

RANDOLPH MIDDLE SCHOOL

2020-2021

STUDENT HANDBOOK



110 Meadowood Drive

Randolph, WI 53956

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Dear Parent and Student,

Welcome to, or back to Randolph Middle School.

This handbook is one of many tools that will help guide you through your Middle School career. If read carefully, this handbook will save you considerable time and perhaps embarrassment during your school days. It will acquaint you with the rules and regulations, the traditions, and obligations of students of Randolph Middle School.

As a parent, you may feel assured that the faculty and administration will make every attempt to cooperate with you should you have any questions or concerns.

Please realize that since this handbook is designed to be a guide, it cannot possibly cover every possible rule, violation or situation that may arise. As a faculty, however, we are committed to giving every student the opportunity to succeed, and become college and/or career ready.

HAVE A GREAT YEAR!

Randolph School District
-- Non-Discrimination Policy --

The Randolph School District is committed to equal educational opportunity for all students and staff in the district.

It is the policy of the Randolph School District, pursuant to Wisconsin Statutes s. 118.13, and Wisconsin Administrative Code PI9, that no person, on the basis of age, sex, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the Randolph School District does not discriminate pursuant to federal and state law. The District Administrator is designated to annually receive complaints filed under Wisconsin Statutes s. 118.13, Wisconsin Administrative Code PI9, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973. The District Administrator shall assure the adoption of a complaint procedure to resolve complaints alleging a violation of these laws, assure that an evaluation of the district's compliance with Wisconsin Statutes s. 118.13 is completed every five years under Wisconsin Administrative Code PI9, and submit Form PI-1197 to the Department of Public Instruction annually.

**RANDOLPH MIDDLE SCHOOL
2020-2021**

Daily Bell Schedule

Warning Bell	7:55	
1st Hour	7:58	8:44
2nd Hour	8:47	9:31
3rd Hour	9:34	10:18
Lunch	10:21	10:51
4th Hour	10:54	11:38
5th Hour	11:41	12:25
6th Hour	12:28	1:12
7th Hour	1:15	1:59
8th Hour	2:02	2:46

Early Release Schedule

Warning Bell	7:55	
1st Hour	7:58	8:27
2nd Hour	8:30	8:59
3rd Hour	9:02	9:31
4th Hour	9:34	10:03
5th Hour	10:06	10:35
Lunch	10:38	11:08
6th Hour	11:11	11:40
7th Hour	11:43	12:12
8th Hour	12:15	12:45

Fees and Costs 2020-2021

Registration Fees

The school district will not charge the students a registration fee per board decision.

Breakfast Prices

Students - Grades PK-12 1-day ticket is \$1.40 per student

Reduced - Grades PK-12 1-day ticket is FREE

Adults 1-day ticket is \$1.80 per adult

School Lunch Prices

Students - Grades K-5 1-meal price is \$2.95 per student

Students - Grades 6-8 1-meal price is \$3.10 per student

Students - Grades 9-12 1-meal price is \$3.20 per student

Reduced - Grades K-12 1-meal price is \$.40 per student

Second Serving of Main Lunch Entrée \$ 1.50 per serving per student

Adult 1-meal price is \$3.85 per adult

Milk Prices

Individually at Lunch - \$.35 per carton per student

PreK-Grade 5 Morning Milk Program - \$.35 per carton per student

** Students who qualify for FREE lunch also qualify for FREE milk at break; however, an application must be completed and approved to receive it.

Band

(School Instrument) Rental Fee \$15/month for flute, clarinet & trumpet

Instrumental Maintenance \$10.00 per semester - (excluding flute, clarinet & trumpet)

Physical Education Fee

\$5.00 for lock

GRADES/GRADING PROCEDURES

1. Grading System

Randolph Middle School utilizes an A-B-C-D-P-F grade reporting system. A unified grading scale will be used to identify grades. However, because of the variety of courses offered and the wide range of teaching methodologies utilized in these courses, requirements for earning grades may vary from class to class. Students beginning a class should be certain they understand the grading procedure used in that class. Teachers will explain their grading procedures, in writing in the class syllabus, on one of the first few days of class.

Board of Education Policy 5421

A+	=	99-100%	C	=	73-76%
A	=	93-98%	C-	=	70-72%
A-	=	90-92%	D+	=	67-69%
B+	=	87-89%	D	=	63-66%
B	=	83-86%	D-	=	60-62%
B-	=	80-82%	F	=	0-59%
C+	=	77-79%	P	=	Teacher Discretion, Pass/Fail, no GPA points

2. Midterm Reports

Midterms will be posted online through the Skyward grading system during the fourth and fifth week of each 9 week period.

3. Report Cards

Report cards will be posted online through the Skyward grading system at the end of each 9 week period.

4. Incompletes

A temporary grade or incomplete "I" may be given when a teacher decides that because of unusual circumstances a student needs additional time to complete course requirements. A teacher may grant the student an extension (up to 1 week) to complete the work. If the work is not completed satisfactorily within the extended time, the grade is determined based on what the student has earned.

5. Honor Roll

To qualify for the honor roll, a student must have a minimum grade point of 3.25 and may not have any grade of D+ or lower.

There are three honor rolls calculated at the end of each nine weeks, the Gold honor roll (3.800-4.000), the Silver honor roll (3.500-3.799), and the Bronze honor roll (3.250-3.499).

6. Promotion Class

If a student is not putting in the effort to receive a passing grade and fails at semester, the student may be required to take a summer school promotion class in order to move onto the next grade level.

ATTENDANCE REQUIREMENTS AND PROCEDURES

The laws of the State of Wisconsin (118.15) and the policy of the Randolph School District shall serve as a basis for school attendance requirements. A record of attendance is required by law and is carefully noted in each student's permanent record where prospective employers and other schools may take note of it.

Student Absences

1. Excused Absences: Students may be excused from school for a physical or mental condition by the principal after the reason for an absence is explained by the student's parent or legal guardian. All absences must be explained in writing, verbally by phone, or in person by the parent in order for the principal to determine whether the reason warrants an excused absence. State Statute 118.15 specifies that the principal (attendance officer), not the parent, determine whether a student is excused or unexcused. Generally speaking, excused absences will be given for the following:

- (a) Illness, hospitalization, or medical care. Absences due to illness in excess of 3 or more consecutive days may require verification by a physician. You may fax information to the school at 920-326-2430.
- (b) Death or serious illness in the immediate family.
- (c) Medical, eye, or dental appointments (should be approved in advance). Appointment cards (pre or post appointments) will be copied in the office for verification.
- (d) Approved school activities during class time.
- (e) Absence resulting from a parent's request for their student(s) to participate in a family vacation or need to work at home because of an emergency situation with the request submitted and approved in advance. Students must get office approval in their agenda and secure signatures by each teacher. Parents may request the building principal to recognize absences not covered in the above list. Such requests may be granted if it can be established that exceptional and worthwhile circumstances exist. Working at home or farm, babysitting, or other jobs are not generally excused unless an emergency situation exists.
- (f) Make-up work: If a student has a Pre-Excused absence (vacations, appointments, etc.), the make-up work should be completed the day the student returns to school. It is the student's responsibility to visit each teacher and get the work needed to complete prior to the absence. If a student is excused due to illness or other unforeseen circumstances, the student will be given the number of days absent plus one day to complete any make-up work. Please see individual class syllabi for more details.

2. Unexcused Absences: Truancy - Any absence from school without parental and principal's permission, or leaving school at any time without parent's permission will be considered unexcused. Children who are absent from school with the consent of their parent(s) or guardian, but whose absence does not fall under the reasons listed within this Board Policy 5200 shall be considered unexcused. Such absences will be considered unexcused when establishing a pattern of truancy in accordance with State Statutes. When a student is UNEXCUSED/TRUANT, the following procedure will be followed:

The student will not receive credit for any daily work, quiz, test, or project that would have been turned in or completed during the unexcused absence.

*A truancy referral will be submitted to proper authorities per Wisconsin State Statutes 118.15. (Five (5) days per semester and a total of ten (10) days per school year.)

3. Tardiness: Students tardy to class will not be admitted unless they have a pass from the teacher who detained them, or a tardy pass from the office. Students tardy to 1st and 5th hour classes must report to the office to obtain a tardy pass in their agenda before going to their 1st or 5th hour classes.

- First and fifth hour will be assessed a 20-minute lunch detention for missing time up to 20 minutes.
- Students who are more than 20 minutes late will be considered unexcused and will be assessed minute-by-minute lunch detention for missing time.
- Tardies during all other hours are to be handled by the classroom teachers. All passes must be written in student agendas.

4. Absences Due to Suspension - Students are expected to get their work from teachers when they are assigned any type of suspension. All work due during a suspension is due immediately upon return to class.

Exempt Absences

Requests for medical exemption must be initiated by the student or their parent.

Daily Attendance:

1. Parents should call the school office on the day a student is absent, before 8:30 A.M., or the student must bring a note stating a reason of absence prior to the first class on date of return to school or absence will be unexcused, unless the student's parent has called as outlined in #2. An automated telephone voice mail line (326-2425) is available 24 hours a day for your convenience.

2. The Randolph School District automated calling system will call out each morning for students that have been reported absent. (Parents are reminded of their obligation under the first and second paragraph above). It is against state law to falsify reasons for absence in order to gain an excused absence status.

3. Every effort should be made to schedule medical and dental appointments during non-class time. Pre-approved absence requires a phone call or a written note from a parent or guardian,

which should be received by the office prior to the appointment, and the student agenda will be stamped.

4. Any student returning to school after an absence, full day or part of a day, will report to the office (with written parental note stating the reason for the absence, if needed) to obtain office staff stamp and signature in the student's Agenda, which must be shown to all teachers of the classes missed during the absence.

5. All students reporting to school late are to report to the office to obtain a tardy pass in their agenda and then report to their appropriate class where the teacher shall ask to see their agenda and note the tardy.

6. Students going home ill may not attend any evening events.

Leaving the Building

If a student becomes ill or for some reason needs to leave school before the end of the school day, that student MUST report to the middle school office where parents will be notified. Students going home ill may not attend any evening events. No student may leave the building without first having the school's permission and signing out in the office. Leaving the building without permission may result in disciplinary consequences as well as unexcused absences and truancy.

Special Travel Notice for all Students and Parents

While the District respects a student's right to travel, restrictions may occur upon a student's return for their protection and the protection of others in the school setting. There are currently no travel restrictions or quarantine requirements for students. However, families are required to share travel plans with the school at least three (3) days in advance of traveling. Based on the nature of the travel, student's may be required to quarantine and/or have other restrictions imposed upon their return prior to returning to school.

STUDENT BEHAVIOR EXPECTATIONS GRADES 6-12

The primary obligation for developing respect, responsibility, and self-discipline rests with the home and parents. Children who have developed those qualities usually progress well in school. The school is also concerned with the development of attitudes, habits, and behavior and must provide a proper climate for learning. Therefore, we strive to work cooperatively with parents in the pupil's development. Teachers want all students to learn, but their efforts can be thwarted by disruptive students. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and the other students in the school.

PURPOSE

To ensure an atmosphere which is conducive to learning, it is necessary to carefully balance a student's individual rights with his or her responsibilities for good citizenship. The intended effect is to create an educational climate conducive to learning responsible and considerate behavior, and one in which the safety of students and all persons is assured. The various sections in this policy are intended to comply with local, state and federal laws. If any section of this document is found to be contrary to law or constitutional rights, it shall be revised.

DISCIPLINARY PROCEDURES

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the student spends the greatest amount of time during the school day in the classroom and in other areas such as the cafeteria, hallways and school grounds, the classroom teacher and adult supervisors must assume the primary responsibility for encouraging the respect and cooperation of the students so that an effective learning environment may be maintained. All staff members will apply a carefully thought out approach to classroom and other areas of discipline, and enforce it with a sense of fairness and consistency. Since the development of responsible behavior and self-discipline among students is our goal, classroom and school wide reinforcement will be given. Second, disciplinary problems occur which are beyond the scope of the classroom teachers or adult supervisor's area of responsibility, or are of a serious enough nature to require referral to the principal. Staff members sending students to the office should notify the office prior to sending students.

The Discipline Plan has been designed to address all of these areas, whether it is in the classroom, on the playground, in the cafeteria or other areas of the school's responsibility. In all cases students are expected to:

- Follow directions given by staff members.
- Be on time
- Come to class prepared
- Engage in polite and respectful behavior toward others. Intimidation, name-calling, harassment, and profanity whether in a physical, verbal or visual form will not be tolerated.

BEHAVIORS RESULTING IN CONSEQUENCES INCLUDE, BUT ARE NOT LIMITED TO:

Improper Behavior/Unacceptable Conduct

To ensure an educational environment conducive to learning we must respect the rights of others and be responsible for our behavior/conduct. No student may yell, scream, swear, make obscene comments (suggestive or real), or make obscene gestures. No student actions, intended as a joke/prank, will be tolerated. Students are responsible for their actions and the effect of these actions on the other individuals or the school climate as a whole. Consequences may be assigned at either the classroom or office level.

Prohibited Articles

Articles which interfere in some way with school operations, are hazardous to the safety of others or are disruptive to the learning environment may be confiscated and consequences may be assigned at either the classroom or office level. If the article may be defined as a weapon which endangers the health and safety of others or is being used with the intent to harm, further action will be taken according to the district weapons policy 5772.

Food and Beverages

Students are not allowed to have individual food and beverages in the classroom. Demonstrations or other curricular related activities that involve food or beverages may be allowed under direction of the instructor. Students may have water in clear containers with them in class.

Fighting

Fighting in the school or on school grounds is strictly prohibited. Fighting is defined as the exchange of mutual, physical contact such as pushing, shoving, and hitting - with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined equally. Severity of the fight and/or failure to stop fighting when directed to do so by an adult will impact the severity of the consequences assigned. Students caught fighting will be subject to suspension and potential police involvement.

Battery (Physical).

The use of force to cause bodily harm to another person which does not entail mutual participation will be considered battery. Battery will be a cause for suspension and potential police involvement.

Verbal Assault

Using language in a confrontational, threatening, or intimidating manner will be considered verbal assault. Verbal assault will be a cause for suspension. Verbal assault of a staff member will increase the severity of the consequences.

Theft

Theft of school property and/or defacing, mutilating, or destroying school property of any type is prohibited. The student will pay for loss and/or damage and replacement of the items. Theft of property belonging to other persons while on school grounds or attending school sponsored events is prohibited. The student will pay for loss and/or damage and replacement of the items. Additionally, detentions or suspension may result and the police may be contacted

Note: Nothing in this section is to be construed in any manner to limit or affect the Board's right to proceed against any individual with criminal or civil procedures, for damage to school property.

Vandalism

Vandalizing the property of the school district or its employees while they are on duty or officially representing the school district is prohibited. The student will pay for loss and/or damage and replacement of the items.

Additionally, detentions or suspension may result and the police may be contacted. NOTE: The charges will include both labor (labor shall be hourly rate plus fringe benefits) and materials necessary for repairs (material will be charged at school district purchase price). The charges will be mailed to the responsible party. If payment is not received within sixty (60) days the matter will be referred to legal counsel. Nothing in this section is to be construed in any manner to limit or affect the Board's right to proceed against any individual, with criminal or civil procedures, for damage to school property

Academic Dishonesty

When a teacher believes that a student(s) has in some way cheated on an assignment, test, report, paper, etc., the teacher will discuss the allegation with the student involved. If the allegation is believed to be true, the student may receive a grade penalty on the assignment, test, etc., as determined by the classroom teacher as stated in class syllabus. Infractions deemed severe or that have progressed (as stated in syllabus) to an office referral may result in suspension being the consequence.

Dress Code

Students are expected to dress appropriately for school. While the school attempts to be tolerant of various styles and fashions of dress, some are not appropriate for the school setting. The limits that are imposed by the school relate to health, safety, cleanliness, distraction, and decency. The school dress code includes but is not limited to the following; no undergarments are to be displayed, no midriff, no display of cleavage, no halter tops, no tube tops, no tank tops with straps thinner than three inches. No shirts with long arm holes that display skin, no pajamas, and no boxers. Skirts should reach mid-thigh and shorts should have a minimum of a three inch inseam. Clothing that displays alcohol, tobacco, or other drugs or has inappropriate logos or meanings (suggestive or real) are not allowed. Hats, hoods, sunglasses, and other outerwear are to be removed upon entering the building. Jackets and coats are not to be worn or carried during the school day. Backpacks and other similar bags for carrying materials should be kept in student lockers unless given permission by the principal for medical reasons. Students will be asked to correct any dress code violation immediately. Additionally, dress code violations that the student refuses to correct or that do not remain corrected throughout the day will receive disciplinary consequences. Students who are sent home to change and do not return to school in a timely manner will be considered unexcused.

Inappropriate Displays of Affection

Inappropriate displays of affection are not acceptable. It is expected that students will behave in a reasonable and socially acceptable manner. Inappropriate displays of affection include, but are not limited to, hugging, kissing, and inappropriate bodily contact. Consequences may be assigned at either the classroom or office level.

Busses

Bus routes are designed to transport students to and from school in as safe and efficient of manner possible. If a student is riding the bus, it must be the one they have been assigned and NO OTHER unless parent and bus driver agree to a change. A student missing the school bus will have to provide his/her own transportation home. RIDING THE BUS IS A PRIVILEGE AND NOT A RIGHT. This privilege may be taken away if the bus conduct is inappropriate at any time. Consequences for inappropriate behavior on busses will result in office level consequences.

Personal Communication Devices

Randolph School Board Policy 5136 "Personal communication devices" ("PCDs") with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

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

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

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

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other

school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

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

Middle school students may use PCD's before school and after school. Students may be allowed by individual teachers to use an electronic device in a classroom for curricular purposes. Such permission is not assumed; it must be granted by specific request. Devices that 'go off' or otherwise make noise that disrupts a class may be confiscated. Students may not use devices in the hall during passing periods. Exceptions may be made by the administration for individual students in situations related to medical emergencies. Teachers who confiscate an electronic device from a student will turn it into the middle school office. After the first offense, the device will be returned to the student at the end of the day with a warning. Subsequent offenses will require a parent or guardian arranging to pick up the device from the office.

Smoking, Drinking, Drugs

Smoking of any type (including vaping) on the school grounds or in the school building is prohibited. Possessing, consuming or being under the influence of alcohol or drugs within school or on school grounds or participating in school related functions is prohibited. This includes a substance that is represented as a drug or intoxicant. Violations will fall under Randolph School Board Policy 5530 regarding controlled substances and alcohol abuse.

DISCIPLINE CONSEQUENCES MAY INCLUDE, BUT ARE NOT LIMITED TO:

Detentions

Detentions may be given to students by the principal, teachers, or authorized staff personnel for violation, or abuse of school rules of accepted social conduct. Students accumulating over 80 minutes and subsequently not serving their detention time may be suspended. Students suspended from school may not participate in school sponsored activities during the day(s) of suspension. This policy applies to detentions assigned by school personnel, OUTSIDE the classroom. Examples: hallways, cafeteria, campus. Students shall be notified by a teacher whenever he/she is assigned a detention. Classroom assigned detentions shall be served with the classroom teacher.

Referrals

Offenses that have been addressed within the classroom multiple times without success or which are of a serious nature may lead to office referrals. Parents will be contacted and written notice will be sent regarding any office referral which results in a suspension. Suspension penalties will increase with the accumulation of multiple referrals over the course of a school year. Suspensions may be assigned as

in-school or out-of-school as determined by the principal based on the severity of the infraction and the accumulation of previous suspensions.

Suspensions

Suspensions are given to students by the principal or his/her designee for serious violations or continued abuse of school rules or unacceptable social conduct. Suspensions may be "IN SCHOOL" (the student will be under direct supervision throughout the school day with no participation in any school activities, including extra-curricular, for that evening or duration of the suspension. This includes attendance at school functions.) or "OUT OF SCHOOL" (the student must remain under parentally directed supervision and will not be allowed to be on school property. No participation in any school activities, including extra-curricular, will be allowed for the duration of the suspension. This includes attendance at school functions.). Policy 5610

Extra-Curricular Suspensions

Many of the behaviors which result in consequences under the assertive discipline policy may also carry penalties under the Co-Curricular Handbook. See Randolph School District Co-Curricular Handbook.

Expulsion

The School Board may expel a student from school for repeated refusal or neglect to obey the rules, or finds that conduct while at school or while under the supervision of a school authority endangers the property, health or safety of others, and is satisfied that the interest of the school demands expulsion. Prior to such expulsion, the School Board shall hold a hearing. Not less than 5 days written notice of the hearing shall be sent to the student, and if the student is a minor, parent or guardian. The student may be represented at the hearing by counsel. Upon the ordering by the School Board of a student, the school district clerk shall mail a copy of the order to the student, and, if the student is a minor, parent or guardian. The student may appeal the expulsion to the state superintendent and may be taken within 60 days to the circuit court of the county in which the school is located. Policy 5610

Student Non-Discrimination and Religious Accommodations

The School District of Randolph will not discriminate against any student on the basis of race, gender, age, religion, disability, pregnancy, sexual orientation, national origin or ancestry, marital status, and/or any other legally protected characteristic. The district also has specific policies regarding the hazing of students (policy 5516) and student harassment (policy 5517). Student hazing and harassment are specifically prohibited. Students who have sincerely held religious beliefs will have accommodations made for them when necessary.

EMERGENCY PROCEDURES

Fire Drills

When the fire drill signal is used, students are to use exits indicated in each classroom. They will leave the building rapidly and in an orderly fashion. The first person out will lead the group to the predetermined area. Students will remain in their class grouping for an attendance check by the teachers. Students and teachers will remain outside of the building until told to return by appropriate authority. Any student who is physically handicapped should report to the office, when he/she registers, for instructions on what to do when the fire alarm sounds.

Wisconsin Statute 118.07

Tornado Watch and Warning

When we are informed about a Tornado Warning, it will be announced and everyone in the building will report to their designated severe weather areas. All students and employees will report to the closest designated interior room. Everyone will remain in designated areas until we receive notice that the emergency has ended.

Emergency Situation/Crisis Drill/Lockdown

Once Lockdown is initiated, students and staff should report to the nearest classroom or office. Ignore all alarms or bells unless instructed otherwise. Inside classrooms, students and staff should move away from doors and windows and sit down against an interior wall. Lock classroom doors and turn off classroom lights. Ignore any statements made via the public address system. Remain quiet and seated until an administrator or public safety official physically comes into the room to give the “all clear” signal.

Administrative Hold

Students and staff should report to the nearest classroom or office. All classroom doors should be locked but normal classroom activities should continue. Ignore all bells and alarms until directed to do otherwise. No one should be allowed outside of the classroom until the office or administration gives the “all clear” signal via the public address system.

School Closing

During the coming year, weather conditions may at times make it necessary to close school. Whenever this situation occurs, all local radio stations will carry news of the school closing and other pertinent information as soon or early as possible. Notifications should also be received via the Skylert system for families that have registered.

WBEV/WXRO - Beaver Dam 1430 AM/95.3 FM

WMRH - Waupun 1170 AM

WPDR/WDDC - Portage 1350 AM/100.1 FM

Local TV Channels – WISC-Channel 3, WKOW-Channel 27, WMTV-Channel 15

Medical Information

Accidents

Any accident in the school building, on the school grounds, at practice sessions, or any athletic event sponsored by the school MUST be reported to the school office as soon as possible. The employee that witnessed the accident or to whom the accident was first reported will complete a written Student Accident Report.

Board of Education Policy 8442

Medicine at School

Students requiring medication at school must adhere to the following requirements. All medication must be kept in the school office and be in the original container. For each medication at school, clearly written directions for administration and storage along with possible side effects must be on file in the school office. Medication administration forms are available in the elementary school office. Parental signatures are required before any medication can be given. Prescription medications require a physician's signature on the medication administration form.

Wisconsin Statute 118.29

Illness - (see attendance section)

A student who is injured or becomes ill in school should notify the teacher in charge. Under NO circumstances should a student leave school until his/her parents have been informed by the office and know that the student will be leaving.

Emergency contact information MUST be given to the office to ensure that in the case of an emergency the correct action can be taken by the school. If a student has a special medical problem, this information must be given to the office as well.

Randolph School District
Board of Education Policy **5200**

Student Records

Student records shall be maintained in the School District to assist school personnel in providing appropriate educational experiences for each child in the district. Student records shall 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, and records necessary for and available to persons involved in the psychological treatment of a student.

The School Board recognizes the need for confidentiality of student records. Therefore, student records shall be available for inspection or release only with prior approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval. The building principal, or his/her designee, shall be responsible for the collection maintenance and dissemination of student records in accordance with the Family Education Rights and Privacy Act and State law.

The School District shall post in each school facility the list of school staff authorized to handle student records, including the routing, filing, and completion of behavioral and progress records information.

Student record notices shall be published annually in accordance with state and federal law.

The School District shall not discriminate in the methods, practices, and materials used for evaluating students on the basis of age, sex, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.:

Section 118.125 Wisconsin Statutes

Family Rights and Privacy Act (20 U.S.C. Section 1232g, 45 C.F.R. Sec 99.)

MISCELLANEOUS INFORMATION

INSURANCE

A student benefit plan (Student Assurance) is available to parents and students on a voluntary basis in the event of an accident. Parents are responsible for premium cost. Information is available in the office and is distributed to students during extra-curricular meetings and class meetings on the first day of school.

VISITORS AND GUEST PASSES

Parents and students are welcome as visitors and are encouraged to visit the high school during the school day. Student visitors must be accompanied by a parent or guardian while visiting the high school. Visitors must register in the office.

SCHOOL LUNCH PROGRAM

The school cafeteria is maintained as a vital part of the health and nutritional program of this school. The cafeteria serves wholesome, well balanced meals at reasonable prices. All students, those who bring lunch from home, as well as those who purchase a cafeteria lunch, are to eat in designated eating areas unless under staff supervision. Students are encouraged to pay for their meals between 7:45-8:05 AM. Meal prices for middle school students are \$3.10 per day. Free and reduced lunches are also available. Inquire in the office for an application. Families are expected to maintain a positive balance.

FEES

Some courses require fees. All fees should be paid promptly. No student will be allowed to participate in graduation ceremonies unless school requirements are met, including (but not limited to) full payment of fines, fees, class bills, and/or additional charges. Some examples of fees are: phy. ed. lock fee (if needed); band instrument rental (if needed); band uniform cleaning; possible art fee, athletic fees, etc.

TEXTBOOKS AND WORKBOOKS

Textbooks and workbooks are assigned to each student where applicable. Students will be held responsible for their care. Lost or damaged books will be paid for by the students who were issued the books.

LOCKERS AND OTHER SCHOOL PROPERTY

Lockers, desks, books and equipment loaned to students, remains school property while in the possession of the student. School property may be opened and inspected by school authorities at any time. Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in good order. Remember the lockers are not yours; they belong to the school district. You will be held responsible for damage inside of your locker. At the end of each school year ALL writing, stickers and personal belongings must be removed from your assigned locker. Alcohol, beer and cigarette ads, and ads or pictures of a sexual nature, etc. are inappropriate for display in student lockers.

Students using school lockers do so understanding that its use is contingent upon implied consent for search by school authorities. All lockers, including P.E. or gym lockers, are to have school locks on them. If not the case, other locks will be cut off. Phy. Ed. locks are required and may be purchased for \$5.00 from the office. Lockers are subject to search at any time by school authorities. Per code, K-9 units may enter the school for presentations and/or searches.

Wisconsin Statute 943.01, 943.20, 968.10, 968.11, & 968.13

TELEPHONE

The office telephone is for school business and it may be used by students only in cases of emergency with the permission of the secretary and principal.

SCHOOL SPONSORED TRIPS

All students must travel by school transportation. Any other method will result in the time gone being considered as an UNEXCUSED absence and penalized as such. Students' rights to attend future away activities may also be eliminated. - Board of Education Policy po2340

FUNDRAISING

All class, organizational or club fundraising must have the prior approval of the building principal before anything is ordered or advertising done. Wisconsin Statute 118.27 & 118.12

OVERDUE MATERIALS

Library materials are overdue if they are not returned by the due date. No fines are charged for overdue books, but you may not be able to check out any additional books until the overdue books are returned.

LOST OR DAMAGED MATERIALS

If you damage or lose any library materials, it is your obligation to let the Media Specialist know. Be sure to inspect all materials before checking them out. You are responsible for their condition upon return. Replacement costs for materials damaged or lost by you will be your responsibility. All replacement fees must be paid before the end of the school year. Current magazines may be checked out for one hour.

Controlled Substance and Alcohol Abuse

The Randolph School District recognizes that the use and/or possession of alcohol, illegal drugs, mood altering substances and substances that are represented as a drug or illegal substance on school property are illegal according to Wisconsin Statutes. The District further recognizes that the presence, or use of these substances on school property, or at school events, is detrimental to sound educational practices. Therefore, the Randolph School District will enforce the following rules.

Any student of the Randolph School District (1) using, (2) attending school or any school-related activity after using, (3) in the possession of or under the influence of controlled substances, intoxicants, mood-altering substances, (4) in possession of a substance which is represented as a drug or intoxicant, (5) or in possession of related drug paraphernalia shall automatically be subject to the following rules and procedures. It is the intent of the Randolph School District that these rules cover all students in the District and that any violation(s) will carry with a student for the duration of his/her school career. If a student withdraws from the Randolph School District with a violation of this policy and later returns to the district the prior violation(s) will remain on the student's record.

First Violation

- A. Any student found to be in violation of this policy for the first time during his/her tenure in the Randolph School District will receive an automatic three (3) day suspension. In addition, the student will be required to attend a minimum of one (1) counseling session, and provide written evidence of this counseling to the building administrator within one (1) month of the first day of suspension. The student's parents will be encouraged to attend this counseling session with their child. Acceptable sources of counseling are as follows:
 1. A school employee(s) trained by a certified alcohol and other drug abuse institute and certified by the district administrator to provide counseling at this level.
 2. A CESA #5 employee trained by a certified alcohol and other drug abuse institute and certified by the district administrator to provide counseling at this level.
 3. A law enforcement official trained by a certified alcohol and other drug abuse institute and certified by the district administrator to provide counseling at this level.
 4. A member of the clergy trained by a certified alcohol and other drug abuse institute and certified by the district administrator to provide counseling at this level.
 5. A private counselor mutually agreed upon with the building administrator prior to the onset of the counseling experience. Note: Any cost incurred to complete the non-school counseling experience will be paid by the student or his/her parent(s) or guardian.
 6. The administration may prohibit a student from attending events for a period of time.
- B. Failure to abide by this counseling requirement may result in the commencement of expulsion proceedings.
 1. If the student is expelled, the expulsion will be for the remainder of the current semester and the entire next semester. (The intent of this expulsion is to provide at least one full semester of expulsion, and reinstatement at the start of a new semester.)
 2. A student who has been expelled under this provision may be readmitted under the following

conditions:

- a. The counseling requirement has been successfully completed.
- b. The student will enter into a contract with the district outlining the conditions of reinstatement.

Second Violation

- A. Any student found to be in violation of this policy for the second time during his/her tenure in the Randolph School District will receive an automatic three (3) day suspension from school. The parent(s) or guardian of the student and the student must have a conference with the building principal prior to the student being reinstated in school. Failure to attend this conference will result in additional three (3) day suspension until such a conference is held, or the maximum time allowed for suspension by the State of Wisconsin has been reached.
- B. The student will be required, and his/her parents encouraged, to seek drug and alcohol counseling at an accredited facility mutually agreed to by the District and the parent(s) or guardian. This counseling will commence as soon as possible, and the student will be a willing participant for the duration of the counseling experience. The parent(s) or guardian will do everything necessary to inform the District so it is able to monitor the student's progress during the counseling process.
- C. Any student who refuses to participate in a drug and alcohol counseling program or any student who fails to successfully complete the counseling program shall be recommended for expulsion. If a student is expelled by the Board of Education it will be under the same conditions as outlined under a first violation.

Third Violation

Any student found in violation of this policy for the third time during his/her tenure in the Randolph School District will receive an automatic three (3) day suspension from school. Also, appropriate actions will be taken by school administrators to recommend expulsion to the Randolph Board of Education.

- A. If the student is expelled the expulsion will be for the remainder of the current semester and the entire next semester. (The intent of this expulsion is to provide at least one full semester of expulsion and reinstatement at the start of a new semester.)
- B. A student expelled at this level is not eligible to have the expulsion shortened. However, at the Board's discretion, the student may attempt to complete coursework on a correspondence or homebound type of basis. The ability to complete coursework must be done under the following conditions:
 1. The student will be required, and his/her parent(s) or guardian encouraged to seek drug and alcohol counseling at an accredited facility mutually agreed to by the District and the parent(s) or guardian. This counseling will be paid for by the parent(s) or guardian. The parent(s) or guardian will do everything necessary to provide information so the District is able to monitor the student's progress during the counseling process.
 2. The coursework made available to the student will be only that work that the District can easily and reasonably provide. Any additional costs of this instruction will be paid by the parent(s) or guardian.
 3. The instruction will continue as long as the student is successfully taking part in the counseling

program. (This is meant to include any “aftercare” program recommended by the counseling facility.)

4. Any student who elects to enroll in any non-public education during the period of time affected by these rules and then chosen to re-enroll in the Randolph School District will be enrolled only under conditions specified by the Board of Education upon consideration of recommendations by the building principal.

Other Considerations

- A. Any student who owns or operates a vehicle while attending school or school-related activities must accept responsibility for the behavior of others who use or occupy that vehicle on school premises. This responsibility subjects the owner or operator student to the full ramifications of this policy.
- B. Irrespective of the procedures set forth herein, any student found to be exchanging, distributing, selling, giving away, or possessing with the intent of exchanging, distributing, selling, or giving away a controlled substance of intoxicant, or a substance which is represented as a drug or intoxicant, on school premises or while participating in or attending any school-related activity, will be subject to the penalty that is one level above the normal penalty. (Example: A student with no prior violations will be considered as a second violation.) Wisconsin laws shall control when determining intent. Violation shall be referred to law enforcement and the district attorney for possible prosecution.
- C. Any student who has been expelled in accordance with three (3) above under the provisions set forth in this policy may request re-entry into the Randolph School District system via the building principal. If such a request is made, the student will be required to display evidence that he or she has developed at the attitude which clearly indicates that the individual will not again violate the Controlled Substance and Alcohol Abuse Policy as set forth herein. The re-entry process must be initiated administratively by the building principal through the District Administrator and culminating with the Board of Education. If re-entry is approved, it will be understood that any subsequent offense will result in immediate expulsion without the privilege of re-entry under the policy.
- D. The District Administrator shall provide for the development of administrative rules relating to this policy to include all relevant definitions.

Good Faith Provision

Any student who, in good faith, approaches school personnel for assistance with a drug and/or alcohol problem will receive help and counseling as outlined in this policy. Penalties and punishments set forth in this policy will not apply to any student who, in good faith, approaches school personnel for assistance with a drug and/or alcohol problem. It is understood that the student will enter into an approved program designed to assist the student and that the student will make satisfactory progress in following the planned program.

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

LEGAL REF.: Section 118.13 Wisconsin Statutes
PI 9.03(1) of the Wisconsin Administrative Code

CROSS REF.: Discrimination Complaint Procedures

Chemical Abuse Education

It shall be the policy of the Board of Education to foster the viewpoint that chemical abuse education which encourages the increase of student knowledge, improvement of judgments, development of constructive attitudes, and the capacity to make wise decisions, is a necessary approach to the control of chemical abuse.

Chemical abuse education shall include:

- A. The chemical abuse education program shall begin during the elementary grades and shall continue with a planned sequence of learning experiences on this subject throughout the school experience of the pupil.
- B. The program shall be focused on findings of medical and psychiatric research and clinical experience as well as legal implications. Without solid basic facts from these professions, no chemical abuse education program can be effective.
- C. The chemical abuse education program shall be part of the total healing program. It shall not represent the total program nor detract from but shall be recognized for what it is — an important part of a broad program.
- D. The chemical abuse education program shall give particular emphasis to an alcohol, drug or abuse problem that is currently prevalent in the community.
- E. The school board shall provide up-to-date materials and resources for effective instructional programming in this important policy area.
- F. Reliance on the services of other agencies for program development assistance is recommended.

Bullying, Hazing, or Harassment

In order to maintain a school environment that encourages optimum human growth and development for all students and employees, the Randolph School District strives to maintain and ensure a learning and working environment free from bullying, hazing, harassment, including sexual harassment, or intimidation toward or between students and employees. It is also the policy of the district not to permit other forms of harassment based on gender, race, age, religion, creed, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, learning, mental or emotional disability. Harassment violates both State and Federal equal rights law. Harassment infringes upon equal respect in human relationships and causes serious harm to the individual and to the school community.

Any person who believes they have been harassed may file a complaint in accordance with procedures established for dealing with discrimination.

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

Hazing - Hazing is defined as any intentional, knowing, reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights, or that create physical or mental discomfort, or that results in property damage or theft. These behaviors are directed against a student or employee for the purpose of being initiated into, affiliating with, holding office in (collectively called “initiation activities”), or maintaining membership in any organization, club or athletic team sponsored by the District and whose membership is totally or predominately other students from the District. Hazing is prohibited and applies to all student- sponsored and adult-sponsored activities that have not been approved by the District. An example of an approved school-sponsored initiation activity is the ceremony for the induction of students into the National Honor Society. Randolph School Board Policy 5516

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

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

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

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

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;

- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples include but are not limited to; repeatedly asking a person for dates or sexual behavior after the person has indicated no interest; rating a person's sexuality or attractiveness; staring or leering at various parts of another person's body; spreading rumors about a person's sexuality; letters, notes, telephone calls, or materials of a sexual nature; or displaying pictures, calendars, cartoons, or other materials with sexual content.

- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

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

Inappropriate boundary invasions may include, but are not limited to; hugging, kissing, or other physical contacts with a student; telling sexual jokes to students; engaging in talk containing sexual innuendo or banter with students; talking about sexual topics that are not related to the curriculum; showing pornography to a student; taking an undue interest in a student (i.e. having a "special friend" or a "special relationship"); initiating or extending contact with students beyond the school day for personal purposes; using e-mail, text messaging or websites to discuss personal topics or interests with students; giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval; invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences); going to a student's home for non-educational purposes; inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student); giving gifts or money to a student for no legitimate educational purpose; accepting gifts or money from a student for no legitimate educational purpose; being overly "touchy" with students; favoring certain students by inviting them to come to the classroom at non-class times; getting a student out of class to visit with the staff member; providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so; talking to a student about problems that would normally be discussed with adults (i.e. marital issues); being alone with a student behind closed doors without a legitimate educational purpose; telling a student "secrets" and having "secrets" with a student; other similar activities or behavior.

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

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

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

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

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

Disability Harassment - Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance;

of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Education

1. Each student in the District will receive a copy, along with a cover memorandum of the policy and administrative rules on bullying, hazing and harassment.
2. There will be ongoing training which will provide participants an understanding of harassment.

Bullying, Hazing or Harassment Complaint Procedures

District Compliance Officers

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

Christy Fay
Pre K-5 Principal & Special Education Director
Randolph Elementary School
110 Meadowood Drive
Randolph, WI 53956
920-326-2431
fayc@rsdwi.org

Ryan Cashman
Director of Business Services
Randolph School District
110 Meadowood Drive
Randolph, WI 53956
920-326-2427
cashmanr@rsdwi.org

Complaint Procedure

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

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

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

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

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

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

Within five (5) business days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

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

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to harassment.

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

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

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

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

The School District shall not discriminate in standards and rules of behavior, including student bullying, hazing or harassment, on the basis of age, sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures

Bullying, Hazing or Harassment Complaint Form

Student's/Employee's Name: _____

Date Filed: _____

Building Principal/ Immediate Supervisor: _____

Who was responsible for the bullying, hazing or harassment?

Describe the bullying, hazing or harassment (attach additional sheets if necessary):

Approximate Date: _____ Time: _____

Place: _____

What was your reaction?

List any witnesses to the bullying, hazing or harassment:

I understand that these incidents will be investigated, but this form will be kept confidential as much as possible.

Employee's/Student's Signature (Parent's Signature Required if Student)

Date Signed

FOR ADMINISTRATION USE

Date(s) of investigation of complaint:

Date of final report:

Date(s) follow-up conference with student/employee:

Results:

Attach copy of final report

INTERNET ACCESS PARENT/GUARDIAN LETTER

Dear Parent/Guardian:

The use of the Internet and related technologies are an important part of education at every level. As a school district, we are entrusted by our community to provide a safe school environment while also giving students important educational opportunities. The School District of Randolph takes these responsibilities very seriously and wants to make sure you have the information you need to make a decision about your child’s use of these technologies at and around school.

In order to protect your children from inappropriate material, the Randolph School District to the extent practical uses technology protection measures (Internet Filters) to block or filter Internet or other forms of electronic communication and access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking is applied to visual depictions of material deemed obscene or pornographic or to any material deemed harmful to minors.

The School District also works to promote safety and security of users of our online computer systems when using e-mail, instant messaging and other forms of direct electronic communication. This involves trying to prevent unauthorized access (hacking) and unauthorized disclosure, use and dissemination of personal information.

While the School District cannot foresee every conceivable use or misuse of our systems, we do work cooperatively with other districts, professional organizations, universities and law enforcement to guard against and investigate concerns like those listed above. If you have specific questions about the Internet or other technologies in use in our schools, please contact the school office of the district office.

Randolph School District
Board of Education Policy 7540

Student Network and Internet Acceptable Use and Safety

The Randolph School District encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century.

To ensure that the District’s computer resources are not used for inappropriate purposes and consistent with the Children’s Internet Protection Act (CIPA), the District has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, contain child pornography, or are harmful to minors. The District utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet because it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians of minors are responsible for

setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms, and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Staff members will participate in professional development programs, as appropriate, in accordance with the provisions of this policy. Training shall include:

1. the safety and security of students while using e-mail, chat rooms, social networking sites and other forms of direct electronic communications;
2. the inherent danger of students disclosing personally identifiable information online;
3. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students or staff online; and,
4. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, or use of specific monitoring tools to review browser history and network, server, and computer logs. Users have no expectation of privacy when using the District's computer resources. The District reserves the right to monitor, access to disclose any message or document created, archived, stored, received, deleted, looked at or sent with the District's computer resources. The District also reserves the right to remove any files from District computer resources. However, the District shall have no affirmative obligation to monitor and/or review any or all of the messages and information existing on or transmitted via the District's computer resources.

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

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The District does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network during the school day, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked without notice, and may have disciplinary action taken against them. Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion. Actions

in violation of local or state laws will be reported to local law enforcement. Users granted access to the Internet, through the District's computers assume personal responsibility and liability, both civil and criminal for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the District Administrator as responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

Randolph School District - District Staff Contact Information

Office Phone: (920) 326-2427 Office Fax: 920-326-2439

SCHOOL BOARD			
Phone	Last Name	First Name	Title
(920) 344-7107	Medema	Keith	School Board President
(920) 326-5075	DeVries	Gary	Vice President
(920) 382-4122	Gundlach	Keith	Member
(920) 210-3141	Boomsma	Laurie	Member
(920) 210-8491	Meyer	Amanda	Clerk
(920) 382-3585	Drews	Al	Member
(920) 291-6033	Vanderploeg	Wayne	Treasurer

DISTRICT OFFICE STAFF				
Extension	Last Name	First Name	Title	Room #
1104	Cashman	Ryan	Business Director	#104
3183	Propson	Vincent	Athletic Director/Health Teacher	#183
1103	Jaeckel	Sarah	Administrative Assistant	#103
1354	Johnson	Craig	Technology Director	#354
1105	Breitlow	Ty	Superintendent	#105
3331	Rataczak	Tricia	Bookkeeping Assistant	#331

FOOD SERVICE STAFF				
Extension	Last Name	First Name	Title	Room #
1110	Hilgers	Kathy	Lunchroom Worker	#110
1112	Paul	Michelle	Food Service Director	#112
1110	Nowicki	Debra	Food Service Leader	#110
1110	Rodriguez	Sondra	Lunchroom Worker	#110
1110	Washburn	Kelly	Lunchroom Worker	#110

CUSTODIAL & MAINTENANCE STAFF				
Extension	Last Name	First Name	Title	Room #
1355	Drews	Chuck	Head Maintenance/Mechanic	#355
	Goddard	Crystal	Evening Custodian	
	Liebenow	Michelle	High School Custodian	
	Hampton	Keith	Evening Custodian	
	Weinberger	Julie	Elementary Custodian	#115

TRANSPORTATION STAFF		
Phone	Last Name	First Name
(920) 210-8460	Braker	Seth
(920) 296-4075	DeBoer	Faye
(920) 326-6028	Douma	Tim
(920) 296-4470	Liebenow (PM Route)	Michelle
	Zimmerman (Van Driver)	Vanessa
(920) 291-5396	Vander Werff (AM Route)	Dave

RANDOLPH EARLY LEARNING CENTER		
Direct Dial - (920) 326-2442		
Daycare-Infant Room #132 - Ext. #2132	Daycare-Toddler Room #168 - Ext. #2168	Daycare-Office Room #201 - Ext. 2201

Randolph Elementary School - Staff Contact Information

Office Phone: (920) 326-2431 Office Fax: 920-326-5056

Extension	Last Name	First Name	Title	Room #
	Alderden	Pam	Special Education Aide	
2158	Bahr	Julie	Library Aide	#158
2118	Breitlow	Katie	School Nurse	#118
2135	Bright	Dawn	Kindergarten Teacher	#135
2133	Buwalda	Nikki	Early Childhood/4K Teacher	#133
2202	Cupery	Nancy	Title 1 Aide	#202
2204	Davidson	Marie	Title 1 Teacher	#204
2147	Emmerich	Melanie	4th Grade Teacher	#147
2119	Fay	Christy	Elementary Principal	#119
2120	Fuller	Gloria	Administrative Assistant	#120
2208	Gaska	Jenny	K-2 Special Ed Teacher	#208
3174	Gehrke	Mackenzie	Vocal Music	#174
2156	Gorr	Kari	1st/2nd Grade Teacher	#156
2137	Gould	Greg	2nd Grade Teacher	#137
2209	Gould	Jamye	Special Ed 3-5 Teacher	#209
	Greeno	Karen	Special Education Aide	
3175	Huenink	Josh	Band Director	#175
2139	Kelly	Madelynn	4K-Grade 7 School Counselor	#139
2136	Kercher	Karen	1st Grade Teacher	#136
	Kirkendall	Kim	Special Education Aide	
2143	Kohn	Laura	3rd Grade Teacher	#143
2152	Kouba	Zach	5th Grade Teacher	#152
2301	Miller	Brianna	Grades KG-12 Art Teacher	#301
	Nehring	Jessica	Instructional Aide	
2148	Otto	Jenna	4th Grade Teacher	#148
2157	Parks	Kim	1st Grade Teacher	#157

2142	Peetz	Erica	3rd Grade Teacher	#142
	Prager	Sara	Special Education Aide	
3183	Propson	Vincent	Athletic Director/Health Teacher	#183
3304	Roche	Lisa	School Psychologist-CESA	#304
2158	Sadoski	Patti	Library Media Specialist	#158
2146	Schnell	Shelby	3rd/4th Grade Teacher	#146
2134	Schumacher	Andrea	Kindergarten Teacher	#134
2125	Stiemsma	Cindy	Special Education Secretary	#125
2364	Swanson	Holly	K-Grade 5 Phy Ed Teacher	#364
	Vander Galien	Dawn	Special Education Aide	
2205	VanOoyen	Angie	Speech/Language Pathologist	#205
2138	Vredeveld	Amy	2nd Grade Teacher	#138
2151	Wall	Kelsey	5th Grade Teacher	#151

Randolph Middle/High School - Staff Contact Information

Office Phone: (920) 326-2425 Office Fax: 920-326-2430

Extension	Last Name	First Name	Title	Room
3305	Baughner	Miranda	HS Special Ed Aide	#305
2118	Breitlow	Katie	School Nurse	#118
3317	Clark	Benjamin	MS Social Studies Teacher	#317
2204	Davidson	Marie	Title 1 Teacher	#204
3305	Devine	Melissa	HS Special Education Aide	#305
3352	Drews	Darin	Tech Ed Teacher	#352
3343	DuPont	Elizabeth	Spanish Teacher	#343
3341	Dykstra	Linda	FACE Teacher	#341
3330	Heberer	Nicole	HS Administrative Assistant	#330
3316	Hildebrand	Marvin	HS Science Teacher	#316
3175	Huenink	Josh	Band Director	#175
3325	Iverson	Adam	Social Studies Teacher	#325
3179	Kaufman	Chad	Grade 7-12 Phy Ed Teacher	#179
3324	Keleher	Kaitlyn	HS Math Teacher	#324
2139	Kelly	Madelynn	ES/MS Guidance Counselor	#139
3321	Kohlbeck	Carol	MS Math Teacher	#321
3333	Kohn	Andy	MS/HS Principal	#333
3315	Ladron	Triscia	HS Science/Biology Teacher	#315
3337	Medema	Amy	MS/HS Guidance Counselor	#337
3318	Melby	Emily	MS Language Arts Teacher	#318
3301	Miller	Brianna	ES/MS/HS Art Teacher	#301
3323	Nelson	Eric	HS Math Teacher	#323
3310	Neumeyer	Mike	MS 6-8 Special Ed Teacher	#310
1112	Paul	Michelle	Food Service Director	#112

3326	Plahuta	Tom	HS English/SS Teacher	#326
3322	Powers	Krista	MS Science Teacher	#322
3313	Pocernich	Ute	MS/HS Library Aide	#313
3310	Prager	Sara	Special Education Aide	#310
3331	Rataczak	Tricia	HS Secretary	#331
3339	Revels	Jason	HS English Teacher	#339
3304	Roche	Lisa	School Psychologist	#304
3348	Rupp	James	HS Ag Teacher	#348
3306	Seekins	Brenda	HS Special Ed	#306
2158	Sadoski	Patti	Library Media Specialist	#158
3340	Smits	Stacy	Business Ed Teacher	#340
3174	Gehrke	Mackenzie	Vocal Music	#174
2125	Stiemsma	Cindy	Special Education Secretary	#125
2364	Swanson	Holly	KG-Grade 6 Phy Ed Teacher	#364
3310	Sytsma	Tina	MS Special Education Aide	#310
3320	Tietz	Gail	MS Language Arts Teacher	#320
2205	VanOoyen	Angie	Speech/Language Pathologist	#205