



## **Supplement to the Employee Handbook**

### **Appendix D: Substitute Certified Staff and Support Staff**

## **Working Conditions, Benefits, and Salary Information**

**Revised August, 2015**

**Revised June, 2024**

**Table of Contents**  
**Appendix D: Substitute Certified and Support Staff**

<b>SECTION D1. Welcome .....</b>	<b>1</b>
Public Notification of Nondiscrimination Policy .....	2
Title IX Notification .....	2
<b>SECTION D2. General Information for Substitutes .....</b>	<b>3</b>
A. Certification .....	3
B. Hours .....	3
C. Check-in/Check-out.....	3
D. Assignment Procedures .....	3
E. Lunch .....	4
F. Compensation/Pay Days.....	4
<b>SECTION D3. Substitute Staff Responsibilities .....</b>	<b>6</b>
A. Before Class .....	6
B. During Class .....	6
C. After Class .....	6
<b>SECTION D4. Tips on Classroom Management and Procedures .....</b>	<b>7</b>
<b>SECTION D5. Key District Policies .....</b>	<b>11</b>
<b>SECTION D6. School Year Calendar .....</b>	<b>58</b>
A. Calendar.....	58
B. Closing of Schools Procedures .....	59
<b>SECTION D7. Individual School Information .....</b>	<b>61</b>
A. School Listings .....	61
B. District Map.....	65

## *A Welcome from the Human Resources Department*

Dear Substitute Staff:

Welcome to the Beaver Dam Unified School District!

As a substitute staff member, you are a valued member of our team. Your role is critical in assuring that our students have the best possible opportunity to learn every day. Some of you will serve in several schools and classrooms this year. Others will serve long-term in one classroom or one position. All of you are important!

This handbook will provide you with a source of basic information about our substitute program. If you have specific questions which are not answered in this booklet, please call me at the Educational Service Center (885-7300, Ext. 1112) or Todd Fairbank (885-7300, Ext. 1130).

The coming school year holds exciting challenges for all of us. The expertise and commitment that you bring to the Beaver Dam Unified School District will help us meet those challenges. Please let us know if you have questions. Let us know if you have problems. We need to work together to make this the best year ever for both you and our students.

Sincerely,

*Nicole White*

Nicole White  
Director of Human Resources

## **PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY**

The Board of Education does not discriminate in the employment of staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

## **TITLE IX NOTIFICATION**

The Board of the Beaver Dam Unified School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinators are

Tiffany Sponholz  
Director of Student Services  
400 E. Burnett Street  
Beaver Dam, WI 53916  
[sponholzt@bdusd.org](mailto:sponholzt@bdusd.org)  
(920)885-7300, x1121

Jesse Peters  
Principal, Jefferson Elementary School/Assessment Officer  
301 Brook Street  
Beaver Dam, WI 53916  
[petersj@bdusd.org](mailto:petersj@bdusd.org)  
(920)885-7392, x4101

The Board designates Tiffany Sponholz, Director of Student Services, as the coordinator who is ultimately responsible for oversight over the Board's compliance with its responsibilities under Title IX.

The Board's nondiscrimination policy and grievance procedures are located at <https://www.bdusd.org/district/title-ix.cfm>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.bdusd.org/district/title-ix.cfm>.

## **SECTION D2. General Information for Substitutes**

### **A. Certification**

Selection of substitutes is based on securing persons who:

1. hold current Wisconsin regular or substitute teacher certification or have completed the training provided for non-certified substitute teachers and have applied for a Wisconsin substitute teaching license;
2. have a record of success in teaching and in human relations;
3. are available with few or no restrictions; and
4. subscribe to a telephone in order to be reached readily.

Each substitute teacher must provide a copy of his/her Wisconsin teaching certificate issued by the Wisconsin Department of Public Instruction.

License renewal applications are available on line at [elo.wieducatorlicensing.org](http://elo.wieducatorlicensing.org).

Note that criminal record inquiries are completed for all new employees of the district. Employment is made without regard to age, sex, race, color, creed, national origin, sexual orientation, or physical handicap.

### **B. Hours**

Substitute teachers are expected to arrive at the school 20 minutes before the start of the first class so all before class responsibilities can be completed. The substitutes should then work the hours of the work day for teachers at the same level as the assignment.

### **C. Check-in/Check-out**

Please stop in the school office upon your arrival and sign in with the building principal or secretary. They will assist you with specific instructions.

Also, please stop in the school office before departing at the end of the school day and sign out. It is important that any questions or problems be discussed with the principal or building secretary.

### **D. Assignment Procedures**

1. Substitutes will receive a phone call from Frontline, either in the evening from 5:00 p.m. to 9:00 p.m. or in the morning starting at 5:30 a.m. When possible, calls will be made in advance of the day worked if teachers have scheduled absences.
2. Please keep writing materials near your phone to use to record information regarding the substitute assignment. You must get a job number to insure that you are assigned that job.

3. Remember that Frontline is voice-activated. You must say “Hello” when answering a call from Frontline or the system will not leave a message.
4. If you have accepted an assignment and then find that you cannot report to it, please cancel through Frontline. If you need to cancel within an hour of the report time, or if Frontline is not accepting your cancellation, you need to contact Todd Fairbank Ext. 1130.
5. You may go online to put in unavailable days/dates or days/dates that you wish not to be disturbed. You may also go online to accept jobs instead of using the automated phone system.
6. The substitute assignments are distributed as fairly as possible in light of total school district needs. However, priority of assignments is given to individuals who demonstrate a willingness to be readily available.
7. Please remember that you can “job shop” at any time for available jobs.

E. Lunch

Substitutes are entitled to a duty-free lunch according to each building’s daily schedule. Lunches are available for purchase in the school cafeteria.

F. Compensation/Pay Days

1. Substitutes are compensated according to the substitute pay scale for full or half day assignments.

## Beaver Dam Unified School District

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### Substitute Certified Staff Pay Scale

Daily Rate: \$140.00

Half Day: \$70.00

Long Term Substitute (LTS) Assignment (more than 20 consecutive workdays in the same assignment, but less than one full semester consisting of 90 days): \$200.00 per day.

- ❖ LTSs will receive additional compensation for Parent/Teacher conferences.
- ❖ Benefits will be offered the 1<sup>st</sup> of the month following 60 consecutive workdays.
- ❖ Benefits begin October 1<sup>st</sup> for all new school year employees who will be employed for one semester or longer. Benefits will be pro-rated for LTS's that are less than 100%.
- ❖ Benefits are not available to employees less than 50%.

Limited Term Employee (LTE) Assignment (one semester to one full school year): Compensation will begin at Step 1, Lane 1 of the Salary Schedule.

- ❖ LTE's will NOT receive additional compensation for Parent/Teacher Conferences.
- ❖ Benefits will be offered and begin starting the 1<sup>st</sup> of the next month (of a long term assignment if the term of employment is for one semester or longer- 90 days).
- ❖ Benefits begin October 1<sup>st</sup> for all new school year employees who will be employed for one semester or longer. Benefits will be pro-rated for LTE's that are less than 100%.
- ❖ Benefits are not available to employees less than 50%.

**\*\*NOTE – When you agree to accept a job for a day, you are entering into a contract with the school district for the full day. Although a 30-minute duty-free lunch period is included in your day, you will be expected to work in any other needed capacity during teacher plan times or other times when your students are involved in elementary art, phy ed, or music. You will not receive additional pay at the High School or Middle School when you fill in for other teachers during your scheduled plan times, unless you are working an extended, multi-day assignment for someone and plan time is required. You must get approval from your building principal if you feel plan time is needed for your assignment.**

### Substitute Support Staff Pay Scale

Regular Ed Teacher Assistant	\$1.00 less than the Step 1 rate on the pay scale
Special Ed Teacher Assistant	\$1.00 less than the Step 1 rate on the pay scale
Clerical	\$1.00 less than the Step 1 rate on the pay scale
Custodian	\$15.00/ Hourly

## **SECTION D3. Substitute Staff Responsibilities**

### **A. Before Class**

1. Report to the principal's office to sign in.
2. Review the daily plans, class schedules, and seating chart(s), which are left on the teacher's desk or in the school office. Determine as early as possible if lesson plans call for materials such as films, videotapes, etc.
3. If no lesson plans are provided, consult with the Principal for advice about your best course of action.

### **B. During Class**

1. Check attendance first. Because each school does this differently, ask the principal or another teacher about the proper reporting procedure the first time you substitute in a particular school.
2. Briefly observe students for signs of illness or suspected illness. If you conclude a student may be ill, refer him or her to the school office.
3. Follow the teacher's written lesson plans unless there is a compelling reason not to. If you feel it is necessary to make any changes in the prepared lesson plan, be sure to leave notes for the regular teacher about the changes you made, including an explanation about why the changes were necessary.

### **C. After Class**

1. Check all student work completed during the day, label and organize the work for the regular teacher's inspection, and provide a summary of the day's activities for him/her.
2. Leave notes for the teacher describing what occurred during the day.
3. Return any materials or equipment used during the day to their proper place.
4. Report to the school office before leaving at the end of the day. The school office may be able to tell you if they have requested you for the following day.

## **SECTION D4. Tips on Classroom Management and Procedures**

1. Write your name on the chalkboard and pronounce it for the students so they can use it when addressing you. The initial impact of the substitute teacher is a key factor in successful classroom management. Self-confidence, initiative, resilience, and resourcefulness, as well as patience, honesty, enthusiasm, and acceptance are some of the necessary requisites.
2. Begin the day firmly. Students need to sense that you can and will control the situation. Once they know that, you can use humor and enthusiasm without risking that the class will get out of control.
3. Learn and use students' names as quickly as possible; relate to them as individuals.
4. Be positive. Try to provide as many students as possible with opportunities to succeed – and to receive praise for succeeding.
5. Keep students on task – and keep activities moving. Use lesson plans – and have a game or activity in mind to make the day special.
6. Try to involve students who appear disinterested. Try to find ways to motivate them. Should a student refuse to become involved, however, do not force the issue. Let him/her observe quietly.
7. Go to students' desks when they need help. This will help minimize confusion and needless commotion.
8. Encourage students to help or express their opinions or advice in a constructive way. This will help keep them interested and motivated.
9. Should a student persist in disrupting the class – after you have made attempts to get him/her back on task or involved in an activity – send him or her to the office so the entire class won't lose out on the day.
10. Leave a note telling about the day. Indicate when the class performed well in addition to situations that were difficult.
11. Walk around the room – don't just stay seated at the front of the room.
12. Remember – substitute teaching demands flexibility!

### **Discipline Guidelines for Student Cooperation**

1. Help student(s) evaluate the problem situation. Give them the benefit of the doubt.
2. Be calm and objective.
3. Keep a sense of humor.
4. Determine the facts rather than listen to opinions.
5. Take the offender aside and speak to him/her privately.
6. Try not to make a big deal out of a trivial issue.
7. Separate your attitude toward the student(s) from your attitude toward the behavior. Emphasize that the behavior is being criticized, not his/her worth as a person.
8. Help student establish his/her own standards of conduct.

### **Things to Avoid:**

1. Punishing the whole class for the misbehavior of a few students.
2. Threatening students.
3. Failing to follow through.
4. Losing your temper.
5. Using sarcasm or ridicule.
6. Having favorites.
7. Holding grudges.
8. Publicizing offenses.
9. Being too friendly or too distant.
10. Making unreasonable demands.
11. Using student(s) as a focus for your own feelings of hostility or aggression.

### **Hints for Establishing Rapport with Students**

1. Be yourself – be warm and friendly.
2. Try to learn the students' names and any information about their personal situation which affects their relationship in the classroom.
3. Be firm and consistent. Fairness and consistency are important components that earn respect.
4. Show a sincere interest in the students and the things they share with you.
5. Be a good listener.
6. Be patient and sympathetic – students have bad days too!
7. Participate actively and naturally with the students in their work and play.
8. Create an atmosphere in which students are free to be themselves, knowing that you believe in them and their potential.
9. Give honest praise and reassurance for their achievements.
10. Plan with students so they see that they have important contributions to make to the class.

### **How to be a Positive “Enabler”**

1. Be patient with students when asking questions during a small group activity. If the student cannot answer immediately, try to guide him/her to resources, which might be helpful.
2. Do not ask and answer your own questions. Try to encourage students to come up with an acceptable response.
3. When students pose problems to you, challenge them to explore possible solutions on their own.
4. Be consistent in expecting students to deal with problems and situations.
5. Refrain from being disrespectful, rude, or demeaning when correcting or disciplining students for being disrespectful, rude, or demeaning others. Model appropriate ways to deal with behavior. Help students to gain control of themselves before a problem develops.
6. By being specific in your praise or reward for a particular action, you will enable students to make good choices, develop good habits, control their actions, and act in responsible ways. Be genuine when you acknowledge those positive actions.
7. Remember to have a high expectation for success and a low tolerance for failure.

### **Helpful Hints for Playground Duty**

1. Always be punctual for your duty assignment.
2. Be constantly alert while on duty.
3. Know your area of responsibility on the playground.
4. Make sure that you are highly visible to the students.
5. Do not let other adults on duty monopolize your time through excessive socializing.
6. Know what to do in emergency situations.
7. If a potential trouble situation is noticed, go to it immediately in a calm manner. Don't excite bystanders by showing your alarm.
8. When a dispute takes place, try to isolate those involved and listen quietly to both sides of the story.
9. If a dispute appears to be getting out of hand, or if a dangerous situation develops, send for assistance immediately.
10. It's helpful to know rules specific to each school and playground.

### **Hints for Cafeteria Duty**

1. Keep your cool – losing your temper does little to help a problem situation.
2. Do not ignore misbehavior – correct it calmly and quietly, as soon as possible.
3. Do not let personal emotions regarding a student interfere with your good judgment when taking any disciplinary action.
4. If a dangerous situation develops, send for help immediately.
5. This is a time for students to socialize so the noise level may seem “too loud” at times. Remember it is an important part of their day.
6. Think positive thoughts!

## **SECTION D5. Key District Policies**

### **BDUSD Mission Statement**

Guiding students. Empowering futures.

### **BDUSD Vision Statement**

Leading the way in student growth and achievement.

### **BDUSD Belief Statements**

1. We believe that quality instruction is best supported through a relevant, challenging, innovative, and articulated curriculum.
2. We believe that all members of the learning community have the responsibility of promoting student well-being, including social, emotional, physical, and mental health.
3. We believe that accomplishing personally set goals can promote personal excellence and a healthy sense of self.
4. We believe that individuals learn in different ways and at different rates. Therefore, we need to be flexible, open-minded, and creative.
5. We believe in the power of equity in education by meeting and engaging the diverse needs of students, which ultimately empowers them to find their true potential and be productive in the life and career paths of their choosing.
6. We believe that students need tools for thriving in a changing world. These tools include opportunities to develop skills (such as adapting, adjusting, seeking, and accepting change).
7. We believe in opportunities for growth and support provided through relevant partnerships in the community.
8. We believe that students, families, school staff, and community members share responsibility for developing academically, socially, and behaviorally responsible citizens. We further believe that all members of our learning community should take pride in their roles; commit to excellence; and demonstrate compassion, empathy, and respect.
9. We believe that collaboration skills are important to foster in adults and students alike.
10. We believe in making today's decisions with an eye to the future so that the school district may deliver exceptional results over a sustained period of time.

**Beaver Dam Unified School District  
Bylaws & Policies**

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**2110 - STATEMENT OF PHILOSOPHY**

The Board of Education believes:

- A. That the democratic way of life contributes the most benefit and happiness to people generally. The district, therefore, as an agency of society, should be dedicated to the development, improvement and preservation of all democratic ideals.
- B. That education is tremendously important in the country and in the school district. Therefore, the Board shall support it accordingly. Fundamentally, no other governmental need should have higher priority than the schools. The Board recognizes:
  - 1. That a public school is but one of the educational institutions of society. The home and church also play a vital part and their cooperation should be sought; and
  - 2. A public school is obligated to primarily teach certain basic essentials that are not furnished in a desirable degree by any other agency.
- C. That every child who enrolls in the district is entitled to equal educational opportunities in accordance with state law and in so far as is practical and in keeping with the child's ability.
- D. That free education should be provided to all children and youth until they have completed a curriculum appropriate to their needs and abilities.
- E. That all fields of human endeavor increasingly demand more people possess skills to meet society's needs.
- F. That schools remain the chief instrument for keeping the nation a land of opportunity.
- G. That education reflects society and that as society changes, education must change. The Board believes the district dare not be less magnified in scope and design than the society which it must sustain.

**Beaver Dam Unified School District  
Bylaws & Policies**

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**2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The Board is committed to providing an equal educational opportunity for all students in the District.

- A. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. This policy is intended to support and promote non-discriminatory practices in all District and school activities, particularly in the following areas:
- B. use of objective bases for admission to any school, class, program, or activity;
- C. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- D. use of disciplinary authority, including suspension and expulsion authority;
- E. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;

- F. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- G. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- H. design and configuration of facilities;
- I. opportunity for participation in extra-curricular and co-curricular activities, provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- J. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

The District will identify, evaluate, and provide a free appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

The District's educational programs include the academic and nonacademic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the nonacademic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

Notice of the Board's policy on nondiscrimination and the identity of the District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

### **Principal's Responsibilities**

Each Principal shall verify that the procedures used with students and parents for selection of and participation in any part of the District's academic, co-curricular, or extra-curricular programs do not discriminate on the basis of the Protected Classes.

### **District Administrator's Responsibilities**

In furtherance of the aforesaid goal, the District Administrator shall:

- A. Curriculum Content
  - 1. review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict those Protected Classes toward the development of human society;
  - 2. provide that necessary programs are available for students with limited use of the English language;
- B. Staff Training
  - develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;
- C. Student Access
  - 1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected

Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

2. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;
3. verify that the educational programs of this District are accessible to all students; All programs need to be designed and scheduled so the location or nature of the facility or area will not deny an otherwise qualified student with a disability the opportunity to participate in the academic or other school programs on the same basis as students without disabilities.
4. require that service animals for students who require this type of assistance shall be permitted access to all facilities, programs, and events of the District.

#### D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

#### E. Student Evaluation

verify that tests, procedures, and guidance and counseling materials, which is/are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

### Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant:** is the individual who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

**Day(s):** Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

**Military status:** refers to a person’s status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, and full-time National Guard duty. It also includes the period of time for which a person is absent from school for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

**Respondent:** is the individual who has been alleged to have engaged in discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

**School District community:** means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties:** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or

seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property). The District Administrator shall publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI, and VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education.

In addition, the District Administrator shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, and to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading, and writing, on an annual basis.

### **Reporting Procedures**

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) days.

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the District Administrator or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of

discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age of eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

**District Compliance Officers (hereinafter referred to as the "COs")**

The Board designates the following individuals to serve as the District's "Compliance Officers".

Nicole White

Director of Human Resources

(920) 885-7300

400 E. Burnett Street

Beaver Dam, WI 53916

whiten@bdusd.org

Robert Meyer

Director of Teaching and Learning

(920) 885-7300

400 E. Burnett Street

Beaver Dam, WI 53916

meyerr@bdusd.org

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

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

**Investigation and Complaint Procedure (see Form 2260 F2)**

The CO shall investigate any complaints brought under this policy. Throughout the course of the process, as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: a description of the alleged violation, the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO 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 during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of work assignment or class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is

unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the District Administrator.

As soon as appropriate in the investigation process, the CO will inform the Respondent, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint. All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt, unless additional time is agreed to by the complaining party.

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who reasonably may 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 or designee 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 definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's attorney before finalizing the report to the District Administrator. In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may in consultation with the District Administrator or Board President, if the matter involves the District Administrator, engage outside legal counsel to conduct the investigation consistent with this policy. Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the District Administrator either must issue a final decision regarding whether the charges have been substantiated or request the complaint further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and Respondent. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or 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 five (5) 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 by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may

choose to file a Grievance utilizing the District's grievance procedure as outlined in Policy 3430 or Policy 4430.

The Board reserves the right to investigate and resolve a complaint or report regardless of whether the member of the School District community or third party chooses to pursue 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 parties may be represented, at their own cost, at any of the above-described meetings/hearings. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

#### **Additional School District Action**

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.) (Policy 8462), or threats of violence (Policy 8462.01), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations

#### **Privacy/Confidentiality**

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed, however. Additionally, the Respondent must be provided the Complainant's identity

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

#### **Remedial Action and Monitoring**

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, the opportunity to complete assignments missed due to absences related to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

#### **Sanctions and Disciplinary Action**

The Board shall vigorously enforce its prohibitions against discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant codes of conduct.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity level of any student involved. In those cases where discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts related to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;

- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;
- M. documentation of all actions, both individual and systemic, taken to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records). The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 6/10/13

Revised 2/9/15

Revised 9/12/16

Revised 11/13/17

T.C. 4/9/18

Revised 5/13/19

Revised 11/11/19

Revised 4/13/20

Revised 10/26/20

Revised 10/25/21

T.C. 7/11/22

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Legal

118.13 Wis. Stats.

P.I. 9, Wis. Adm. Code

P.I. 41, Wis. Adm. Code

Fourteenth Amendment, U.S. Constitution

20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974  
20 U.S.C. 7905, Boy Scouts of America Equal Access Act  
29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended  
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975  
42 U.S.C. 2000 et seq., Civil Rights Act of 1964  
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended  
29 C.F.R. Part 1635, The GINA Regulations  
34 C.F.R. Part 110, The Age Discrimination Act Regulations  
Guidelines for Vocational Education Programs, Department of Education, Office for Civil Rights, March 21, 1979

## **Beaver Dam Unified School District Bylaws & Policies**

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### **3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board does not discriminate in the employment of professional staff on the basis race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

Notice of the Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

#### **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

**Day(s):** Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

**Military status:** refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, and performance of duty or training by a member of Wisconsin organized militia. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

**Respondent** is the individual who has been alleged to have engaged in discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

**School District community** means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

### **District Compliance Officers**

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as Civil Rights Coordinators; hereinafter referred to as the "COs").

Nicole White  
Director of Human Resources  
(920) 885-7300  
400 E. Burnett Street  
Beaver Dam, WI 53916  
whiten@bdusd.org

Robert Meyer  
Director of Teaching and Learning  
(920) 885-7300  
400 E. Burnett Street  
Beaver Dam, WI 53916  
meyerr@bdusd.org

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

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA), and to students, their parents, staff members, and the general public.

### **Reports and Complaints of Discrimination and Retaliation**

Employees are required to report incidents of discrimination and/or retaliation to an administrator, supervisor, or other supervisory employees so that the Board may address the conduct. Any administrator, supervisor, or other supervisory employees who receive such a report shall provide it to the CO within two (2) days.

Discrimination against an individual based on their sex (including gender status, sexual orientation, and gender identity) is discrimination in violation of Title VII. Specifically, discrimination on the basis of sex stereotyping/gender-nonconformity constitutes sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior. Employment actions based upon an individual's sex could be suspect and potentially impermissible.

COs are required to investigate allegations of conduct involving the discrimination or harassment of an employee or applicant based upon his/her gender status, sexual orientation, and gender identity.

Any questions concerning whether alleged conduct might violate this prohibition should be brought to the CO's attention promptly.

Employees who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the Complainant's

employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the School District community or a Third Party, or receive reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation.

The CO will provide a copy of this policy to the Complainant and the Respondent. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any Board employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the employee should notify immediately other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant within two (2) days to advise the Complainant of the Board's intent to investigate the alleged wrongdoing.

### **Investigation and Complaint Procedure (See Form 3122 F2)**

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to discrimination or retaliation may seek resolution of the complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of discrimination or retaliation with the United States Department of Education Office for Civil Rights (OCR), the Wisconsin Equal Rights Division, or the Equal Employment Opportunity Commission ("EEOC").

### **Complaint Procedure**

A Complainant who alleges discrimination/retaliation, may file a complaint, either orally or in writing: 1) with a Principal; 2) the CO; or 3) to the District Administrator, or other supervisory employees. Any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall coordinate with the other appointed/designated CO, or if appropriate, appoint/designate another individual to serve as CO for the complaint regarding a CO.

Due to the sensitivity surrounding complaints of discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged 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 Principal, District Administrator, or other supervisory employees, either orally or

in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, but no later than two (2) days.

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

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO 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 discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions are deemed appropriate in consultation with the District Administrator.

Within two (2) days of receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations upon request provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint and the obligation to do so within five (5) days.

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. interview(s) with the Complainant;
- B. interview(s) 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 information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of

the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

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

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the District Administrator either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A summary of the District Administrator's final written decision will be provided 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 five (5) days, or as quickly as possible if additional time is necessary due to the availability of necessary witness(es) or documents. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

If the District Administrator determines the Respondent engaged in discrimination/retaliation toward the Complainant, the District Administrator must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the District Administrator may appeal through a signed written statement to the Board within five (5) days of the party's receipt of the District Administrator's final decision. The written statement of appeal must be submitted to the District Administrator, who will forward the request to the Board President.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of discrimination/retaliation regardless of whether the Complainant 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 or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the OCR, EEOC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

During the course of an investigation, the CO will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

### **Remedial Action and Monitoring**

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

The Board may appoint an individual, who may be an employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

### **Sanctions and Disciplinary Action**

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter. In those cases where discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, and/or the Employee Handbook.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general.

### **Retention of Investigatory Records and Materials**

The CO(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy [8315](#)) created and received as part of an investigation, which may include, but are not limited to:

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

- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

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

Revised 6/10/13

Revised 2/9/15

Revised 10/26/15

Revised 9/12/16

T.C. 4/9/18

Revised 11/12/18

Revised 5/13/19

Revised 10/26/20

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Legal 111.31 et seq., Wis. Stats.  
 111.335(d)(2), Wis. Stats.  
 118.195, Wis. Stats.  
 118.20, Wis. Stats.  
 Fourteenth Amendment, U.S. Constitution  
 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974  
 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act  
 29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended  
 38 U.S.C. 4301 et seq., Uniformed Services Employment and Reemployment Rights Act  
 42 U.S.C. 2000 et seq., Civil Rights Act of 1964  
 42 U.S.C. 2000d et seq., Title VI of the Civil Rights of 1964  
 42 U.S.C. 2000e et seq., Civil Rights Act of 1964  
 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975  
 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended  
 29 C.F.R. Part 1635, The GINA Regulations  
 34 C.F.R. Part 110, The Age Discrimination Act Regulations

**Beaver Dam Unified School District  
Bylaws & Policies**

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**3210 - STAFF ETHICS**

An effective educational program requires the services of employees of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information as they may secure;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- H. adhere to the policies of the Board;
- I. refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

Revised 11/14/16

T.C. 3/9/23

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Bylaws & Policies**

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**3213 - STUDENT SUPERVISION AND WELFARE**

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the professional staff member and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats and Policy 8462.

Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A professional staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff

members as may be required by established policies and procedures.

- B. A professional staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. A professional staff member should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- E. A professional staff member shall not send students on any personal errands.
- F. A professional staff member shall not associate with students, particularly those of the opposite gender, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- G. A professional staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- H. A professional staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is the professional staff member's family member.
- I. A student shall not be required to perform work or services that may be detrimental to their health.
- J. Staff members shall not engage students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a professional staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Revised 5/13/19  
Revised 4/13/20  
Revised 3/8/21  
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Legal  
48.981, 948, 948.095, Wis. Stats.

**Beaver Dam Unified School District  
Bylaws & Policies**

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**3216 - STAFF DRESS AND GROOMING**

The Board believes that professional staff members set an example in dress and grooming for their students to follow.

The Board authorizes the development of standards for staff dress and grooming that promote a professional educational atmosphere that gives consideration to the impact on the educational process and the diversity of the District's staff.

When assigned to District duty, all professional staff members shall:

- A. be physically clean and neat;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;
- E. be groomed in such a way that does not disrupt the educational process nor cause a health or safety hazard.

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Bylaws & Policies**

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**3362 - EMPLOYEE ANTI-HARASSMENT**

**Prohibited Harassment**

The Board is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters (collectively, Protected Classes), or any other characteristic protected by law in its employment practices (hereinafter referred to as harassment, and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such

problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, take immediate steps to end the harassment, prevent its reoccurrence, and, remedy its effects.

Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

## **Notice**

Notice of the Board's policy on anti-harassment related to employment practices and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

## **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant:** is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Day(s):** Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

**Respondent:** is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community:** means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

## **Bullying**

Bullying rises to the level of harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

“Harassment” also includes “hate speech”—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. that promote violence toward a racial or ethnic group; statements making;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

### **Sexual Harassment**

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;
- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
- E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;

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

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266/AG 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Prohibited acts that constitute sexual harassment under this policy 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 sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature, placed in the work environment the reasonably may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- H. speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- I. giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- J. leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;
- K. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;
- L. inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life; and
- M. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent

possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches or other school authorities) and a student is expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

### **Boundary Invasions**

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

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

- A. hugging, kissing, or other physical contact with a student
- B. telling sexual jokes to students
- C. engaging in talk containing sexual innuendo or banter with students
- D. talking about sexual topics that are not related to curriculum
- E. showing pornography to a student
- F. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship")
- G. initiating or extending contact with students beyond the school day for personal purposes
- H. using e-mail, text-messaging or websites to discuss personal topics or interests with students
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval
- J. 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)
- K. going to a student's home for non-educational purposes
- L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student)
- M. giving gifts or money to a student for no legitimate educational purpose
- N. accepting gifts or money from a student for no legitimate educational purpose
- O. being overly "touchy" with students
- P. favoring certain students by inviting them to come to the classroom at non-class times
- Q. getting a student out of class to visit with the staff member

- R. 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
- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues)
- T. being alone with a student behind closed doors without a legitimate educational purpose
- U. telling a student "secrets" and having "secrets" with a student
- V. 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.

### **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 performance; or of creating an intimidating, hostile, or offensive working environment. 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/Ancestry Harassment**

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

### **Age Harassment**

Prohibited age-based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

### **Race/Color Harassment**

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. 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 regarding racial customs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the

characteristics of a person's current or past disability or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

#### Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)" or CO or COs):

Nicole White  
Director of Human Resources  
(920) 885-7300  
400 E. Burnett Street  
Beaver Dam, WI 53916  
whiten@bdusd.org

Robert Meyer  
Director of Teaching and Learning  
(920) 885-7300  
400 E. Burnett Street  
Beaver Dam, WI 53916  
meyerr@bdusd.org

#### Reports and Complaints of Harassing Conduct

Members of the School District community and third parties, which includes all staff, are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Members of the School District community or third parties who believe they have been harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as identified in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate District officials are as follows:

1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the District Administrator, who shall assume the role of the District Compliance Officer for such complaints.
  2. Any complaint under this policy regarding the District Administrator or Board Member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the District Administrator.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

#### District Compliance Officers

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

Nicole White  
Director of Human Resources  
(920) 885-7300  
400 E. Burnett Street  
Beaver Dam, WI 53916  
whiten@bdusd.org

Robert Meyer  
Director of Teaching and Learning  
(920) 885-7300  
400 E. Burnett Street  
Beaver Dam, WI 53916  
meyerr@bdusd.org

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

- A. on the School District's website.
- B. in the parent and staff handbooks.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

#### **Reports and Complaints of Harassing Conduct**

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about unwelcome conduct, or to intercede

informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Members of the School District community along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate District officials are as follows:
  1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints

shall be reported to the District Administrator, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

2. Any complaint under this policy regarding the District Administrator or Board member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the District Administrator or other supervisory employee.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 3362 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

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

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations or will oversee the preparation of such recommendations. All members of the School District community should report incidents of harassment that are reported to them to the CO within two (2) days of learning of the incident.

### **Investigation and Complaint Procedure (see From 3362 F1)**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to harassment or has witnessed harassment of another may seek resolution of the complaint through the procedures as described below. The complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights, the Wisconsin Equal Rights Division and/or Equal Employment Opportunity Commission (EEOC). The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

## **Complaint Procedure**

A Complainant who alleges harassment based on a protected class or retaliation may file a complaint either orally or in writing: 1) with a Principal; 2) directly to one of the COs; or 3) to the District Administrator, or other supervisory employee. As noted above, any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who will consult with the other CO, if any, or if necessary appoint/designate another individual to serve as CO for the complaint regarding a CO.

Due to the sensitivity surrounding complaints of harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) 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 written complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO 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 work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the District Administrator. No temporary arrangements shall be disciplinary to either the Complainant or Respondent.

Within two (2) days of receiving a complaint, the CO will inform the Respondent that a complaint has been received.

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. The Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within two (2) 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. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may 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 or designee shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the Respondent engaged in harassment of or retaliation toward the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

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

Absent extenuating circumstances, within five (5) days of receiving the report of the CO, the District Administrator must either issue a written 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 five (5) days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

If the District Administrator determines the Respondent engaged in harassment of or retaliation toward the Complainant, the District Administrator must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

The decision of the District Administrator shall be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to Board Policy 3340. Nothing in this policy shall be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

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 formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

All timelines pertinent to the investigation process are intended to be guidelines to assure that the investigation proceeds with all deliberate efficiency. Failure of the CO to meet any specific timeline does not invalidate the investigation or provide a defense to the allegations.

### **Privacy/Confidentiality**

The District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so shall instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Directives During Investigation**

The CO may recommend to the District Administrator placing any employee involved in an investigation under this policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. Administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation should be provided a Garrity warning apprising the person of his/her obligations to answer questions truthfully and honestly while preserving rights against self-incrimination in the context of any resulting criminal investigation or prosecution.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

## **Remedial Action and Monitoring**

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to/because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

## **Sanctions and Disciplinary Action**

The Board shall vigorously enforce its prohibitions against harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the District Administrator shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against a Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

## **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

## **Allegations Constituting Criminal Conduct**

If the CO has reason to believe that the complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the District Administrator or School Board Attorney shall be advised that local law enforcement was notified.

If the complainant has been the victim of criminal conduct and the accused is the District Administrator, such knowledge should be reported by the CO to local law enforcement. After such report has been made, the Board Attorney shall be advised that local law enforcement was notified.

Any reports made to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, the harassment investigation shall not be stopped due to the involvement of outside agencies without good cause after consultation with the District Administrator.

### **Reprisal**

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

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

### **Miscellaneous**

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address, and telephone number of the COs, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in employment, and the mailing address and telephone number of the United States Equal Opportunity Employment Commission.

A summary of this policy and any related administrative guidelines shall appear in the employee handbook and a copy shall be made available upon request of employees and other interested parties.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of harassment. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff at such other times as the Board in consultation with the District Administrator determines is necessary or appropriate.

The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy [8315](#)) created and received as part of an investigation, which may include but are not limited to:

1. all written reports/allegations/complaints/statements;
2. narratives of all verbal reports, allegations, complaints, and statements collected;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
5. narratives of, notes from, or audio, video, or digital recordings of witness statements;
6. all documentary evidence;
7. e-mails, texts, or social media posts pertaining to the investigation;
8. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
9. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
10. dated written determinations to the parties;
11. dated written descriptions of verbal notifications to the parties;
12. written documentation of any supports measures offered and/or provided to Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and
13. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
14. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
15. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
16. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

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

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Revised 2/9/15  
Revised 9/12/16  
T.C. 4/9/18  
Revised 5/13/19  
Revised 4/13/20  
Revised 10/26/21

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Legal 111.31, 118.195, 118.20, Wis. Stats.  
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967  
29 U.S.C. 794, Rehabilitation Act of 1973  
42 U.S.C. 1983  
42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964  
42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964  
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
29 U.S.C. 6101, The Age Discrimination Act of 1975  
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended  
29 C.F.R. Part 1635  
National School Boards Association Inquiry and Analysis - May 2008

### **Beaver Dam Unified School District Bylaws & Policies**

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#### **7540 - COMPUTER TECHNOLOGY NETWORK, AND INTERNET ACCEPTABLE USE AND SAFETY**

The Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. Students' use of District technology resources (see definition in Bylaw 0100 - Definitions) is a privilege, not a right. Students and their parents must comply with Policy 7540.03- Student Technology Acceptable Use and Safety.

The District Administrator shall develop and implement a written District Technology Plan (DTP). One of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations. The Board will financially support, as the budget permits, the DTP, including recommendations to provide new and developing technology for students and staff.

The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students concerning making safe, appropriate and ethical use of District technology resources, as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner. (See Policy 7540.03 and AG 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 - Staff Technology Acceptable Use and Safety)

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 - Personal Communication Devices and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be

educated about appropriate online behavior including, but not limited to, using social media, which is defined in Bylaw 0100 - Definitions, to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Staff may use of District-approved social media platforms/sites in accordance with Policy 7544 - Use of Social Media and, pursuant to Policy 7540.02 - Staff and School Officials Use of Personal Communication Devices, may use web content, apps, and services for one-way communication with the District's constituents. Authorized staff may use District technology resources to access and use social media to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the District Administrator approves, in advance, such access and use. Use of District-approved social media platforms/sites for business-related purposes is subject to Wisconsin's public records laws and, as set forth in Policy 7544 - Use of Social Media, staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 – Public Records and AG 8310A – Public Records.

Instructional staff and their students may use District technology resources to access and use social media for educational purposes, provided the principal approves, in advance, such access and use.

Students must comply with Policy 7540.03 - Student Technology Acceptable Use and Safety and Policy 5136 - Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

Similarly, staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

Staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources or personally-owned PCDs to access and/or use social media for personal purposes.

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Legal

947.0125, Wis. Stats.

948.11, Wis. Stats.

## **Beaver Dam Unified School District Bylaws & Policies**

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### **7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Technology and Information Resources (as defined by Bylaw 0100 - Definitions) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public

access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines, Policy 7544 - Use of Social Media and AG 7544 - Use of Social Media, and any applicable employment contracts govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02 - Web Content, Apps, and Services), when they are connected to the District computer network, Internet connection, and/or educational services/apps.

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on the use of bandwidth, storage space, and printers.

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

Staff members are expected to utilize District technology and information resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources to enrich educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that provides a valuable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District technology and resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

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

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or District Administrator, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using

the District's technology resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

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

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

The District Administrator or Information Technology Director may temporarily or permanently unblock access to websites containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether the material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The District Administrator or information Technology Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

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

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

Furthermore, staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above, and staff members will monitor students' online activities 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.

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

Building principals are responsible for providing training so that staff users of District technology resources under the Principal's 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 District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including chat rooms and cyberbullying awareness and response. All users of District technology resources are required to confirm their agreement to abide by the terms and conditions of this policy and its accompanying guidelines during the Employee Handbook receipt and acceptance process. Pursuant to Policy 7540.06 - District-Issued Staff E-Mail Account, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use of District-issued email accounts.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents, and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District.

With prior approval from the District Administrator or designee, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using District technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of the technology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines and Policy 7544 and its accompanying guideline.

Staff members may only use District technology resources to access or use social media if it is done for educational or business-related purposes.

Staff members use of District technology resources to access or use social media is to be consistent with Policy 7544 and its accompanying guideline.

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's personal computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

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

The Board designates to the District Administrator and Information Technology Director as the administrators for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District technology and information resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330 - Student Records. Education records include a wide variety of information; posting personally identifiable information about

students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

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Revised 11/13/17  
Revised 4/13/20  
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T.C. 9/28/23

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Legal

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

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

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

20 U.S.C. 6777

20 U.S.C. 9134 (2003)

47 C.F.R. 54.500 - 54.509, 54.511, 54.513 - 54.520, 54.522, 54.523

47 C.F.R. 54.500

47 C.F.R. 54.501

47 C.F.R. 54.502

47 C.F.R. 54.503

47 C.F.R. 54.504

47 C.F.R. 54.505

47 C.F.R. 54.506

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47 C.F.R. 54.520

47 C.F.R. 54.522

47 C.F.R. 54.523

**Beaver Dam Unified School District  
Bylaws & Policies**

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**7542 - ON-SITE ACCSES TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONALLY-OWNED COMMUNICATION DEVICES**

For purposes of this policy, "personal communication device" means as defined in Bylaw 0100 - Definitions.

The public may use their PCDs to wirelessly access the District's technology resources (guest or business networks, servers, printers, etc.) while they are on-site at any District facility. Access to the business/guest network shall require authentication.

Any user who violates the established standards and/or the Board's Acceptable Use policy, or who accesses the District's technology resources server and network without authorization may be prospectively denied access to the District's technology resources. If the violation is committed by a contractor, vendor or agent of the District, the contract may be subject to cancellation. Further disciplinary action may be taken if the violation is committed by a student or employee.

The owner of a PCD bears all responsibility and assumes all risk of theft, loss, or damage to, or misuse or unauthorized use of the device while it is on Board property. This provision applies to everyone, regardless of their affiliation or connection to the District.

Revised 6/10/13

T.C. 1/12/22

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### **Beaver Dam Unified School District Bylaws & Policies**

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#### **5500 - STUDENT CODE OF CLASSROOM CONDUCT**

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

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

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

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

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

The Code of Conduct, developed by a committee created by the Board for that reason and consisting of parents, students, Board members, school administrators, teachers, student services professionals, and other appointed residents, and, once created, shall be reviewed by the Board periodically.

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

Revised 5/13/19

T.C. 9/28/23

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175.32, Wis. Stats.

118.13, Wis. Stats.

118.164, Wis. Stats.

120.13, Wis. Stats.

Wis. Admin. Code P.I. 9.03

Wis. Admin. Code P.I. 41

Fourteenth Amendment, U.S. Constitution

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

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

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

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

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

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services,

Department of Education, Office of Civil Rights, 1979

## **Beaver Dam Unified School District Bylaws & Policies**

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### **2330 - HOMEWORK**

The Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The District establishes the following standards for the assignment of homework:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- D. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

T.C. 9/8/22

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**Beaver Dam Unified School District  
Bylaws & Policies**

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**8462 - CHILD ABUSE AND NEGLECT**

The Board is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law. In addition, the Board strictly prohibits any actual or threatened acts of physical, mental, sexual, or other form of abuse directed towards students by any person in any District-owned, operated, or leased facility, or at any school-sponsored activity.

**Staff Training Required**

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and at least once every five (5) years after the initial training. This training may be held in conjunction with staff training for threats of violence as required in Policy [8462.01](#).

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training.

**Reporting of Suspected Child Abuse or Neglect**

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring, or has reasonable cause to believe a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur shall be responsible for reporting immediately every case, whether verified or suspected, the circumstances giving rise to the reasonable cause.

Reporting is mandatory even if the staff member has reason to believe that the abuse or neglect occurred, but is no longer occurring (for example, the child is no longer living with the suspected abuser). Staff members should make reports based on reasonable cause to suspect abuse or neglect and are not permitted to first investigate the circumstances in an effort to verify abuse or neglect. This can cause a loss of time and jeopardize law enforcement or social services investigations into child welfare concerns.

**Reporting Procedures**

The employee shall immediately call the local office of the Child Welfare Department or local law enforcement agency.

Employees shall also notify the building level administrator or the District Administrator.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect, unless such report was made knowing it to be false and for the purpose of harming the accused or victim in the report.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and may subject the disseminator to civil liability for resulting damages and disciplinary action.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the District Administrator. Staff member reporting

obligations under this policy and applicable law are the same regardless of whether the suspected abuser is a parent, guardian, or another staff member, and reports should be made accordingly.

Revised 6/10/13  
Revised 11/12/18

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Legal 48.981, 118.07(5), 175.32 Wis. Stats.

Beaver Dam Unified School District  
Bylaws & Policies

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**8450 - CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES**

The Board recognizes that control of the spread of communicable disease spread through casual contact is essential to the well-being of the school community and to the efficient District operation. The District will handle information regarding students and staff with suspected or confirmed communicable diseases confidentially in accordance with State and Federal laws and Board policies.

For purposes of this policy, "casual contact communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, and others designated by the Wisconsin Department of Public Health Services (DHS).

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual contact communicable disease spread through normal interaction in the school setting.

**Initial Exposure - Suspected Communicable Disease**

If a student exhibits symptoms of a communicable disease, a teacher, school nurse, health room staff, or the Principal will isolate the student in the building and contact the parents and may choose to send the student home. The staff member shall notify the parent(s) of the student, the Principal, and also contact the Dodge County Health Department to report the incident. The health department officials shall be responsible for conducting any investigation deemed necessary and directing the District to follow specific protocols, including those established by the Wisconsin Department of Health Services.

**Protocols During a Pandemic/Epidemic**

The procedure described above pertains to an initial and/or isolated identification of the possible presence of a communicable disease in a school. In the event of an ongoing pandemic or endemic outbreak of a communicable disease, the Administration and Board shall develop protocols to manage school during a pandemic or epidemic. See Policy 8420.01 – Epidemics and Pandemics.

Protocols shall be developed with consideration for the following resources:

- A. Statewide declaration of emergency and related orders;
- B. guidance provided by medical and/or public health officials, such as the Centers for Disease Control and Prevention (CDC); Wisconsin Department of Health Services (DHS); Wisconsin Department of Public Instruction (DPI); American Pediatrics Association;
- C. local health department officials and local medical professionals;

D. parent and/or student groups; and

E. other resources developed for and specific to the circumstances facing the District.

Revised 10/26/20

Revised 3/7/22

Revised 4/10/23

T.C. 9/28/23

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252.10, 252.19, 252.21, Wis. Stats.

### **Beaver Dam Unified School District Bylaws & Policies**

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#### **8453 - DIRECT CONTACT COMMUNICABLE DISEASES**

The Board of Education seeks to provide a safe educational environment for students and staff. To this end, students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring, to the extent permitted by State communicable disease reporting requirements, the confidential status of individuals who may have been diagnosed with a contact communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);
- B. AIDS (acquired immune deficiency syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. other diseases that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

The Board further directs the District Administrator to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality, their right to privacy and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and any applicable handbook, such individuals will also be provided reasonable accommodation as required by the Wisconsin Fair Employment Act and the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy dealing with Homebound Instruction.

The District Administrator shall also report communicable diseases and any removal from the school setting of students or staff suspected of having a communicable disease as provided under State law.

Revised 10/26/15

T.C. 3/9/23

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Sec. 252.21, Wis. Stats.

# SECTION D6: SCHOOL YEAR CALENDAR



Guiding students. Empowering futures.

## 2024 - 2025 SCHOOL YEAR CALENDAR

### DAILY SCHEDULE

High School: 7:50 am - 3:10 pm  
Middle School: 7:40 am - 3:00 pm  
All Elementary Schools: 8:35 am - 3:40 pm

AUGUST 2024						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug. 12-15: New Teacher Week  
Aug. 19-22 & 26: Staff Inservice  
Aug. 23: Teacher Collaboration Day  
Aug. 27: FIRST DAY OF SCHOOL  
Aug. 30: NO SCHOOL

SEPTEMBER 2024						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sep. 2: NO SCHOOL - Labor Day  
Sep. 30: NO SCHOOL - Inservice

OCTOBER 2024						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct. 24: NO SCHOOL - Inservice  
Oct. 25: NO SCHOOL

NOVEMBER 2024						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov. 4: NO SCHOOL - Inservice / End of Term 1  
Nov. 27: Digital Distance Learning Day  
Nov. 28-29: NO SCHOOL - Thanksgiving Break

DECEMBER 2024						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 23-Jan. 1: NO SCHOOL - Holiday Break

JANUARY 2025						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan. 1: NO SCHOOL - Holiday Break  
Jan. 20: NO SCHOOL - Inservice  
End of Term 2 / Sem. 1

FEBRUARY 2025						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb. 14: NO SCHOOL  
Feb. 17: NO SCHOOL - Inservice

MARCH 2025						
Su	M	T	W	Th	F	Sa
2	3	4	5	6	7	1/8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mar. 17-21: NO SCHOOL - Spring Break  
Mar. 31: NO SCHOOL - Inservice  
End of Term 3

APRIL 2025						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Apr. 18: NO SCHOOL - Easter Break

MAY 2025						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 26: NO SCHOOL - Memorial Day  
May 30: Last Day of School  
End of Term 4 / Sem. 2

JUNE 2025						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 2-4: Emergency Make-up Days (if needed)  
June 2-3: Inservice Days if no Emergency Make-up Days are needed  
Inservice Days will be scheduled accordingly if Make-up Days are needed.

Leading the way in student growth and achievement.

#BDFam

## **Closing of Schools Procedures**

### **General Information**

The following seeks to clarify the manner in which school schedules are modified for emergency reasons in the Beaver Dam Unified School District. A number of different factors need to be understood in order to recognize the problems involved.

1. Schools should be closed only for emergency purposes. Not only is this provided for by state law, but many school-day operating costs go on whether school is held or not.
2. Every school day is important. What educators do for students is important. Lost learning time is gone forever, and changes in schedules impose hardships on many.
3. School officials must make a judgment based on weather reports as to the strength of the storm, how much snow will fall, wind factors influencing excessive drifting, “wind chill factors” for youngsters who must walk to school, and the general circumstances of the school situation – examination day, a special event, food preparation, etc.
4. Some decisions which cannot be reversed later in the day must be made prior to 6:00 a.m.
5. A deviation from regular schedules requires some 20-30 drivers to adjust their schedules, which takes time to accomplish.
6. The purpose of early bus departure, when necessary, is to get students home before dark and to avoid accidents due to deteriorating weather conditions.
7. School closing information will be posted on the **front page of the district's website** and the district's [Facebook](#) page. The latest school closure or delay announcements will also be broadcast on local radio station [WBEV 95.3FM](#) (Daily Dodge) and shared with several Madison and Milwaukee television stations. Most television stations also post school closings on their individual websites.

Special note should be taken, in the matter of declaration of school closings, that the parochial schools have authorized the Superintendent of Schools of the Beaver Dam Unified School District to announce the closing of parochial schools in emergencies.

### **School Operating Schedules**

The Beaver Dam Unified School District has adopted this policy on weather emergencies, which affects the beginning and ending of the school day for district students. St. Katharine Drexel School and St. Stephen's Schools are also affected by this policy. Parents should be informed that in the event weather conditions exist which could affect the start of classes, the first announcement will be made by 6:00 a.m.

### **Entire Day Closing (Staff Information)**

1. When schools are closed for the day, no classes will be held in any public or parochial schools in the Beaver Dam Unified School District for the entire day. Teachers are not required to report for work.
2. Students and teachers will be required to make up after the third lost day only.

Should it be necessary to declare more than three (3) emergency days, a make-up schedule will be established in accordance with the Board of Education.

3. In the event of inclement weather or other emergency on a day when teachers are scheduled for non-instructional work, teachers will report for work. In-service and work activity during these days will be scheduled according to the district's in-service guidelines.
    - a. Teachers are expected to maintain normal working hours on these days.
    - b. Teachers unable to report shall arrange with their principal or supervisor for compensatory time in accordance with guidelines to be issued by the Superintendent of Schools, or take a pay deduction. Teachers unable to report for work should report this inability to their principal or supervisor on the day of the absence.
  4. Aides, tutors, food service employees, and other support staff working 183 days do not report for work on any full day when classes are canceled.
  5. Special education buses will run as usual when school is in session. If parents of a student with a disability feel the weather conditions pose an undue risk for their individual student, the parents are encouraged to use their own judgment in making a decision to send or not to send their student to school.
  6. All regular full-time (12-month) non-instructional employees are expected to report for work during inclement weather situations.
  7. School year full-time and school year part-time non-instructional employees are not expected or required to report for work during inclement weather conditions when school is closed.
- 

#### Delayed Opening or Early Afternoon Closing of Schools

1. When delayed bus pickup occurs, classes for students will begin two hours later than normal.
  2. Teachers should report two hours later than normal on late start mornings and are permitted to leave after students are out of their classes on days of early dismissal.
- 

#### Delayed Opening or Early Afternoon Closing of Schools

When inclement weather develops during the course of a day, the following plan will be used:

1. The Superintendent of Schools (or designee) will determine the necessity for early dismissal.
2. The Superintendent of Schools (or designee) will notify all school principals and the radio/television stations.
3. The Director of Transportation will notify bus carriers of alterations in the school schedule.

## SECTION D7. Individual School Information

### A. Beaver Dam High School

500 Gould Street

Beaver Dam, WI 53916

920-885-7313 – main line

920-885-7520 – auto attendant

Principal

Russ Tronsen x2112

Administrative Office Assistants

Austin Keach x2105

Tiffany Rhode x2109

Student Office Assistants

Linda Rote x2108 / Kathy Hupf x2111

Student Services Secretary

Tiffany Cooper x2113 / Julie Minnig x2114

8-Period Bell Schedule MONDAY, TUESDAY, & FRIDAY				
1st Lunch (5A)		2nd Lunch (No Letter)		3rd Lunch (6C)
7:50 AM - 8:37 AM (Period 1)		7:50 AM - 8:37 AM (Period 1)		7:50 AM - 8:37 AM (Period 1)
8:42 AM - 9:29 AM (Period 2)		8:42 AM - 9:29 AM (Period 2)		8:42 AM - 9:29 AM (Period 2)
9:34 AM - 10:21 AM (Period 3)		9:34 AM - 10:21 AM (Period 3)		9:34 AM - 10:21 AM (Period 3)
10:26 AM - 11:13 AM (Period 4)		10:26 AM - 11:13 AM (Period 4)		10:26 AM - 11:13 AM (Period 4)
11:13 AM - 11:43 AM (A Lunch)		11:18 AM - 12:05 PM (Period 5)		11:18 AM - 12:05 PM (Period 5)
11:47 AM - 12:34 PM (Period 5A)		12:05 PM - 12:35 PM (B Lunch)		12:10 PM - 12:57 PM (Period 6C)
12:39 PM - 1:26 PM (Period 6)		12:39 PM - 1:26 PM (Period 6)		12:57 PM - 1:27 PM (C Lunch)
1:31 PM - 2:18 PM (Period 7)		1:31 PM - 2:18 PM (Period 7)		1:31 PM - 2:18 PM (Period 7)
2:23 PM - 3:10 PM (Period 8)		2:23 PM - 3:10 PM (Period 8)		2:23 PM - 3:10 PM (Period 8)
If your schedule has: 5A, 6 = You eat A Lunch    5, 6 = You eat B Lunch    5,6C = You eat C Lunch				

Flexible Instruction Schedule WEDNESDAY & THURSDAY					
1st Lunch (5A)		2nd Lunch (No Letter)		3rd Lunch (6C)	
7:50 AM - 9:11 AM (Period 1 or 2)		7:50 AM - 9:11 AM (Period 1 or 2)		7:50 AM - 9:11 AM (Period 1 or 2)	
9:17 AM - 9:38 AM (Homeroom Period 2F)		9:17 AM - 9:38 AM (Homeroom Period 2F)		9:17 AM - 9:38 AM (Homeroom Period 2F)	
9:44 AM - 11:06 AM (Period 3 or 4)		9:44 AM - 11:06 AM (Period 3 or 4)		9:44 AM - 11:06 AM (Period 3 or 4)	
11:06 AM - 11:36 AM (A Lunch) 11:42 AM - 1:04 PM (Period 5A or 6)		11:12 AM - 11:50 AM (Period 5 or 6) 11:50 AM - 12:20 PM (B Lunch) 12:23 PM - 1:04 PM (Period 5 or 6)		11:12 AM - 12:36 PM (Period 5 or 6C) 12:36 PM - 1:06 PM (C Lunch)	
1:10 PM - 2:31 PM (Period 7 or 8)		1:10 PM - 2:31 PM (Period 7 or 8)		1:10 PM - 2:31 PM (Period 7 or 8)	
2:37 PM - 3:10 PM (WIN Time Period 9F)		2:37 PM - 3:10 PM (WIN Time Period 9F)		2:37 PM - 3:10 PM (WIN Time Period 9F)	
Students go to the same lunch on the even or odd day as they would on the 8-period day.					

**B. Beaver Dam Middle School**

108 Fourth Street

Beaver Dam, WI 53916

920-885-7365 – main line

920-885-7525 – auto attendant

Principal / Director of Teaching & Learning

Rob Meyer x3102

Associate Principal

Abby Schmitt x3101

Dean of Students

Jami Dugan x3109

Administrative Office Assistants

Anne Clark x3100 / Pam Neuman x3133

Student Office Assistant

Amanda Gehl x3137

**Daily Schedule**

6th Grade		7th Grade		8th Grade	
1st Period	7:40 am - 8:20 am	1st Period	7:40 am - 8:20 am	1st Period	7:40 am - 8:20am
2nd Period	8:23 am - 9:03 am	2nd Period	8:23 am - 9:03 am	2nd Period	8:23 am - 9:03 am
3rd Period/Advisory	9:06 am - 9:29 am	3rd Period/Advisory	9:06 am - 9:29 am	3rd Period/Advisory	9:06 am - 9:29 am
4th Period	9:32 am - 10:12 am	4th Period	9:32 am - 10:12 am	4th Period	9:32 am - 10:12 am
5th Period	10:15 am - 10:55 am	5th Period	10:15 am - 10:55 am	5th Period	10:15 am - 10:55 am
Lunch	10:55 am - 11:25 am	6th Period	10:58 am - 11:38 am	6th Period	10:58 am - 11:38 am
6th Period	11:28 am - 12:08 pm	7th Period	11:41 am - 12:21 pm	Lunch	11:38 am - 12:08 pm
7th Period	12:11 pm - 12:51 pm	Lunch	12:21 pm - 12:51 pm	7th Period	12:11 pm - 12:51 pm
8th Period	12:54 pm - 1:34 pm	8th Period	12:54 pm - 1:34 pm	8th Period	12:54 pm - 1:34 pm
9th Period	1:37 pm - 2:17 pm	9th Period	1:37 pm - 2:17 pm	9th Period	1:37 pm - 2:17 pm
10th Period	2:20 pm - 3:00 pm	10th Period	2:20 pm - 3:00 pm	10th Period	2:20 pm - 3:00 pm

**D. Jefferson Elementary School**

301 Brook Street  
Beaver Dam, WI 53916  
920-885-7392 – main line

Principal

Associate Principal

School Secretary

School Secretary

Daily Schedule – Students

920-885-7336 – auto attendant

Jesse Peters x1203

Celina Alvin x4103

Joanne Hoffner x4100

Lynn Helbing x4102

8:35 a.m. to 3:40 p.m.

**E. Lincoln Elementary School**

210 Gould Street  
Beaver Dam, WI 53916  
920-885-7396 – main line

Principal

School Secretary

School Secretary

Daily Schedule – Students

920-885-7530 – auto attendant

Wyatt Tramburg x4201

Caitlin Pieper x4200

Roxann Johnson x4242

8:35 a.m. to 3:40 p.m.

**F. Prairie View Elementary School**

510 North Crystal Lake Road  
Beaver Dam, WI 53916  
920-885-7380 – main line

920-885-7431 auto attendant

Principal

Brandon Krause x4301

Associate Principal

Katelyn Dwyer x4302

School Secretary

Jill Schmidt-Hahn x4300

School Secretary

Kari Jansen x4303

Daily Schedule – Students

8:35 a.m. to 3:40 p.m.

**G. Washington Elementary School**

600 Grove Street  
Beaver Dam, WI 53916  
920-885-7376 – main line

920-885-7436 – auto attendant

Principal

Paul Wilson x4401

School Secretary

Erica Howland x4400

School Secretary

Traci Kennedy x4444

Daily Schedule – Students

8:35 am. to 3:40 p.m.

**I. Wilson Elementary School**

310 West Street  
Beaver Dam, WI 53916  
920-885-7373 – main line

920-885-7439 – auto attendant

Principal

Ashley Jansma x4601

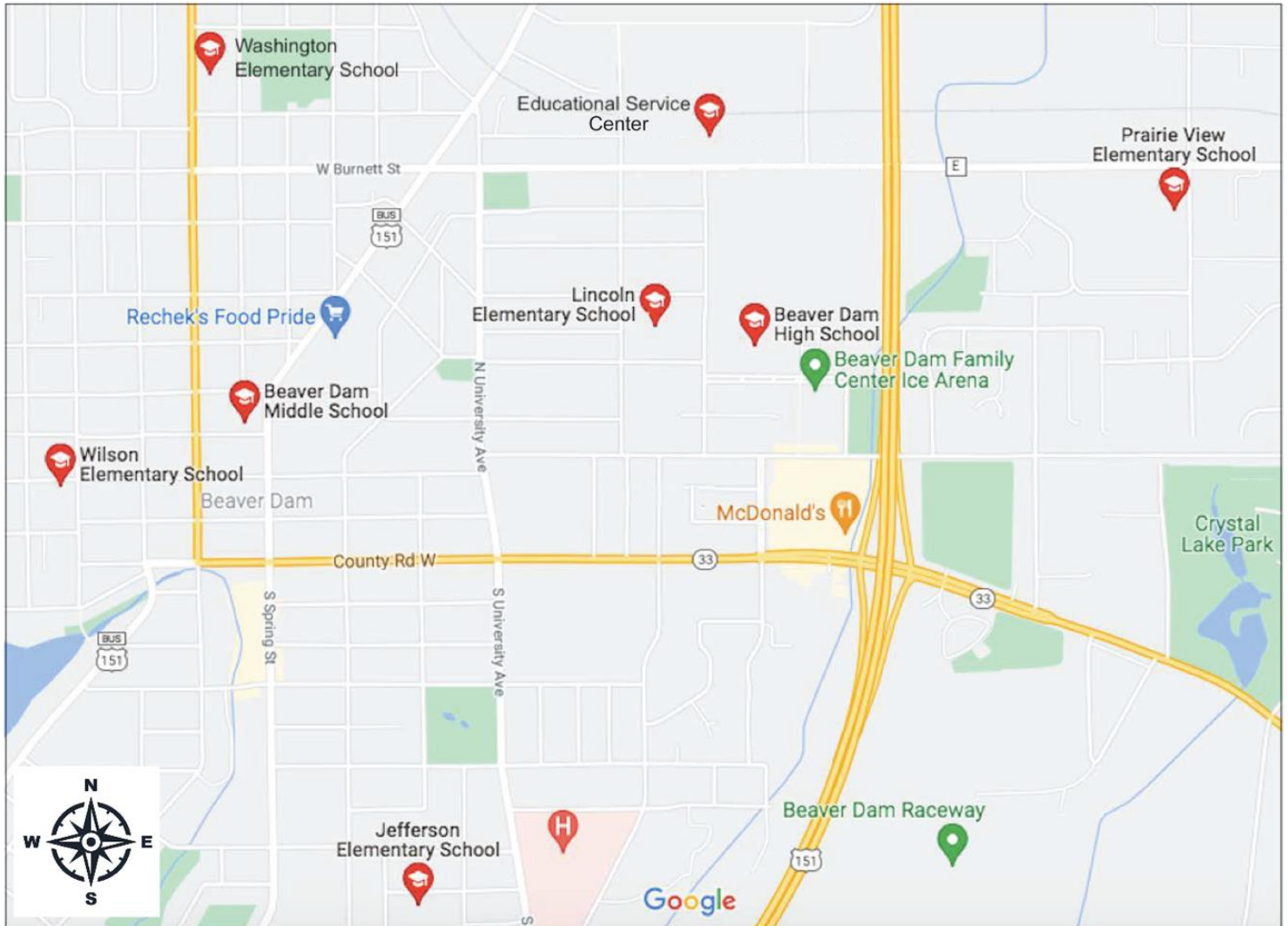
School Secretary

Mary Hendrix/Genna Clark x4500

Daily Schedule – Students

8:35 a.m. to 3:40 p.m.

## BEAVER DAM UNIFIED SCHOOL DISTRICT



Beaver Dam High School  
500 Gould Street

Lincoln Elementary School  
210 Gould Street

Wilson Elementary School  
405 W. Third Street

Beaver Dam Middle School  
108 Fourth Street

Prairie View Elementary School  
510 N. Crystal Lake Road

Educational Service Center  
400 E. Burnett Street

Jefferson Elementary School  
301 Brook Street

Washington Elementary School  
600 Grove Street