sexual jokes, whistling, obscene calls, sexual rumors
- Written: unwelcome love letters or poems, obscene letters
- Touching: unwelcome violation of space, patting, rubbing, pinching, bra-snapping, caressing, blocking of movement, kissing, groping, grabbing, hazing
- Power: retaliation, using position to request dates or sexual favors, gender-directed favoritism or disparate treatment
- Threats: quid pro quo, demands, conditioning of grades or references for sexual favors, retaliation for refusal to comply with requests
- Force: attempted or actual rape, attempted or actual assault, pantsing, stripping, stalking

Disciplinary Procedures

Students who engage in sexual harassment shall be subject to discipline which may include expulsion.

Agents, consultants, volunteers, or citizens who engage in sexual harassment of students will be subject to having their contract or agreement with the District terminated and to referral to proper legal authorities.

False charges of sexual harassment will be treated as a serious offense.

Individuals reporting incidents of sexual harassment in good faith will be protected from retaliation or reprisals. Any person who engaged in retaliatory conduct against a complainant will be subject to disciplinary action.

Policy Dissemination

- Every employee will receive a copy of the policy by direct distribution each year.
- Each elementary, middle, and high school student will be informed of the policy through various District and building publications on an annual basis.

- In each work site, a copy of this policy shall be posted to advise students, staff, parents, volunteers, agents, visitors, and consultants of the policy and procedures for filing a complaint. All staff shall be sure that any regular volunteers are familiar with the policy.

Harassment Complaint Procedure

Individuals who wish to file a complaint regarding a violation of the policy should follow the District’s complaint procedure outlined in this policy.

Legal References

Wisconsin Law

§ 111.31 – 111.37 and 118.13, Wisconsin Statutes.

Federal Law

Fourteenth Amendment to the U.S. Constitution;

Title VII of the Civil Rights Act of 1964, as amended in 1972 and 1991;

Title IX of the Education Amendments of 1972

Cross References

Former Policy Code: JFCFA

Title: STUDENT CONDUCT and DISCIPLINE

Code: 443

Status: Active

Adopted: June 28, 1989

Last Revised: February 20, 2023

Students in the Dodgeville School District shall be expected to act in such manner that their behavior will reflect favorably on the individual student and on the school, show consideration for fellow students, and promote good decorum and a favorable academic atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations and discharge them accordingly.

Students are expected to abide by the Dodgeville School District’s Code of Classroom Conduct, student conduct rules and codes established by the building principal, and all Board policies relating to student conduct. These student conduct expectations shall be communicated to students and parents and guardians annually through student handbooks and through other appropriate means as necessary to make them known and understood.

The building principal has primary responsibility for ensuring proper student conduct is maintained in the school building and during school-sponsored activities under their charge. Dodgeville School District staff members have responsibility for supervising the behavior of students and for seeing that they comply with student conduct policies, rules and codes. Failure by students to comply with such policies, rules and codes shall result in appropriate disciplinary action. In addition, failure to abide by the Code of Classroom Conduct may result in student removal from class by the teacher and placement in an alternative setting as outlined in the code.

In enforcing student conduct policies, rules and codes, staff members shall place particular emphasis upon educating students in the ability to control their own behavior. Positive behavioral interventions and supports shall be utilized with students whenever possible to help maintain proper personal conduct and encourage good citizenship.

The Dodgeville School District shall not unlawfully discriminate in standards and rules of behavior, including student harassment, or disciplinary actions on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

Legal References

Wisconsin Statutes

- [Section 118.13](#) [student discrimination prohibited]
- [Section 118.164](#) [student removal from class]
- [Section 120.13\(1\)](#) [school board power to adopt student conduct rules and discipline students; adoption of code of classroom conduct required]

Wisconsin Administrative Code

- [PI 9.03 \(1\)](#) [student nondiscrimination in student conduct and discipline policies]

Cross References

443 Rule - Student Conduct and Discipline Rule

Title: STUDENT CONDUCT and DISCIPLINE - Rule

Code: 443

Status: Active

Adopted: February 20, 2023

Student behavior that is dangerous or disruptive and that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement in an alternative setting as outlined in this code. In addition, the student may be subject to disciplinary action in accordance with established Board policies, school rules, state and federal laws and municipal ordinances.

STUDENT REMOVAL FROM CLASS

1. A teacher may remove a student from class for the following reasons.
 - a. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:
 - Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
 - Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of District student alcohol and other drug policies.
 - Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
 - Fighting.
 - Taunting, baiting, inciting and/or encouraging a fight or disruption.
 - Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
 - Pushing or striking a student or staff member.
 - Obstruction of classroom activities or other intentional action to attempt to prevent the teacher from exercising his/her assigned duties.
 - Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
 - Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
 - Restricting another person's freedom to properly utilize classroom facilities or equipment.
 - Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions.
 - Throwing dangerous objects in the classroom.
 - Repeated disruption or violation of classroom rules.
 - Excessive disruptive talking.
 - Behavior that causes the teacher or other students fear of physical or psychological harm.
 - Physical confrontations or verbal/physical threats.
 - b. Other behavior as outlined below. Examples of such behavior may include, but not necessarily be limited to, the following:

- Willful damage to school property.
 - Defiance of authority (willful refusal to follow directions or orders given by the teacher).
 - Repeatedly reporting to class without bringing necessary materials to participate in class activities.
 - Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
 - Repeated use of profanity.
 - Any other infractions as identified in the individual buildings' discipline plan.
- c. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.
2. When a student is removed from class, the teacher shall send the student to the building principal or designee and inform them of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee within 24 hours of the student's removal from class.
 3. The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present their version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.
 4. The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

PLACEMENT PROCEDURES

1. The building principal or designee shall place a student who has been removed from a class in one of the following alternative educational settings:
 - An alternative education program approved by the School Board.
 - Another class in the school or another appropriate place in the school.
 - Another instructional setting.
 - The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that re-admission to the class is the best or only alternative.
2. When making placement decisions, the building principal or designee shall consider the following factors:
 - The reason the student was removed from class.
 - The severity of the offense.
 - The type of placement options available for students in that particular school and any limitations such as costs, space availability and location, on such placements.
 - The estimated length of time of placement.
 - The student's individual needs and interests.
 - Whether the student has been removed from a teacher's class before.
 - The relationship of the placement to any disciplinary action.
3. The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.
4. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
5. The parent/guardian of a student shall be notified of a student's placement in an alternative educational setting as outlined below.

PARENT/GUARDIAN NOTIFICATION OF STUDENT'S REMOVAL FROM CLASS AND ALTERNATIVE PLACEMENT

1. When a minor student has been removed from class, the building principal or designee shall notify the parent/guardian of a student in writing. This notification shall include the reasons for the student's removal from class and the placement determination.
2. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
3. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Title: STUDENT CONDUCT on SCHOOL BUSES

Code: 443.2

Status: Active

Adopted: October 14, 1991
Last Revised: February 20, 2023

The school bus is considered an extension of the classroom, therefore, students shall conduct themselves while on the bus in a manner consistent with standards for classroom behavior. In addition, bus rider rules shall be followed. Bus rider rules shall provide for safe and orderly transportation, and be distributed to students at the beginning of each school year.

A student is under the supervision of the school bus driver from the time they board the bus until their departure from it. The bus driver is responsible for maintaining proper order on the bus. Bus drivers shall handle all cases of minor misconduct on the bus but shall not have authority to suspend a student's bus riding privileges. Bus drivers shall receive information and training on the appropriate handling of student misconduct on the school bus and related expectations.

In cases of continuing misconduct on the bus or misconduct that can lead to suspension of bus riding privileges, the misconduct should be reported to the building principal for action. A student's bus riding privileges may be suspended for:

1. Behavior that compromises safe busing;
2. Behavior that endangers health, safety or property;
3. Repeated violation of bus rider rules; or
4. Violation of any other Board policies or school rules governing student conduct.

Before suspension of bus riding privileges, the student's parent or guardian shall be notified.

Legal References

Wisconsin Statutes

[Section 120.13\(1\)](#) [school board power to adopt student conduct rules and discipline students]

[Section 121.52\(1\)\(b\)](#) [school board authority to adopt rules to protect students on school buses and govern bus driver conduct]

Wisconsin Administrative Code

[TRANS 300](#) [state rules governing the transportation of school children, including driver and passenger requirements]

Cross References

[Insert appropriate intra-district cross references to this policy, if any, such as other district policies, forms/exhibits, handbooks, plans, etc.]

443.2 - Rule - STUDENT CONDUCT on SCHOOL BUSES

Title: STUDENT CONDUCT ON SCHOOL BUSES

Code: 443.2 - Rule

Status: Active

Adopted: October 14, 1991

Last Revised: February 20, 2023

Prior Revised Dates: 7/18/2011

In view of the fact that a school bus is an extension of the classroom, the Dodgeville School District and its transportation provider shall require each student to conduct himself/herself in a manner consistent with the Classroom Code of Conduct [board policy EPS Code: JFC] and rules of the bus. The safety of students during their transportation to and from school is a responsibility which students and parents share with bus drivers and school officials. Therefore, the rules of student conduct will be issued to every bus-riding student at the beginning of the school year and will identify what is expected of each student. Additionally, expectations apply to any school-sponsored trip.

Be it known that video surveillance and recording equipment may be in use at any time on the bus.

Loading/Unloading Expectations

1. Students shall ride on assigned buses.

2. Students shall get on and off the bus at their regular stop. Parent may designate one emergency backup location.
3. Students shall be on time at the designated school bus stop.
4. Students who need to cross the road should cross at least 10 feet in front of the bus, after checking to be sure no traffic is approaching and after receiving a signal from the driver.

Conduct While on the Bus

1. The bus driver or school administrator may assign seats any time.
2. Be respectful
 - Listen to the driver and follow driver’s directions.
 - Use appropriate language and quiet voice while talking.
 - Treat the bus and its property appropriately. Damage shall be paid for by the offender; unpaid damages may result in loss of riding privileges.
 - Treat the driver and other riders with respect.
3. Be safe
 - Keep hands, feet and personal objects to oneself and inside the bus at all times.
 - Keep the aisle clear and windows only half-way down.
 - Remain seated and face forward at all times.
 - Keep silent when approaching a railroad crossing stop.
 - Remain in the bus during a road emergency unless bus driver or designee asks students to leave the bus.
4. Be responsible
 - Keep the bus clean; put your trash in the waste basket. Eating and drinking is at the discretion of the Bus Driver/Bus Management.
 - Keep food, beverages, and personal items in backpacks.

Disciplinary Procedures

Disciplinary action is the responsibility of the school district. Consequences are at the discretion of the principal and may increase but are not limited to the suspension of bus riding privileges, either temporarily or permanently. Misbehavior on the bus could also include suspension or expulsion from school.

- First Offense: A bus conduct report describing the incident will be mailed home to parent/guardian. The student will receive a verbal warning from the principal.
- Second Offense: Three-day bus riding suspension. The student will receive a verbal warning from the principal.
- Third Offense: Five-day bus riding suspension with a mandatory parent/guardian phone call or conference.
- Fourth Offense - Bus riding suspension for the remainder of the semester with a mandatory parent/guardian phone call or conference. A bus riding expulsion hearing is required. The hearing follows the same steps as a student expulsion hearing from school.

In the event of inappropriate behavior by a student who’s Individual Education Plan (IEP) requires transportation, the Director of Pupil Services must be consulted before any disciplinary action is carried out.

Legal References

Wisconsin Law

None

Federal Law

None

Cross References

Former Policy Code: JFCC

Title: STUDENT NON-DISCRIMINATION (EQUAL EDUCATION OPPORTUNITIES)

Code: 411

Status: Active

Adopted: December 18, 1989

Last Revised: April 17, 2023

Prior Revised Dates: May 14, 2007

The Dodgeville School District is committed and dedicated to the task of providing the best education possible for every student in the Dodgeville School District.

The Dodgeville School District does not unlawfully discriminate in any of its programs, services, or activities on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, age, pregnancy, marital or parental status, any physical, mental, emotional, or learning disability, or any other legally-protected status or classification. This commitment to nondiscrimination includes the right of students to be admitted to school and to participate fully, without unlawful discrimination, in curricular and co-curricular programs and activities, career and technical education, student services, recreational programs, and other Dodgeville School District programs and activities.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) residing in the Dodgeville School District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the Dodgeville School District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The Dodgeville School District shall provide appropriate educational services and/or programs for students who have been identified as having a qualifying disability, regardless of the nature or severity of the disability, and regardless of whether the student qualifies for the Dodgeville School District's special education programs. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

The Dodgeville School District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

As further identified in the Dodgeville School District's student nondiscrimination complaint procedures and nondiscrimination notices, the following position(s) have primary responsibility for the interpretation and application of this policy and the processing of any student nondiscrimination complaints that may be filed under the procedures relating to this policy: Director of Curriculum All complaints shall be brought and processed in good faith, and no person may engage in any abuse of the complaint procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year as a Class 1 legal notice and posted in each school building in the District. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

Legal References

Wisconsin Statutes

[Section 118.13](#) [student nondiscrimination; policy/procedures required]

[Section 118.134](#) [race-based nicknames, logos, mascots]

Wisconsin Administrative Code

[PI 9](#) [student nondiscrimination; policy/procedure/notice required]

[PI 41](#) [accommodating student religious beliefs; policy required]

Federal Laws

[Title IX, Education Amendments of 1972](#) [sex discrimination]

[Title VI, Civil Rights Act of 1964](#) [race, color and national original discrimination]

[Section 504 of the Rehabilitation Act](#) [disability discrimination; free and appropriate public education (FAPE) and reasonable accommodations]

Title II of the Americans with Disabilities Act	[disability discrimination; reasonable accommodations]
Individuals with Disabilities Education Act	[programs and services for students with disabilities]
McKinney-Vento Homeless Assistance Act	[equal access for homeless students; required policies to remove barriers]
Age Discrimination Act of 1975	[age discrimination in programs or activities receiving federal financial assistance]
Elementary and Secondary Education Act	§6312(e)(3)(D) – nondiscrimination in admission to federally-assisted education programs on the basis of surname or language-minority status]

Cross References

411 - Rule

Title: STUDENT DISCRIMINATION COMPLAINT PROCEDURES

Code: 411 - Rule

Status: Active

Adopted: April 17, 2023

If any person believes that there has been a violation of a Dodgeville School District nondiscrimination policy, that the Dodgeville School District has failed to meet any of its obligations under a state or federal nondiscrimination law, or that any unlawful discrimination has occurred (including harassment or prohibited retaliation) for which the Dodgeville School District is responsible, they may bring forward a complaint under these procedures. It is the Dodgeville School District’s expectation that all such complaints will be brought forward and processed in good faith.

Complaints under these procedures shall normally be submitted in writing directly to the Dodgeville School District’s Equal Educational Opportunities Compliance Officer.

The following individual currently serves as the Compliance Officer:

Director of Curriculum
Dodgeville School District
916 W Chapel Street, Dodgeville, WI, 53533
608-935-3307, jgoetzke@draschools.org

The Human Resource Generalist shall perform the duties of the Compliance Officer (including receiving complaints) if the Compliance Officer is temporarily unavailable or if a complaint involves any alleged improper conduct by the Compliance Officer.

Any person presenting a report or complaint under these procedures who has concerns about safety, confidentiality, or retaliation should discuss those concerns with the Compliance Officer as early as possible in the process — preferably at or even prior to the time that the detailed report or complaint is made.

In conjunction with the Dodgeville School District’s receipt of notice of any report or complaint of alleged discrimination or retaliation under these procedures, the Dodgeville School District shall consider (and the complainant may affirmatively request consideration of) any interim measures that should be taken before the final outcome of an investigation (e.g., safety planning or other steps needed to protect the complainant and ensure equal access to the Dodgeville School District’s education programs and activities).

INFORMAL RESOLUTION OF COMPLAINTS AND CONCERNS

The Dodgeville School District encourages the voluntary, informal resolution of student discrimination complaints or related concerns. For example, if an issue or concern is brought to the attention of a building principal and the building principal offers a resolution that is satisfactory to both the Dodgeville School District and to the person who presents the issue(s), it is not necessary to initiate or complete a more formal investigation or to issue a formal determination of the complaint under the steps outlined below. However, if a complainant is not satisfied with a proposed resolution or believes the issue is too significant to

pursue and resolve informally, the complainant may initiate (or continue to pursue) the formal procedures according to the steps listed below.

FORMAL COMPLAINT PROCEDURES

Step 1: A written statement of the complaint shall be prepared by the complainant, signed, and submitted to the Compliance Officer or their administrative-level designee. The Dodgeville School District has a form available for this purpose. The Compliance Officer shall investigate or coordinate an appropriate investigation of the issue(s) and, in a manner consistent with applicable student records laws, issue a written determination to the complainant and any other appropriate parties indicating the extent to which the complaint was or was not substantiated and including such other information as may be appropriate under the circumstances. This initial, written administrative determination shall normally be made within 45 calendar days of the filing of the complaint, although some matters may require additional time. If a complaint presents particularly complex or serious allegations, the Compliance Officer may immediately involve the District Administrator in deciding how to proceed to an initial administrative determination of the complaint.

Step 2: If any actual party in interest to the complaint (including any alleged victim/target or any alleged responsible party) wishes to appeal an initial administrative determination of a formal complaint, they may submit a signed statement of appeal to the District Administrator within 5 business days of the administrative determination. After conducting any further inquiry into the matter that they deem appropriate, the District Administrator shall formulate a conclusion and respond in writing to the appeal. The response will normally be issued within 10 business days of the filing of the appeal, although some matters may require additional time. If the District Administrator was involved in making the initial determination, the request for appeal shall be treated as a request for consideration.

Step 3: If any actual party in interest to the complaint disagrees with the determination of the complaint made by the District Administrator, they may either (1) treat the District Administrator's decision at the previous step as the final Dodgeville School District determination of the complaint and proceed to Step 4 (if applicable), or (2) submit at the Office of the District Administrator within 5 business days of the appeal response a further appeal through a signed, written statement to the School Board that describes in reasonable detail the factual and/or legal basis for the person's disagreement with the previous determination. Within 30 calendar days, although some matters may require additional time, the Board shall address the appeal at a meeting. Upon its review of the appeal and the record of the complaint, the Board may affirm, reverse, or modify the previous determination or remand the matter for additional information. The Board may or may not meet with any of the parties in interest prior to reaching a decision. Notice of the Board's disposition of the appeal shall be sent by the Board Clerk, or their designee, to appropriate parties within 10 calendar days of reaching a disposition. Such notice shall inform the complainant of their right to appeal the Dodgeville School District's determination of the matter to the State Superintendent of Public Instruction to the extent permitted by law.

Step 4: If, at this point, the complaint has not been satisfactorily resolved, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707. An appeal to the DPI should be in writing and signed. The following information should be included: the reason for the appeal, the facts that make the complainant believe discrimination occurred; and the relief or outcome the complainant is requesting. If the person appealing is a minor, a parent or guardian must sign the appeal. In addition, the complainant may appeal directly to the DPI if the District has not provided written acknowledgement within 45 days of receipt of the complaint or has not made a determination within 90 days of receipt of the written complaint.

The Dodgeville School District normally intends to reach a determination of the complaint within 90 days of the receipt of the written complaint, unless the parties agree to an extension of time.

Depending on the alleged basis of the discrimination (e.g., sex, disability, race, age, etc.), a complaint or appeal may also be made to the U.S. Department of Education's Office for Civil Rights (OCR) in Chicago, as authorized by various federal laws, or a complaint or suit may be filed with another external governmental agency or court. Such agencies and courts independently determine the extent to which any given complaint or appeal falls within their realm of authority. Such actions may be taken in lieu of or in addition to filing a complaint under the Dodgeville School District's local procedures.

COMPLAINT PROCEDURE - SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement, or free appropriate public education of a student with a disability in connection with state and federal special education laws shall be submitted and processed in

accordance with the applicable laws and regulations and the Dodgeville School District's established special education policies and procedures.

MAINTENANCE OF COMPLAINT RECORDS

Records shall be kept under Dodgeville School District records retention procedures of all formal and informal written complaints submitted under these procedures. The records shall include information on all levels of the complaint and any appeals. To the extent applicable to a particular complaint, the retained records should normally include:

1. The name of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of any individually-identified the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. The written evidence that was presented by a party or that was made a part of the record of the complaint.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

Title: STUDENT RECORDS
Code: 347
Status: Active
Adopted: December 13, 1978
Last Revised: January 16, 2023
Prior Revised Dates: 12/13/2016

The Dodgeville School Board recognizes the need for and importance of appropriately maintaining the confidentiality of individually-identifiable student records throughout the record life cycle (i.e., at the points of collection, storage, use, disclosure, and destruction). Protected student records shall be available for inspection or release only with the prior approval of the student's parent or guardian (or of an adult student), except in situations where applicable laws and regulations require or permit the inspection or release of student records without such prior approval.

The Board shall adopt a comprehensive rule to accompany this policy in order to (1) satisfy various requirements of applicable state and federal law; (2) establish specific local expectations and procedures relating to the management of student records; and (3) inform staff, students, and parents and guardians about the Dodgeville School District's student records practices. The rule will identify practices intended to facilitate student/parent/guardian access to a student's own records and also identify circumstances under which protected student records may be disclosed without the consent of a parent, guardian, or adult student. The District shall also publish an annual student records notice in accordance with state and federal law.

The District Administrator shall have primary responsibility for ensuring that Dodgeville School District employees and other school officials who are authorized to create, collect, maintain, use, provide access to, or destroy student records understand their duties and responsibilities as defined by applicable law, Board policy, and Dodgeville School District procedures (including the specific confidentiality and maintenance requirements applicable to various categories of student records and other personally-identifiable records concerning students). It is essential for all Dodgeville School District officials, employees, and agents to understand that the legal requirements and the Dodgeville School District expectations surrounding the confidentiality of protected student records, including the limitations on disclosure of certain records and information, generally apply not only to the actual record(s) (in whatever form), but also to any verbal exchanges which improperly disclose the content of confidential records.

The Director of Student Services, the Director of Technology, and building principals, all under the supervision of the District Administrator shall be jointly responsible for coordinating and implementing the Board's rule that accompanies this policy and any additional administrative procedures intended to further ensure that school district employees and other authorized school officials obtain access to protected student records only when they have a legitimate educational interest in the records or where some other legitimate basis for access applies.

After providing an initial copy of any student record to a parent, guardian, or student at no cost, the Dodgeville School District may charge a reasonable fee for subsequent copying and/or mailing of the same student record(s). The Dodgeville School District shall not charge parents, guardians, or students for any costs associated with locating or retrieving the student's records. In situations where payment of any fees would effectively prevent a parent, guardian, or student from exercising their rights to inspect and review the student's records, any such fees shall be waived upon approval by the District Administrator or an

administrative designee. Aside from fee waivers authorized by Board policy, any copying or postage fees that are established shall be applied consistently.

Legal References

Wisconsin Statutes

Section 19.65	[rules of conduct; employee training; and security regarding personally-identifiable information]
Section 48.396	[law enforcement officer records]
Section 115.812(2)	[reporting information regarding specified students with disabilities to appropriate county departments]
Section 118.125	[state student records law; policies required]
Section 118.126	[privileged communications related to student alcohol and drug use]
Section 118.127	[law enforcement agency record information]
Section 118.51(8)	[full-time open enrollment; disciplinary records]
Section 118.52(10)	[part-time open enrollment; disciplinary records]
Section 146.82	[confidentiality of patient health care records]
Section 146.83	[access to patient health care records]
Section 252.15	[access to HIV test results]
Section 767.41(7)	[custody and physical placement; parent access to records]
Section 938.396	[access to records; law enforcement and court records]
Section 950.08(2w)	[information provided by district attorney to schools in criminal cases]

Federal Laws

20 U.S.C. §1232(g)	[Family Educational Rights and Privacy Act; the federal student records law]
34 C.F.R. part 99	[U.S. Department of Education FERPA regulations]
34 C.F.R. part 300, subpt. F	[U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]
20 U.S.C. §7908	[providing high school students' contact information to military recruiters and institutions of higher education]
10 U.S.C. §503(c)	[providing high school students' contact information to military recruiters]
42 U.S.C. §1758(b)(6)	[heightened privacy rules for students' eligibility status and other National School Lunch Program records; see also 7 C.F.R. §245.6]

Cross References

Former Policy Code: JO

Title: ANNUAL STUDENT RECORDS NOTICE
Code: 347 - Exhibit
Status: Active

Adopted: January 16, 2023

The Dodgeville School District maintains student records for each student attending school in the Dodgeville School District. These records include: (1) **student progress records** – courses taken, grades, immunization records, extracurricular activities and attendance; and (2) **student behavioral records** – psychological tests, personality evaluations, records of conversations, records relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization records, law enforcement agency records obtained by the Dodgeville School District, and any other student records which are not progress records.

State and federal laws require that the maintenance of student records assure confidentiality. The Dodgeville School District has also adopted a student records policy and procedures. This notice is subject to state and federal laws and the Dodgeville School District's policy and procedures. Accordingly, the following shall apply in the Dodgeville School District:

1. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established Dodgeville School District procedures. The Dodgeville School District will respond to such requests without unnecessary delay. Copies of the Dodgeville School District's student records procedures are available upon request at the Dodgeville School District Office, 916 W Chapel Street, Dodgeville, WI, 53533. Regular office hours are: 8:00 a.m. to 3:30 a.m Monday through Friday.
2. An adult student, or the parent(s) or guardian of a minor student, has the right to request the amendment of the student's school records if they believe the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established Dodgeville School District procedures. Copies of the Dodgeville School District's procedures are available upon request as outlined above.
3. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records. A "school official" is a person employed by the Dodgeville School District who is required by the Department of Public Instruction to hold a license; a law enforcement officer(s) who is individually designated by the School Board and assigned to the Dodgeville School District; a person employed by or working on behalf of the Dodgeville School District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the School Board; a person or company with whom the Dodgeville School District has contracted to perform a specific task (such as an attorney, hearing officer, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill their professional or Dodgeville School District responsibility.

The Dodgeville School District also, upon request, forwards a student's records to another school without consent in accordance with state law for purposes related to the student's enrollment or transfer. Dodgeville School District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

4. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Student Directory Data

The School Board has designated the following student record information as directory data: student's name; recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record; student's school/grade level; degrees and awards received by the student; student's participation in officially recognized activities and sports; weight and height of members of athletic teams; the name of the school most recently previously attended by the student; student's dates of attendance (not including daily attendance records); student's date of birth; student's home address; student's telephone number; and student's place of birth.

The Dodgeville School District may disclose this information as directory data unless a parent, adult student, or other person authorized by law has informed the Dodgeville School District in writing that all or any part of this record information may not be released without appropriate prior consent. After the Dodgeville School District issues this annual notice near the beginning of each fall session, and after issuing similar notice upon a student's initial enrollment and registration in the Dodgeville School District or re-enrollment following a gap in enrollment, the parent, guardian, or adult student will have 14 days from the date

the notice is issued to inform the school that all or any part of the student's directory data may not be released without prior consent. During such 14-day periods, the Dodgeville School District will avoid any release of the student's directory data that is not separately authorized or required by law. In addition, using procedures established by the administration, a parent or guardian (or adult student, if applicable) may make, modify, or withdraw any previous opt-out decision regarding directory data at any time.

Disclosure of High School Students' Contact Information

Federal law requires the Dodgeville School District to provide institutions of higher education and military recruiters, upon their request, with the following contact information for high school students **unless** an eligible adult student or a minor student's parent or guardian, has notified the Dodgeville School District that such information shall not be released without the prior written consent of a parent or guardian (or adult student, if applicable):

1. To institutions of higher education: a high school student's name, address, and telephone number.
2. To military recruiters: a high school student's name, address, telephone number, and electronic mail address.

Notice of a decision to opt-out of the automatic disclosure of such contact information for a high school student may be submitted at any time.

Title: STUDENT RECORDS

Code: 347 - Rule

Status: Active

Adopted: January 16, 2023

- A. **CONTENT OF RECORDS** – Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, records necessary for and available only to persons involved in the psychological treatment of a student, records created or received by the Dodgeville School District after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student, and law enforcement unit records.
1. **Progress records** maintained by the school include a statement of courses taken by the student, the student's grades, the student's immunization records, the student's extracurricular activities and the student's attendance record.
 2. **Behavioral records** maintained by the school include psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, the student's physical health records other than their immunization records, law enforcement agency records and any other student records which are not progress records.
 - a. **"Law enforcement agency records"** include those records and other information obtained from a law enforcement agency relating to: (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the Dodgeville School District, (2) the illegal possession of a dangerous weapon by a child, (3) an act for which a Dodgeville School District student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating any state or federal criminal laws, and (4) the act for which a juvenile enrolled in the Dodgeville School District was adjudged delinquent. The law enforcement agency may provide such record information to the Dodgeville School District on its own initiative or on the request of the District Administrator or designee, subject to the agency's official policy. The Dodgeville School District may also enter into an interagency agreement with law enforcement and other appropriate agencies to provide for the routine disclosure of record information in accordance with state law provisions. If a law enforcement agency denies access to any of the aforementioned records, the Dodgeville School District may file a petition with the court seeking access to the records based on legitimate educational or safety interests in the records.
 - b. **"Court records"** include those records received from a court clerk concerning a juvenile enrolled in the Dodgeville School District who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (2) has been adjudged delinquent, (3) has school attendance as a condition of his/her court dispositional order, or (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.
 - c. **"Physical health records"** include basic health information about a student, including the student's immunization records, the student's emergency medical card, a log of first aid and medicine

administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

- d. **"Patient health care records"** include all records relating to the health of a student prepared by or under the supervision of a health care provider which are not included in the student "physical health records" definition above.
 3. **Directory data** are those student records designated in the District's student directory data policy – 347 - Exhibit
 4. **Law enforcement unit records** include those records maintained by a law enforcement unit of the Dodgeville School District that were created for the purpose of law enforcement. A "law enforcement unit of the Dodgeville School District" is an individual, office, department, division or other component of the Dodgeville School District that is authorized by the School Board to do any of the following: (1) enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance against any person other than the school district; and/or (2) maintain the physical security and safety of a public school. Law enforcement unit records relating to juveniles must be treated according to the same limitations on use and disclosure that apply to a law enforcement agency's treatment of any juvenile's records.
- B. **CONFIDENTIALITY** – All student records are confidential, subject to (1) the following exceptions, (2) any other disclosures of student records that may be mandated by state or federal law, and (3) any more specific restrictions on disclosure that are imposed by a state or federal law that protects specific records to a greater extent than provided under these procedures:
1. **Release of Student Records to Students and Parents or Guardians**
 - a. A student or the parent or guardian of a minor student shall, upon request, be shown and provided with a copy of the student's progress records.
 - b. An adult student or the parent or guardian of a minor student shall, upon request, be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records. Such a student or parent or guardian shall, upon request, be provided with a copy of the behavioral records.
 - c. A parent shall have access to a student's school records regardless of whether the parent has legal custody of the child, unless the parent has been denied periods of physical placement with the child as ordered by the court.
 - d. Personally identifiable information from an adult student's records may be disclosed to the student's parent(s) or guardian(s), without the adult student's written consent, if the adult student is a dependent of his/her parent(s) or guardian(s) under the Internal Revenue Code. However, disclosure under this paragraph shall not be made when an adult student has informed the school, in writing, that the information may not be disclosed.
 2. **Access to Student Records (Other than Patient Health Care Records) by School Officials**
 - a. School officials shall have access to a student's records only if they have a legitimate educational interest, including safety interest, in the record. A "school official" is a person employed by the Dodgeville School District who is required by the Department of Public Instruction (DPI) to hold a license; a law enforcement officer(s) who is individually designated by the Board and assigned to the Dodgeville School District; a person who is employed by or working on behalf of the Dodgeville School District as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the Board; a person or company with whom the Dodgeville School District has contracted to perform a specific task (such as an attorney, hearing officer, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill their professional or Dodgeville School District responsibility.
 - b. Law enforcement agency record information received by the Dodgeville School District may be made available to those school officials with legitimate educational interests, including safety interests, in the information. If law enforcement agency record information obtained by the Dodgeville School District relates to a Dodgeville School District student, the information may also be disclosed to those Dodgeville School District employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for Dodgeville School District students. The information may not be used as the sole basis for suspending or expelling a

- student from school, or as the sole basis for taking any other disciplinary action against a student, except action under the Dodgeville School District's athletic/activity code.
- c. Law enforcement unit records may be made available to school officials under the same conditions as outlined above regarding access to law enforcement agency record information.
 - d. Court records obtained by the Dodgeville School District must be disclosed to Dodgeville School District employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, except action under the Dodgeville School District's athletic/activity code.
 - e. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by individualized education program teams under special education laws.
3. **Release of Student Progress and Behavioral Records (Other Than Patient Health Care Records) to Others**
- a. Student records shall be disclosed at the request or order of a court. The Dodgeville School District will make a reasonable effort to notify a parent or guardian of a court order for disclosure of student records prior to complying with the order except when (1) a parent or guardian is a party to a court proceeding involving child abuse and neglect or dependency matters and the order is issued in the context of such a proceeding; (2) the court order itself prohibits such notice; or (3) any applicable law prohibits disclosure of the order to the parent or guardian.
 - b. If school attendance is a condition of a student's court dispositional order under state law, the Dodgeville School District shall notify the court or, if the student is under the supervision of an agency, the agency that is responsible for supervising the student within five days after any violation of the condition by the student.
 - c. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent or guardian shall be notified of that disclosure as soon as practicable after the disclosure.
 - d. A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (1) the student is under investigation for arson, (2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and (3) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
 - e. The Dodgeville School District may disclose student records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of any individual. In making this determination, the Dodgeville School District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the Dodgeville School District determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from student records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. The Dodgeville School District shall record the following information when it discloses student record information under this exception: (1) the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure, and (2) the parties to whom the Dodgeville School District disclosed the information.
 - f. For any purpose concerning the juvenile justice system and the system's ability to effectively serve a student, prior to adjudication:
 1. The Dodgeville School District shall disclose pertinent student records to an investigating law enforcement agency or district attorney if the person to whom the records are disclosed certifies in writing that the records concern the juvenile justice system and the system's ability to effectively serve the student, relate to an ongoing investigation or pending delinquency petition, and will not be disclosed to any other person except as otherwise authorized by law.

2. The Dodgeville School District may disclose student records to a city attorney, corporation counsel, agency as defined in section 938.78(1) of the state statutes, intake worker under section 48.067 or 938.067 of the statutes, court of record, municipal court, private school or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records will not be disclosed to any other person except as otherwise authorized by law. This disclosure can be made for any purpose concerning the juvenile justice system and the system's ability to serve a student prior to adjudication.
- g. On request, the Dodgeville School District may disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the Department of Children and Families, a county department under sections 46.215, 46.22 or 46.23 of the state statutes, or a tribal organization, as defined in 25 U.S.C. 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by the department, county department, or tribal organization to access the student's case plan.
- h. The Dodgeville School District, when reporting a crime that may have been committed by a student with a disability, is required to ensure that copies of the student's special education and disciplinary records are provided to the law enforcement authorities to whom the Dodgeville School District has reported the crime. However, such disclosures must be pursuant to an applicable provision for disclosure under state and federal student records law. In general, the Dodgeville School District will consider the following: (1) whether disclosure of the records is appropriate due to the existence of a health and safety emergency; and (2) if no imminent emergency exists, whether parent or guardian consent has been obtained for the disclosure or whether some other basis exists under the state and federal student records laws.
- i. The Dodgeville School District shall make student records available for inspection or, upon request, disclose the contents of student records to authorized representatives of the Department of Corrections, the Department of Health Services, the Department of Children and Families, the Department of Justice, or a district attorney for use in the prosecution of any proceeding or any evaluation conducted under Chapter 980 of the state statutes (related to commitment of sexually violent persons), if the student records involve or relate to an individual who is the subject of the proceeding or evaluation.
- j. Upon the written permission of an adult student, or the parent or guardian of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portion of his/her behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parent or guardian of a minor student in the written request.
- k. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The Dodgeville School District will make a reasonable effort to notify a parent or guardian of the subpoena prior to complying with the subpoena except when (1) a parent or guardian is a party to a court proceeding involving child abuse and neglect or dependency matters and the subpoena is issued in the context of such a proceeding; (2) the subpoena itself prohibits such notice; or (3) any applicable law prohibits disclosure of the subpoena to the parent or guardian.
- l. Under conditions where the disclosure is permitted under both state and federal law, the Dodgeville School District shall provide to the DPI, or another authorized federal, state, or local agency, or such an agency's authorized representative, any student record information that relates to an audit, evaluation, or any compliance or enforcement activity, that is associated with a federal or state-supported education program. In the case of disclosures to DPI, the Dodgeville School District shall provide student records needed by the department to determine compliance with requirements under Chapters 115 to 121 of the state statutes. Student records may also be provided to the DPI for other purposes consistent with both state and federal law.
- m. Information from a student's immunization records shall be made available to state and local health officials to carry out immunization requirements. Summary student immunization data shall be reported. Individual student information for those students out of compliance with school immunization laws shall not be reported to the local health department or to the District Attorney without specific written parental consent for the reporting.
- n. Upon request and after obtaining written consent to the extent required by federal law, the names of students who have withdrawn from school prior to graduation to participate in a program leading to

high school graduation or an equivalency diploma shall be provided to the technical college district board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health Services, the Department of Children and Families or a county department under section 46.215, 46.22 or 46.23 of the state statutes.

- o. Annually, on or before August 15, the Dodgeville School District shall report to the appropriate community services boards established under sections 51.42 and 51.437 the names of students who reside in the Dodgeville School District, who are 16 years of age or older, who are not expected to be enrolled in an educational program two years from the date of the report and who may require services under section 51.42 or 51.437 (community mental health, development disabilities, alcoholism and drug abuse). The parent(s) or guardian(s) of such students shall be contacted to obtain informed consent prior to making such a report.
- p. The Dodgeville School District shall provide student records necessary for purposes of open enrollment in another public school district to the extent required by law. These records may include copies of any individualized education program (IEP) that has been developed for a student with a disability and the following student discipline-related records:
 1. A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;
 2. A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
 3. The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

4. **Release of Patient Health Care Records**

All student patient health care records shall remain confidential. They may be released only to persons specifically designated in state law or to other persons with the informed consent of the patient or a person authorized by the patient. Student patient health care records maintained by the Dodgeville School District may only be released without informed consent to a Dodgeville School District employee or agent if any of the following apply:

- a. The employee or agent has responsibility for the preparation or storage of patient health care records.
- b. Access to patient health care records is necessary to comply with a requirement in federal or state law.

Any record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immunodeficiency syndrome - AIDS) shall be confidential and may be disclosed only with the informed written consent of the test subject.

5. **Release of Directory Data**

Student directory data may be disclosed only as outlined in the Dodgeville School District's student directory data policy – 347 - Exhibit.

When reviewing student directory data requests, as well as when implementing other provisions of these procedures, consideration shall be given to applicable provisions of the public records law and the Dodgeville School District's policy and procedures dealing with public records.

6. **Transfer of Records**

The Dodgeville School District shall transfer to another school (including private schools and out-of-state schools) or school district all student records relating to a specific student (including disciplinary and other behavioral records; and not including records treated as patient health care records or certain treatment records for which informed consent for disclosure has not been obtained) if it has received written notice:

- a. from an adult student or the parent or guardian of a minor student that the student intends to enroll in the other school or school district;
- b. from the other school or school district that the student has enrolled; or
- c. from a court that a student has been placed in a secured correctional facility, secured child caring institution or a secured group home.

The Dodgeville School District forwards student records as requested so long as the disclosure is for purposes related to the student's enrollment or transfer.

Student records shall be transferred no later than the next working day of receiving the records transfer request.

C. **MAINTENANCE, DISCLOSURE AND DESTRUCTION OF STUDENT RECORDS**

1. While students are attending school, their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the Dodgeville School District, the records shall be transferred to that school. Patient health care records, law enforcement agency and law enforcement unit records shall be maintained separately from a student's other records.
2. The District Administrator shall provide each building principal with procedural and other technical assistance for the purpose of ensuring the confidentiality of all student records kept at the principal's school. Except as otherwise provided, all requests for inspection or for transfer to another school or school district should be directed to the building principal who will determine whether inspection or transfer is permitted under state and federal law and these procedures. The building principal or his/her qualified designee shall be present to interpret behavioral records when such a request has been made by the parent, guardian, or adult student. Upon transfer of student records to the central administrative office, the District Administrator or their qualified designee shall assume these duties.
3. A record of each request for access to and each disclosure of personally identifiable information from the education records of a student shall be maintained with such student's records, except when the request is from or the disclosure is to the following person/party:
 - a. the parent or guardian or adult student;
 - b. a school official;
 - c. a party with written consent from the parent or guardian or adult student;
 - d. a party seeking directory data; or
 - e. a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed.
4. When a student ceases to be enrolled in a school operated by the Dodgeville School District, the student's remaining student records shall be maintained as follows:
 - a. Behavioral records that are identifiable to the student will be maintained for no longer than one year after the student graduated from or last attended the school unless the student or his/her parent or guardian, if the student is a minor, gives permission that the records may be maintained for a longer period of time.
 - The Dodgeville School District will normally request consent to maintain the behavioral records of such former students (such as students with disabilities) for the period of time that such records may be needed for program audit purposes. If the Dodgeville School District does not obtain such consent, the Dodgeville School District will arrange to maintain records needed for audit purposes in a manner that is not identifiable to the individual student.
 - b. Student progress records shall be maintained for a minimum of five years after the student graduates or ceases to be enrolled in the Dodgeville School District.
 - c. Any request for the "directory data" of a former student will be treated according to the Dodgeville School District's policy on "directory data," and, to the extent applicable, the Dodgeville School District will continue to honor any valid request to opt out of the disclosure of directory information (e.g., such as the opt-out decision that was in effect when the student was last in attendance), unless such opt-out decision is appropriately rescinded.
5. The Director of Special Education shall oversee the management of the records of students with disabilities.
 - a. The Dodgeville School District shall inform the parent(s) or guardian of a student with disabilities, or the adult student if applicable, when personally-identifiable information that was collected, maintained, or used under the Individuals with Disabilities Education Act (IDEA) is no longer needed to provide educational services to the child. Except for a record of a student's name, address, and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed, such personally identifiable information must be destroyed at the request of the parent(s), guardian, or adult student. By submitting a timely written request, the parent, guardian, or student may elect to take possession of the personally-identifiable records in lieu of having the records destroyed.
 - b. Such a notice that certain records are no longer needed to provide a child with educational services will normally be given at the time the child graduates or otherwise ceases to be enrolled in the Dodgeville School District. As further described above, the Dodgeville School District will also normally, at the same time, request consent to maintain particular records for the additional time period that they are needed for program audit purposes.

D. PARENT/GUARDIAN/STUDENT REQUESTS FOR AMENDMENTS OF STUDENT RECORDS

1. A parent or guardian or adult student who believes that information contained in the student's records is inaccurate, misleading or otherwise in violation of the student's rights of privacy may request the Dodgeville School District to amend the records. Such request shall be addressed in writing to the school official having custody of the records. Within a reasonable time after receiving the request, the person having custody of the records shall decide whether to amend the records in accordance with the request and inform the parent or guardian or adult student of the decision.
2. If the person having custody of the records refuses to amend the records, they shall inform the parent or guardian or adult student of the refusal and advise them of the right to a hearing. The request for the hearing shall be filed in writing with the District Administrator or designee. The parent or guardian or adult student shall be given notice of the date, place and time of the hearing reasonably in advance of the hearing.
 - a. The hearing shall be conducted by the District Administrator or designee, who must be someone who does not have a direct interest in the outcome of the hearing.
 - b. The parent or guardian or adult student shall be afforded the opportunity to present relevant evidence and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.
 - c. The decision of the hearing officer shall be based solely upon the evidence presented and shall include a summary of the evidence and the reason for the decision.
 - d. The hearing shall be held and the parent(s) or guardian or adult student informed of the hearing officer's decision in writing within a reasonable period of time after the hearing.
 - e. If the hearing officer decides that the information is inaccurate, misleading or otherwise in violation of the student's privacy rights, the education records of the student shall be amended accordingly.
 - f. If the hearing officer decides that the information is not inaccurate, misleading or otherwise in violation of the student's privacy rights, the Dodgeville School District shall inform the parent or guardian or adult student of the right to place a statement commenting upon the information in the education records and/or describing reasons for disagreeing with the decision of the hearing officer.

3. **COMPLAINTS REGARDING ALLEGED NONCOMPLIANCE WITH FEDERAL REQUIREMENTS**

Adult students or parents or guardians of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged Dodgeville School District noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

4. **ANNUAL NOTICE**

Parents, guardians and adult students shall be notified annually of the following: (1) their rights to inspect, review and obtain copies of student records; (2) their rights to request the amendment of the student's school records if they believe the records are inaccurate, misleading or otherwise in violation of the student's rights of privacy; (3) their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; and (4) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

The notice shall be distributed to parents and guardians and adult students at the beginning of each school year. When a student transfers into the Dodgeville School District after the above notice has been given, the student and their parent(s) or guardian shall receive a copy of the notice at the time and place of enrollment.

5. **OTHER NOTICES**

In a manner consistent with the requirements of applicable law, the Dodgeville School District shall provide parents, guardians, and adult students with notice of the Dodgeville School District's student directory data designations and their right to opt-out of the release of such information as student directory data. With respect to high school students, the Dodgeville School District shall also provide parents, guardians, and adult students with notice of the rights of parents, guardians, and eligible students to direct the Dodgeville School District not to release certain student contact information to military recruiters or institutions of higher education without first obtaining prior written consent from the parent or guardian of a minor student or (if applicable) the adult student. Unless a parent, guardian, or eligible student has affirmatively opted out of such disclosures of student contact information, federal law requires the Dodgeville School District (1) to provide the names, addresses, and phone numbers of high school students to military recruiters and to institutions of higher education upon request; and (2) to additionally provide high school students' electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available) to a military recruiter upon request.

Code: 870
Status: Active
Adopted: October 23, 1995
Last Revised: August 4, 2014

COMMUNICATION is an essential component to an educational system. Parents and the public are genuinely concerned with many aspects of their children's education. The Dodgeville School District values parental and public input.

The Board of Education realizes there may be times when specific situations arise that pose a need for sharing of experiences, information clarification or mediation. The Board considers it the obligation of employees of the schools to entertain questions of parents or public. Procedures and flowchart are listed below for handling such concerns.

In the event that a concern is brought directly to the School Board as a whole, or to an individual board member, it shall be referred to the District Administrator for consideration and resolution. Any individual employee involved shall be advised of the nature of the concern and every effort will be made to resolve the issue at that level.

In cases of discipline or other school matters relating to their children, parents will first discuss the matter with the teacher. If, for some reason, they are not satisfied, they may further discuss the matter with the following persons in the following order: the principal of the building, then the District Administrator or designee. If the District Administrator or designee is unable to satisfy the parents, he or she will report the case to the Board for consideration and action.

Appropriate confidentiality shall be maintained when handling citizen's concerns.

Public Advocacy Procedures

In the event citizen, parent, or student concerns come to the attention of district officials, the following procedures will be followed:

Step One:

- Matters concerning individual students should be first addressed to the teacher.
- On issues not regarding a specific student, the student, parent or citizen should be directed and encouraged to bring the concern to the attention of the School District employee(s) most directly associated with the problem.
- Written forms (Public Advocacy and Public Advocacy Response) are provided and may be used for any issue or concern. A conference will be arranged between the parties involved within ten school days.

Step Two:

- Unsettled matters concerning individual students from Step One or problems or questions concerning an individual school should be directed to the principal of the school.
- If a non-student matter is not resolved at Step One, the written concern will be forwarded to the immediate supervisor who will arrange a conference of the parties involved. The conference will be arranged within ten (10) school days. Every effort will be made to resolve the issue(s) at this step.
- Step Three: If the concern or student issue is not resolved at Step Two, the concern then goes to the District Administrator or designee. A conference will be arranged between the parties involved within ten school days. If the District Administrator or designee is unable to resolve the issue to the satisfaction of all parties, the matter will be taken to the School Board and/or its appropriate committee.

DOCUMENTS ATTACHED BELOW:

Parent/Student Complaint Record (Parent)
Parent/Student Complaint Record (Staff)
Flow Chart

Legal References

Wisconsin Law
Federal Law

Cross References

Former Policy Code: KL

[Flow Chart](#)

[Parent Student Complaint Record - Staff](#)

[Parent Student Complaint Record](#)

Title: PARENTS RIGHTS & DISTRICT PROGRAMS/ACTIVITIES

Code: 333

Status: Active

Adopted: August 11, 2003

Last Revised: October 8, 2018

Parents/guardians may inspect, upon request, any instructional material used as part of the educational curriculum for students. In addition, parents/guardians may deny their child's participation in certain District educational programs or activities in accordance with state and federal laws and regulations. Specifically, parents/guardians may:

1. Request that their child not participate in 4th, 8th, 9th, 10th or 11th grade state assessments.
2. Request that their child not participate in instruction in human growth and development or instruction in certain health-related subjects (physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body).
3. Request that their child not participate in any survey administered or distributed to students in the schools that reveals information concerning any of the following:
 - political affiliations or beliefs of the students or the student's parent;
 - mental and psychological problems of the students or the student's family;
 - sex behavior or attitudes;
 - illegal, anti-social, self-incriminating or demeaning behavior;
 - critical appraisals of other individuals with whom students have close family relationships;
 - legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
 - religious practices, affiliations or beliefs of the student or student's parent; or
 - income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Parents/guardians may inspect, upon request, any survey containing items related to any of the above information and any survey created by a third party, as well as any instructional materials used in connection with any such survey. If a survey containing any of the above information is funded in whole or in part by any program administered by the U.S. Department of Education, written consent shall be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey.

4. Request that their child not participate in any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information, or otherwise providing that information to others for that purpose. "Personal information" includes individually identifiable information such as a student's or parent's first and last name, address, telephone number or Social Security identification number. Upon request, parents/guardians may inspect any instrument used in the collection of personal information from students for marketing or selling purposes before the instrument is administered or distributed to students.
5. Request that their child not participate in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student, or of other students. "Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection in the body, but does not include a hearing, vision or scoliosis screening.

Parents/guardians shall be informed at the beginning of the school year of the specific or approximate dates during the school year when activities outlined in items (3), (4) and (5) are scheduled to take place and shall be given the opportunity to request that their child not participate in such activities.

Parents/guardians shall make any of the above requests, in writing, to the building principal or designee. All requests will be judged individually based upon state and federal guidelines. The principal or designee shall respond to such requests in a timely manner.

The District shall inform parents/guardians of this policy at the beginning of each school year.

Legal References

Wisconsin Law

Federal Law

None

Cross References

Former Policy Code: IFF

RIGHT TO RECEIVE TEACHER INFORMATION

In accordance with federal law requirements, we are informing you that you may request information regarding the professional qualifications of your child’s classroom teachers, including the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction,
2. whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived, and
3. is teaching in the field of discipline of the certification of the teacher.

You may also request information regarding whether your child is being provided services by a paraprofessional(s) and, if so, the qualifications of any paraprofessional providing services to your child. Requests for teacher and paraprofessional qualification information should be directed to Toby Tripalin, ttripalin@draschools.org at the school. The requested information will be provided to you in a timely manner.

**Title: ELECTRONIC INFORMATION & COMMUNICATION SYSTEMS USE POLICY
includes CHILDRENS INTERNET PROTECTION ACT (CIPA) COMPLIANCE**

Code 363.2

Adopted March 14, 2005

Last Revised January 11, 2010

This policy outlines requirements for student, staff and administration’s use of all electronic information and communications systems, specifically, Internet, e-mail, and local area network (LAN) accessed through Dodgeville School District.

All electronic information and communications systems remain the sole property of the Dodgeville School District. The School Board through its appointed representatives reserves all rights of said systems and shall have unlimited access and control over these systems. There is no expectation of privacy in any computer/technology related activities.

It is the responsibility of each user to access these resources responsibly and respectfully. The expectation for each user is that these resources will be for educational purposes. Users should have no expectation of privacy or confidentiality in the content of any message or document created, archived, stored, received, deleted, looked at or sent with the District’s computer resources. The District reserves the right to monitor, access and/or disclose the content of any of these messages or files without prior notice to the users. The District also reserves the right to remove any files from District computer systems without prior notification. All users of Dodgeville School District resources must follow the Acceptable Use Policy as follows:

Acceptable Use

Responsible users shall:

- Adhere to the same rules of conduct expected and required in the classroom and school district.
- Use school electronic resources for educational purposes.
- Use appropriate language in written text and messages.
- Respect the rights and privacy of others.
- Respect and uphold copyright laws.
- Be aware that all files are subject to inspection and review by school authorities when it is deemed necessary.

Unacceptable Use

Responsible users shall NOT:

- Indicate any personal information such as full name, address or phone number.

- Reveal the personal information of others.
- Use the network for illicit or illegal activities.
- Send any messages that contain inappropriate, offensive, obscene, inflammatory, insulting, threatening, or attacking language including racial or sexual slurs.
- Damage computers, computer systems, or computer networks.
- Lend e-mail log-ins and passwords to others.
- Trespass in another's folders, work, or files.
- Use the network for commercial gain.
- Waste technology resources including file space, printers, and paper.

Student Violations

Violations will result in a loss of access as well as other disciplinary or legal action according to the following guidelines:

Any student user who violates this policy will lose independent user privileges as stated below:

1st offense: Range: From a warning up to 90 school days.

2nd offense: Range: Up to 180 school days.

3rd offense: Range: Up to permanent loss of privileges while enrolled at that school.

Additional disciplinary action (i.e. Suspension) may be determined at the building and/or district level in line with existing practice regarding inappropriate behavior. All penalties will be administered by school principals and are subject to review by the administrative team. In all cases restitution for damages will be assessed.

Employee Violations

Any staff or guest user who violates this policy will be subject to disciplinary actions that include one or more of the following: directive guidance, written reprimand, loss of user privileges, suspension without pay, or discharge from employment.

All penalties will be administered by the district administrator and are subject to review by the School Board. In all cases restitution for damages will be assessed. In any instance, law enforcement agencies may be involved.

Reporting Violations

Users are responsible for reporting occurrences of unacceptable use. Any adult staff member is considered a designated official for student reporting. Any administrator or supervisor is considered a designated official for adult reporting.

Internet Safety and Children's Internet Protection Act (CIPA) Compliance

It is the policy of the Dodgeville School District to make a good faith effort to:

- prevent user (student, staff, minor, adult) access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- prevent unauthorized access and other unlawful online activity.
- prevent unauthorized online disclosure, use, or dissemination of personal identification of minors.
- comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].
- educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. (Public Law No: 110-385 Protecting Children in the 21st Century Act)

Access to Inappropriate Material

To the extent that it is practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Realizing that no Internet filter device is 100% effective, the Dodgeville School District shall make every effort to maintain effective filtering continuously. The District acknowledges that the potential exposure to inappropriate information is not and cannot be entirely avoided. A student, staff member, parent or citizen may complain, either to school administration or directly to the FCC if banned material repeatedly gets through the filter.

Inappropriate Network Usage

To the extent that it is practical, steps shall be taken to promote the safety and security of the users of the Dodgeville School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications (whether use is intended or accidental).

Warranties and Indemnification

Dodgeville School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind, suffered directly or indirectly, by any user of his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for their use and the user who is 18 or older, or in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District and the Internet Provider that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limiting to any fees or charges incurred through purchases of goods or services by the user. The use, or if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation, or a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's Network.

"Employee Notice" and "Student Permission Slip" attached below.

Legal References

Wisconsin Law

Wisconsin Statutes
118.125
118.13
120.18
120.49

Federal Law

Title XVII "Children's Internet Protection Act"

Cross References

Former Policy Code: EHAB

[EHAB - Employee Notice](#)

[EHAB - Permission Slip](#)

Title: LOCKER ROOM & RESTROOM PRIVACY

Code: 731.1

Status: Active

Adopted: December 20, 2021

Last Revised: June 14, 2010

The Dodgeville School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms and restrooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms, multiple occupancy, and single occupancy restrooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
2. No cell phone, cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room and restrooms at any time.
3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room and restrooms or to take any other photo or video image of a person in the locker room and restrooms.

4. Single occupancy restrooms and stalls within multiple occupancy restrooms are designated for one individual to use at a time. Small children with a parent or guardian will be exceptions.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating this policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

This policy shall be publicized annually and posted in each locker room and restroom in the District.

Legal References

Wisconsin Law

175.22 Policy on privacy in locker rooms.

Federal Law

None

Cross References

Former Policy Code: ECAD

Title: STUDENT SEARCHES & SEIZURES
Code: 446 Administrative Rules
Adopted: February 23, 1998

The following administrative rules apply:

1. The legal standard for searches & seizures required by school personnel is “reasonable grounds.”
2. Searches & seizures by school personnel may take place anywhere on school property.
3. Searches and seizures by school personnel may take place at a school sponsored activity which is held off of school grounds.
4. Law enforcement officials, when involved in searches & seizures on school property, will work in conjunction with school officials.
5. The legal standard for searches & seizures for law enforcement officials when working in conjunction with school officials is “reasonable grounds.”
6. Strip searches are prohibited by WI s.s. by school officials on school property or elsewhere.
7. Vehicles on school property are subject to search and seizure.
8. Use of dogs to sniff objects on school property may occur at anytime without prior notice.
9. Parental cooperation in the implementation of this policy is a priority of the school board and school personnel.

Legal References

Wisconsin Law

None

Federal Law

None

Cross References

Former Policy Code: JFGA-R

Title: STUDENT SEARCHES & SEIZURES
Code: 446
Adopted: February 23, 1998

School teachers and administrators have an interest in the health and safety of others, the maintenance of order, protecting school property, the property of students and staff, and the right and duty to secure this “interest” by means of reasonable searches and seizures.

Desk/Locker Searches

A desk/locker used by students is provided by the school for the convenience of the students, to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials, and no student shall use the desk/locker for any other purpose. Street lockers and gym lockers, although assigned to individual students, remain school property subject to periodic reasonable inspection by school authorities. The desk/locker assigned to a student is not the student’s private property or under his/her exclusive possession. Students should be advised of the possibility of inspection at the beginning of each school year.

Searches and Student Searches

A teacher and/or administrator may conduct a search of a student’s person, purse, duffel bag or similar articles if the search is based on reasonable suspicion, based on personal observation or reliable information from a third party, that the student has a dangerous or illegal item or substance in his/her possession. A limited search for dangerous or illegal items or substances on the person of a student is a proper means of protecting the interests of education and property, health and safety of all those in the schools of the district without unreasonably interfering with the students’ privacy rights. It is recommended that two members of the staff (one being an administrator) conduct the search together.

Documentation

Any search by school officials must be documented. The documentation report should be placed in the school files for safe keeping and ready for retrieval.

Retention of Seized Materials

Any items which are seized during a search by school personnel should be safeguarded until a determination has been made for the disposition of said items.

Guidelines

1. Cooperation with Law Enforcement Agencies

If law enforcement personnel seek permission from school authorities to search a student, the student’s property, or desks and lockers used by the student to obtain evidence related to criminal activities, permission will be granted if :

- There is uncoerced consent by the person whose interests are involved, or;
- There is a probable cause and circumstances are such that taking the time to obtain a warrant would frustrate the purpose of the search, or;
- A valid arrest has been made and the search is incident to the arrest.

Principals shall make a good faith effort to notify parents/guardians when a request is made to search a student, the student’s property, or desks and lockers used by the student.

2. Who May Conduct A Search?

On School Property

- a. A teacher and administrator may conduct a search. It is preferable that one of these two people be of the same gender as the student being searched.
- b. On a field trip, during a co-curricular activity, or on a school bus, any school employee or his/her designee (including the bus driver), male or female, may conduct a search without an additional person. Any search must be conducted within the guidelines stated in this board policy.

Search of Students

In the interest of the welfare of the students and the school community, it may be necessary to search a student or the student’s property. The search may be conducted if the school principal or teacher has a reasonable suspicion that the student has obtained, or has in his/her possession, items in violation of school rules or of state law.

An administrator or teacher may conduct a search if they suspect, from reliable information, personal observation, suspicious behavior by the student, or the student’s prior history and school record, that a student is in violation of school rules or the law.

In such cases, the following procedures will be used:

- a. The student will be informed of the reason for conducting the search.
- b. The school teacher and/or administrator who is conducting this search has the right to request a student to empty pockets, purses, backpacks or other articles used to carry personal effects, to remove hats and shoes and/or roll socks down.
- c. The teacher and/or administrator may also request a student to remove outer garments, such as sweatshirts, sweaters, jackets or vests if worn over blouses, shirts or T-shirts. No teacher, administrator or school employee has the right to request the removal of any other clothing or to conduct a strip search. A strip search as defined in Wisconsin statutes means “a search in which a detained person’s genitals, pubic area, buttock or anus or a detained female person’s breast is uncovered and either is exposed to view or touched by a person conducting a search.”
- d. The teacher and/or administrator or his/her designee will notify the student’s parent or guardian of the reason for such a search.
- e. Procedure if a student refuses to cooperate.

If a student refuses to cooperate, the teacher and/or administrator has the authority to proceed, subject to the limitations described below.

- K-8 Students

An attempt will be made to contact the student’s parent/guardian to request him/her to encourage the student to cooperate. If the parent/guardian cannot be reached, or if the student continues to refuse to cooperate, the teacher and/or administrator may turn the matter over to law enforcement officials for the appropriate action. The student may be detained until the law enforcement official arrives.

If the parent/guardian has not been contacted and the law enforcement officials are involved, the teacher and/or administrator will notify the parent/guardian as soon as possible as to the reason for such search.

- 9-12 Grade Students

The teacher and/or administrator has the right to involve a parent/guardian or turn the matter over to law enforcement officials. The student may be detained until the law enforcement official arrives. If the matter is turned over to the law enforcement officials, the teacher and/or administrator will notify the parent/guardian as soon as possible of the search and the reason for the search by law enforcement officials.

- Danger to Students or Other Individuals (K-12)

If a teacher and/or administrator has reason to suspect that a student is carrying a dangerous or illegal item or substance and if a teacher and/or administrator believes that an immediate search is necessary, the teacher and/or administrator may search a student’s pockets or belongings and conduct a pat-down search. The student may be detained until such time as a law enforcement official arrives.

- f. Involvement of Law Officials

Rather than conduct a search, a school official or his/her designee has the right to contact a law enforcement official to take appropriate action.

3. **Search of Desks/Lockers**

The Board has provided school desks/lockers for a student’s use during the school day. The student has no property interest in any desk/locker. Desks/lockers are subject to search by administrators and/or teachers to protect the health and welfare of the student body. A search will be conducted only when there is reason to suspect violation of school rules and regulations or laws. Authorization to search a desk/locker will be given only by the administrator. The search will take place in the presence of two school employees and, if practicable, the student.

A record will be kept by the school of all lockers searched, including the reason for the search and the findings (see reference to documentation above).

4. **Use of Dogs**

The school district may employ the use of dogs. The following guidelines will be adhered to:

- a. A dog sniff of an object (e.g. locker, vehicle) located in a public place by a well trained canine does not constitute a search within the fourth amendment. Neither reasonable suspicion or probable cause is required.

- b. A dog sniff of a student is a search within the Fourth Amendment and must be based on reasonable suspicion.

Legal References

Wisconsin Law

None

Federal Law

None

Cross References

Former Policy Code: JFGA

Title: STUDENT ALCOHOL & OTHER DRUG USE

Code: 443.4 Administrative Rules

Status: Active

Adopted: February 23, 1998

Last Revised: February 20, 2023

The following administrative rules apply:

1. Chemical Dependency (CD) counseling agencies may be either private or public.
2. CD counseling agencies that are considered/selected must be appropriately accredited by the State of Wisconsin.
3. In determining consequences for possession, use, under the influence, or sale of controlled substances, tobacco is not classified as an intoxicant. All other controlled substances are classified as intoxicants.
4. Support groups are identified as Positive Assistance for Students (PAS). The facilitators will include faculty member(s) trained in AODA issues.
5. Suspension and expulsion guidelines are stated in school board policy 447.3.
6. Searches and Seizures guidelines are stated in school board policy 446.
7. The WIAA rules of conduct for eligibility in inter-scholastic athletics is part of this policy.

Legal References

Wisconsin Law

None

Federal Law

None

Cross References

Former Policy Code: JFCH-R

Title: SURVEILLANCE CAMERAS

Code: 731.3

Adopted: December 12, 2005

It is the policy of the Dodgeville School District to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. School officials shall investigate any suspicion that conduct or materials harmful to the health and safety of students, school personnel or property are present within the school.

If surveillance cameras are installed on school property, video surveillance shall be used only to promote the order, safety and security of students, staff, visitors and property.

When cameras are used, signs stating “Surveillance cameras constantly in use, but not continuously monitored” will be posted. Cameras will be placed only in public areas such as hallways, classrooms, parking lots, entrances and athletic areas. Cameras shall not be used in areas such as restrooms and locker rooms.

Only individuals authorized by the district administrator or building principal may view surveillance recordings. Should surveillance recordings become part of a student disciplinary action, they become part of that student’s record and shall be dealt with consistent with the district’s student records policy and procedures.

Schools shall reference this policy in the student handbook that is distributed annually to each student enrolled in the district.

Legal References

Wisconsin Law

None

Federal Law

None

Cross References

Former Policy Code: ECAC

Title: SCHOOL LUNCH PAYMENT POLICY

Code: 763

Adopted: July 10, 2017

In accordance with directives of the USDA and the federally subsidized National School Lunch Program and School Breakfast Program.

parents/guardians and guardians must plan for their child to have sufficient access to food at school on each school day and must actively monitor and manage their child’s school food service account. In order to help parents and guardians meet these responsibilities and to ensure that school families are reasonably informed about the foodservice options that are available to students, the District has established the following guidelines regarding foodservice charges and student access to food at school.

A student will always be permitted to select and receive one of the standard school meal options if either of the following apply:

- The District has determined that the student is currently eligible to receive free meals at school; or
- The student has sufficient prepaid funds in his/her food service account, or enough money in hand, to pay for the meal on the day the meal is purchased.

If a student’s account balance exceeds negative \$20.00, food service staff will contact the building administrators who will work with the family to seek a remedy. If a balance exceeds negative \$40.00, students will no longer be able to charge on their accounts. All further purchases will be on a “cash on account” basis. Students are not permitted to charge a la carte items at any time.

Students who are denied a full meal due to insufficient funds in their account will be offered an alternate meal. Students may be denied this substitute meal if it is determined by building administration that they are abusing the privilege. Prior to the denial of this access, the school lunch program will make attempts to contact the parents to indicate the need for a resolution.

This policy will be communicated in the Student Handbook of each school in the district.

Legal References

Wisconsin Law

None

Federal Law

None

Cross References

Former Policy Code: EFF

Title: WELLNESS POLICY
Code: 458
Adopted: August 14, 2006
Last Revised: January 11, 2016

STUDENT NUTRITION AND PHYSICAL ACTIVITY

The Dodgeville School District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. Through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that all children are included.

1. **Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.** The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's and staff understanding and habits as they relate to good nutrition and regular physical activity.
2. **Support and promote proper dietary habits contributing to students' health status and academic performance.** All foods available on school grounds and at school-sponsored activities provided by the Dodgeville School District during the instructional day should meet or exceed the District Nutrition Standards. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals.
3. **Increase the amount of time students are engaged in physical activity.** A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades pre-K through 12. Physical activity should include but are not limited to: regular instructional physical education, co-curricular activities and recess.
4. **The Dodgeville School District is committed to improving academic performance for all children.** Educators, administrators, parents, health practitioners and communities must acknowledge the critical role student health plays in academic stamina and performance. The school environment must be adapted to ensure the students' basic nourishment and activity needs are met.
5. **The Dodgeville School District highly values the health and well-being of every staff member.** The district will support activities and policies that encourage personal efforts by staff to maintain a healthy lifestyle. The district will promote opportunities for education in health and wellness for staff.

Research highlighting the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn should be highlighted to ensure widespread understanding of the benefits to healthy school environments. The diversity of the student populations (e.g., economic, religious, minority, cultural and medical) should be considered at all times to ensure that all student needs are being met.

DODGEVILLE SCHOOL DISTRICT PROCEDURES TO ACHIEVE THESE GOALS:

STUDENT NUTRITION PROCEDURES & FOOD SERVICE NUTRITIONAL GUIDELINES for GRADES PRE-K – 12

Breakfast/Lunch Program:

The National School Lunch Program and SBP follow the nutrition standards as required by the Healthy, Hunger-Free Kids Act of 2010, which amends existing regulations to establish nutrition standards for all food sold in schools. Other than food sold as a part of the lunch and breakfast program the Smart Snack Initiative regulates food sold at school during the school day. The goal is to improve the health and well-being of our children and create a learning environment to develop healthy eating habits. It is encouraged that the lunchroom climate be a place where students have adequate space to eat and time for meals.

All "accountable" breakfast and lunch meals are required to:

- Have at least one half cup of fruit or vegetables.
- All foods are required to be whole grain rich.

All a la carte items sold in the lunchroom will meet the Smarts Snack Rule. USDA regulations require:

All foods or beverage other than food sold for the lunch and breakfast programs, that are sold on school campus must comply with federal nutrition standards.

- Be a whole grain rich product.
- Have the first ingredient a fruit or vegetable, dairy product, or protein food.
- Contain 10% of the daily value of nutrients (calcium, potassium, vitamin D, or dietary fiber).
- Calorie limits snack items:< 200 calories, Entree item:<480 calories
- Sodium limits Snack item< 230 mg, Entree:<480mg. Fat limits
- Total fats: <35% of calories. Saturated fat: <10% of calories. Trans fat: zero grams.
- Sugar limits: < 35% of weight from total sugars in food.
- Schools may sell Plain water, unflavored 1% milk, Unflavored or flavored fat free milk, 100% fruit or vegetable juice.

Fundraisers:

- Food items that meet nutrition requirements are not limited.
- The standards do not apply during non-school hours, on weekends and at off campus events.
- The standards provide an exemption for fundraisers:
 - Limits the number of in school food based fundraisers to two per year per group or club.
 - Each fundraiser must complete a standard form to be filed with the building principal.
 - The fundraiser must follow Dodgeville School District Standards.
 - From midnight of the school day until 30 minutes past the end of the school day fundraisers are required to meet the Smart snack Rule.
- Fundraisers outside of school are encouraged, but not required to follow the Smart Snack guidelines.
- Fundraising activities will be monitored and tracked for compliance by the administration in each building.

Guidelines for food and beverages offered to students at school functions:

- Celebrations and parties:
 - The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
- Classroom snacks brought by parents:
 - The district will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
- Rewards and incentives:
 - The district will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward or withheld as punishment for any reason, such as performance or behavior

PHYSICAL EDUCATION AND ACTIVITY OPPORTUNITIES

The goal is to help children integrate physical activity into their daily lives from an early age and not just in physical education class. By incorporating lifestyle activity into children’s physical education classes, children will learn methods of remaining active throughout the day in and out of school. In addition, children will be taught the positive, healthy impacts of active behaviors.

Quality physical education programs teach children a variety of skills and knowledge. Sport and health-related fitness curriculum models are available to children and give them experience being active. Movement concepts and skill themes help students gain a wider range of skills. Physical education classes will include skills for sports and fitness enabling them to attain and maintain health enhancing levels of physical fitness.

Physical Education (P.E.) K-12

All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive physical education to comply with DPI requirements. All physical education will be taught by a certified professional as specified by DPI regulations. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement without administrator approval. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Physical Activity Opportunities Before, During and After School

All elementary, middle, and high schools may offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools, and middle schools as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain inactive for long periods of time, school should give students periodic breaks during which they are encouraged to stand and be moderately active. Teachers will limit the practice of withholding physical activity opportunities during the school day.

Integrating Physical Activity into the Classroom Setting

For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end: Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent in sedentary activities, such as screen time or electronic devices; Encourage opportunities for physical activity that may be incorporated in the other subject lessons; and Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Daily Recess

All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity through the provision of space and equipment.

Monitoring and Policy Review

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal or designee will ensure compliance with those policies in his/her school. School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service area.

The district and individual school within the district, will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

Glossary:

School or school campus – areas that are owned or leased by the school and used at any time for school-related activities such as the school building or on the school campus, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields, or parking lots.

School day: midnight the night before to 30 minutes after the end of the instructional day.

Legal References

Wisconsin Law

None

Federal Law

None

Cross References

Former Policy Code: ADEF