



STOUGHTON AREA SCHOOL DISTRICT

2025-26 Student Handbook

The goal of every staff member and the Board of Education of the Stoughton Area School District is to create conditions today for every student to thrive academically, socially, and emotionally for unlimited opportunities.

The Stoughton Area School District uses PBIS as a framework for supporting the social, behavioral and emotional learning needs of our students. Within that framework, multiple strategies including classroom and school expectations, practice, and direct instruction/feedback support our students' social, behavioral, and emotional learning. Our mission statement is: Our Compassionate School Community will operate within a proactive system of support to promote a positive culture with equity, respect, and dignity so we can thrive emotionally, socially, and academically. Learn more about our PBIS framework and the Stoughton Way [here](#).

Excellent Students

Our students are scholars, athletes, musicians and innovators, awarded for their academic and extracurricular achievements.

Excellent Schools

Our schools strive for a culture of learning and belonging, including ongoing efforts to promote equity and inclusion

Excellent Staff

Our award-winning staff has been recognized by professional organizations for their educational programs, teaching and support services, communications, and custodial and health services.

One way to help students thrive is to establish expectations at the beginning of each school year. In the student handbook, families and students will find information on SASD policies, procedures and expectations. This handbook may be updated at any time to reflect ongoing review and approval of the district policy manual per [Board Policy 0131.1](#). The district policy manual may be found [here](#).

Additionally, this handbook is posted on the school website [here](#) or may be requested in paper from any school building or the District Office at 320 North Street. Additional procedures or miscellaneous items can be found under individual building site pages "Need to Know" and/or our Back to School Page.

CONTACT INFORMATION

Our Schools



[Fox Prairie
Elementary](#)
608.877.5100

Attendance line
ext 1



[Kegonsa
Elementary](#)
608.877.5200

Attendance line
ext 1



[Sandhill
Elementary](#)
608.877.5400

Attendance line
ext 1



[River Bluff
Middle School](#)
608.877.5500

Attendance line
ext 1



[Stoughton
High School](#)
608.877.5600

Attendance line
ext 1

School Board Members

Please click [here](#) for school board meeting and contact information.

Name	Role	E-mail Address	Term End
Jill Patterson	President	Jill.Patterson@stoughton.k12.wi.us	April 2028
Lisa Pugh	Vice President	Lisa.Pugh@stoughton.k12.wi.us	April 2028
Zach Masa-Myers	Treasurer	Zach.MasaMyers@stoughtonk12.wi.us	April 2026
Allison Sorg	Clerk	Allison.Sorg@stoughton.K12.wi.us	April 2027
Mia Croyle	Deputy Clerk	Mia.Croyle@stoughtonk12.wi.us	April 2027
Tim Bubon	Member	Tim.Bubon@stoughtonk12.wi.us	April 2026
Jim Moeser	Member	Jim.Moeser@stoughton.k12.wi.us	April 2028
Dawn Garcia	Member	Dawn.Garcia@stoughton.k12.wi.us	April 2027
Sharon Meihlan-Bartlett	Member	Sharon.Bartlett@stoughton.k12.wi.us	April 2026

Administration and Educational Services Center

District Administrator	Dr. Dan Keyser	608.877.5002	Dan.Keyser@Stoughton.k12.wi.us
Director of Business Services	Erica Pickett	608.877.5012	Erica.Pickett@Stoughton.k12.wi.us
Director of Human Resources	Jessica Hart Andrie	608.877.5022	Jessica.Hartandrie@Stoughton.k12.wi.us
Director of Curriculum & Instruction	Dr. Kate Ahlgren	608.877.5032	Kate.Ahlgren@stoughton.k12.wi.us
Director of Student Services	Keli Melcher	608.877.5042	Keli.Melcher@Stoughton.k12.wi.us
Director of Technology	Paul Vande Hei	608.877.5051	Paul.Vandehei@Stoughton.k12.wi.us

TABLE OF CONTENTS

Our Schools	2
School Board Members	2
Administration and Educational Services Center	2
Address Changes	4
Adult Status	4
Annual Asbestos Notification Policy 8431.01	4
Attendance Policy 5200.00 (More information: AG5200)	4
Child Nutrition Programs and Free/Reduced Meals Policy 8531.00	5
Class Rank under the University of Wisconsin's "Guaranteed Admission Program"	6
District Issued Devices (iPads and Chromebooks)	6
Drug Prevention Policy 5530.00	7
Early Literacy	7
Education for Employment Policy 2420.00	8
Education of Students Who Are Experiencing Homelessness Policy 5111.01	9
Educational Options Policy 8146.00	10
English Language Proficiency Policy 2260.02	11
Family Resource Specialist/Social Worker	11
Filing a Complaint Under FERPA	12
Food Services Policy 8500.00	12
Graduation Requirements Policy 5460.00	13
Human Growth and Development Policy 2414.00	14
Meningococcal (Meningitis) Disease Information	14
Personal Communication Devices Policy 5136	14
Personal Communication Device Use (Procedures by Grade Level)	15
Pest Management Policy 8432.00	16
Accommodation of Sincerely Held Religious Beliefs Policy 2270.00	17
School Counseling and Academic and Career Planning Policy 2411.00	17
Search and Seizure and Student Locker Searches Policy 5771.00	17
Section 504/ADA Complaint Policy 2260.01	18
Special Education Procedures and Services	18
Student Academic Standards Policy 0151.2	18
Student Access to Equal Educational Opportunity Policy 2260.00	18
Student Anti Harassment Policy 5517.00	20
Student Nutrition and Physical Activity (Student Wellness) Policy 5510.00	24
Student Privacy and Parental Access to Information Policy 2416.00	24
Student Records Policy 8330.00	26
Student Technology Acceptable Use & Safety Policy 7540.03	27
Suspension and Expulsion Policy 5610.00 and Policy 5605	29
Title I Annual Notices	32
Title I State Assessment Information Policy 2623.00	32
Parental Opt Out of Assessments (students)	32
Title IX Policy 2266.00	33
Use of Tobacco and Nicotine on School Premises Policy 7434.00	34
Video Surveillance and Electronic Monitoring Policy 7440.01	35
Weapons on School Grounds Policy 7217	37
Wellness Committee	38

ANNUAL LEGAL NOTICES

Address Changes

Within 10 days of your move, report your new address and the date of your move by submitting and SASD Infinite Campus Parent Portal Support Form found under our main web page, Quick Links/ Request IC Parent Portal Support. . Acceptable forms of proof can be found [here](#).

- Moves within the district do not affect the school of attendance for students grades 6-12 as Stoughton has only one middle school and one high school.
- Moves within the district may affect the school of attendance for grades K-5. Please see table below.
- Moves outside of the district will require additional paperwork. Please see the table below.

Adult Status

Wisconsin State Statutes indicate that people reach legal adulthood at eighteen years of age. Students who have reached their eighteenth birthday are no longer required by law to have parental permission or supervision. SHS students may choose to assume independent adult status regarding school matters, or may continue to involve their parent/guardians in their school affairs. To participate, students must obtain an adult status form from the attendance office, and students must discuss the responsibilities entailed in assuming adult status with an administrator. The student, parent/guardian, and administrator will sign the adult status form to activate adult status.

Students and parents/guardians who wish to know more about adult status or obtain a form may contact the High School Attendance Office at 608.877.5608.

Annual Asbestos Notification [Policy 8431.01](#)

Annual Notice

Federal legislation requires that employees and building occupants be informed annually regarding asbestos inspections, response actions, and post-response action activities.

180 Day Periodic Surveillance

All asbestos-containing materials within the Stoughton School District buildings are inspected every six months for a change in condition. This surveillance ensures that all asbestos-containing building materials are maintained in a non-friable condition and do not pose a health risk to occupants. Also, every three years these materials are inspected by a certified asbestos building inspector.

[Click here](#) for the annual notice on Buildings and Ground website.

Attendance [Policy 5200.00](#) (More information: [AG5200](#))

Annual Notice

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

All children between six and eighteen years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five year-old kindergarten shall attend school

regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification of Absence Required

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

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

When possible, parents/guardians must send a written notice prior to an absence. Otherwise, parents/guardians must call the 24-hour attendance phone number of the school their child attends.

Stoughton High School	River Bluff Middle School	Fox Prairie Elementary School	Kegonsa Elementary School	Sandhill Elementary School
608.877.5600	608.877.5500	608.877.5100	608.877.5200	608.877.5400

Call-in information must include: the absent student's name, grade, date, and periods of absence, and reason for absence. To be excused, absences must be consistent with School Board Policy [po5200](#). Any student falsifying a call or who is unexcused from a class period may have disciplinary consequences assigned by an administrator.

Read more on the following items in our School Board Policy [po5200](#) and [ag5200](#):

- School Attendance Officer
- Excused Absences
- Unexcused Absences
- Late Arrival and Early Dismissal, and
- More

Legal: 118.15, Wis. Stats.; 118.153, Wis. Stats.; 118.16, Wis. Stats.; 118.162, Wis. Stats.

Child Nutrition Programs and Free/Reduced Meals [Policy 8531.00](#)

Annual Notice

The Department of Public Instruction requires school districts in the National School Lunch or Breakfast programs or special milk programs to provide an annual notification of the availability of free and reduced meal applications. Households will be noticed annually prior to the start of school. [Applications](#), when available, can be accessed on the district [Food Service](#) webpage, and in each school building and/or counseling office. Applications may be completed and submitted at any time during the school year and/or when financial situations change. Submission and status of applications is confidential.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Legal: 115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.; P.I. 42, Wis. Adm. Code; 42 U.S.C. 1771 et seq.

Class Rank under the University of Wisconsin's "Guaranteed Admission Program"

Annual Notice

Beginning with the 2023-24 junior (grade 11) class and provided that there are at least 15 students in the relevant class, high schools are required to annually prepare a class ranking of pupils enrolled in the high school as of the class's completion of grade 11. See section 118.58. The sole criterion for ranking pupils must be the pupil's grade point average. The class ranking must identify those pupils who rank in the top 5 percent of their high school class and those pupils who rank in the top 10 percent of their high school class. The rankings relate to the "Guaranteed Admission Program" established for the University of Wisconsin system institutions under section 36.11(3m) of the state statutes. (The program is sometimes referred to as the "Wisconsin Guarantee.")

Once the high school completes the ranking, section 118.58 further requires that the high school must:

1. Notify each pupil ranked in the top 10 percent of the pupil's high school class that the pupil is ranked, as applicable, in either the top 5 percent or in the top 10 percent of the pupil's high school class.
2. If applicable to the pupil, identify a top 5 percent or top 10 percent class ranking on the pupil's high school transcript as of the pupil's completion of grade 11.

*Note: this is a new requirement for the 2024-25 school year and the district will be working to identify the process for the communication of this information as we progress through the year.

District Issued Devices (iPads and Chromebooks)

K-5 Students

The District provides a device for every student in grades K-5 that are stored in the classroom. Kindergarten students have access to iPads and students in grades 1-5 have access to Chromebooks. District devices may be available for students in grades K-5 to take home in specific cases (i.e. student has to quarantine during COVID pandemic). Upon their return, students are responsible for returning all the equipment in working condition. If the equipment fails to work properly while it is in the student's possession, please contact the Library Media Specialist at your child's school. Do not attempt to fix the device on your own or take it to an outside vendor for any type of repairs or maintenance.

If the equipment is not returned to the district, students will be responsible for the replacement cost.

Chromebook - \$200

Chromebook charger - \$35

iPad - \$329

iPad charger - \$35

6-12 Students

The District provides a device for every student in grades 6-12 that they will bring to and from school each day. Parents/Guardians and students must view the Chromebook handbook [here](#), which includes additional guidelines on use, care, and replacement costs. You will sign off on this chromebook notice in your annual online registration (OLR).

Drug Prevention [Policy 5530.00](#)

Annual Notice

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" may mean: all dangerous controlled substances as so designated and prohibited by Wisconsin statute; all chemicals which release toxic vapors; all alcoholic beverages; any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; "look-alikes"; anabolic steroids; any other illegal substance so designated and prohibited by law.

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

Legal: 118.01(2)(d), Wis. Stats., 118.24(2)(f), Wis. Stats., 118.257, Wis. Stats., 125.09(2), Wis. Stats.; Drug-Free Schools and Communities Act of 1986 as amended 20 U.S.C. 3171 et seq., 20 U.S.C. 3224A

Early Literacy

Annual Notice

Under section 118.016(4) of the state statutes and beginning in the 2024-25 school year, school districts are required to provide the results of each "reading readiness assessment," in writing, to a pupil's parent/guardian no later than 15 days after the assessment is scored. "Reading readiness assessments" are defined as the fundamental skills screening assessments (for 4K), the universal screening assessments (for 5K through third grade), and diagnostic assessments (certain students in 5K through third grade) that are administered under section 118.016.

A notice of reading readiness assessment results must be provided "in the native language of the pupil's parent/guardian" and must include the following:

1. The pupil's score on the reading readiness assessment.

2. The pupil's score in each early literacy skill category is assessed by the reading readiness assessment.
3. The pupil's percentile rank score on the reading readiness assessment, if available.
4. The definition of "at-risk" under section 118.016 and the score on the reading readiness assessment that would indicate that a pupil is at-risk.
5. A plain language description of the literacy skills the reading readiness assessment is designed to measure.
6. If a diagnostic assessment indicates that a pupil is at-risk, then the notice of the assessment results shall include information about how to make a special education referral under section 115.77.

2023 Wisconsin Act 20 includes additional parent notification requirements that apply to some students based on the individual student's specific situation. For example:

1. *Dyslexia information.* If the school district is required to assess a pupil's early literacy skills using a diagnostic assessment, the district shall provide the pupil's parent/guardian, in writing, a description of the common indicators and characteristics of dyslexia and information about appropriate interventions and accommodations for pupils with characteristics of dyslexia. See section 118.016(4)(c).
2. *Notices related to personal reading plans.* If a pupil qualifies for a personal reading plan under section 118.016, the school district must:
 - a. Provide a copy of the pupil's personal reading plan to the pupil's parent/guardian and obtain a copy of the pupil's personal reading plan signed by the pupil's parent/guardian. See section 118.016(5)(a)4.
 - b. After providing the interventions described in the pupil's personal reading plan to the pupil for 10 weeks, notify the pupil's parent/guardian of the pupil's progress, as determined under the pupil's personal reading plan. See section 118.016(5)(a)5.
3. *Notice of pupil promotion without completion of personal reading plan.* If a school district promotes a pupil to fourth grade who did not successfully complete a personal reading plan that was in place for the pupil during third grade, then, subject to limited exceptions, the school district must notify the pupil's parent or guardian, in writing, that the pupil did not complete the personal reading plan and include a description of the intensive instructional services and supports that will be provided to the pupil to remediate the identified areas of reading deficiency. See section 118.33(5m) and section 118.33(6)(a)3.
 - a. According to DPI guidance found at <https://dpi.wi.gov/wi-reads/promotion-policy> (FAQ guidance dated 4/1/2025), the effective date for this specific notice requirement is determined by individual school district decisions related to the effective date of the local 3rd grade to 4th grade student promotion policy that is required under section 118.33(6)(a)3. Specifically, questions 1, 2, and 40 of the DPI's FAQ guidance indicates that districts have discretion to establish an effective date for (Revised May 2025) page 5 of 22 the local 3rd grade promotion policy and for the district's post-promotion obligations under section 118.33(5m)(a) that could be as late as the 2027-28 school year.
 - b. EXAMPLE: A district would provide this notice to parents of students who complete third grade in 2024-25 if the district is implementing the section 118.33(5m)(a) "intensive instructional services and supports" in the 2025-26 school year and if the student is determined to be entitled to such services and supports as the student moves to fourth grade in 2025-26. It appears to be permissible to provide the notice at some point between (1) at or near the end of the student's third grade school year and (2) at or just prior to the start of the student's fourth grade school year. DPI guidance states, "Intensive instructional services should begin as early in the school year as practicable."

Education for Employment [Policy 2420.00](#)

Annual Notice

School boards are required by PI 26.04(4) of the Wisconsin Administrative Code to annually notify parents/guardians of the district's education for employment program, which includes programs and services for career awareness at elementary grade levels, career exploration at the middle school level, career planning and preparation at the high school grade level, academic and career planning services for students in grades 6 to 12, including the availability of programs at technical colleges.

Per Board Policy po2420,

- A. The education for employment program provides career awareness for elementary grade levels by developing an understanding of the following:
 - 1. Why people work;
 - 2. The kinds of conditions under which people work;
 - 3. The levels of training and education needed for work;
 - 4. Common expectations for employees in the workplace;
 - 5. How expectations at school are related to expectations in the world of work.
- B. Career exploration at the middle school grade levels may include developing an understanding of the continuum of careers across work environments, duties, and responsibilities and how a student's personal interests and skills relate to those careers. Career exploration may also include work-based learning experiences and career research identifying personal preferences in relation to occupations and careers students may pursue.
- C. Career planning and preparation at the high school grade levels, which may include the following:
 - 1. Conducting career research to identify personal preferences in relation to specific occupations.
 - 2. School-supervised, work-based learning experiences.
 - 3. Instruction in career decision making.
 - 4. Instruction that provides for the practical application of academic skills, applied technologies, economics, including entrepreneurship education and personal financial literacy.
 - 5. Student access to career and technical education programs, including programs at technical colleges.
 - 6. Student access to accurate national, regional, and State labor market information, including labor market supply and demand.
 - 7. Instruction and experience in developing and refining the skills and behaviors needed by students to obtain and retain employment.
- D. An education for employment program shall include a long-range plan approved by the Board and developed by a team of District staff and community stakeholders, which may include businesses, postsecondary education institutions, and workforce development organizations. The Board will annually review the plan and, if necessary, update the long-range plan and education for employment program under s. PI 26.03. This review shall evaluate student postsecondary outcomes. At the conclusion of the review, the Board shall prepare a report on the District's education for employment program. The report shall describe the education for employment program's current progress and future goals related to improving student postsecondary outcomes. The Board will publish its long-range plan and the report on the District's website. The District shall annually notify parent/guardians of its education for employment program. The notice shall inform parent/guardians of the information and opportunities available to students under s. PI 26.03 (2) and (3), including the availability of programs at technical colleges.

Legal: P.I. 26.03, Wis. Admin. Code

Education of Students Who Are Experiencing Homelessness [Policy 5111.01](#)

Annual Notice

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students, including those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District, including:

- A. transportation services;
- B. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:
 - 1. programs for children with disabilities;
 - 2. programs for English learners (ELs) (i.e. students with limited English proficiency (LEP));
 - 3. programs in career and technical education;
 - 4. programs for gifted and talented students;
 - 5. school nutrition programs; and
 - 6. before-and after-school programs.

Questions may be directed to the District Homeless Liaison, Keli Melcher, Director of Student Services or one of the District Social Workers:

Fox Prairie Elementary & River Bluff	Jessica Young	608.877.5554
Sandhill, Kegonsa Elementary & 4k	Kayla McDermot	608.877.5423
High School	Ceanna Caelwatts	608.877.5613

Legal: 42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)

Educational Options [Policy 8146.00](#)

Annual Notice

School boards are required by section 118.57 of the state statute to annually publish a description of educational options available to the children residing in the district, including public schools, private schools participating in a parental choice program, charter schools, virtual school, part-time and full-time open enrollment, Early College Credit Program, Start College Now Program, part-time open enrollment, and options available for home-based private educational program students.

The Stoughton Area School District offers students a variety of educational options to children who reside in the district. The District's primary education path and instructional program for students involves a progression from 4-year-old kindergarten through Grade 12, leading to a high school diploma.

Some of the specific education programs offered to eligible students who are enrolled in and attending SASD schools include the following:

- Early childhood special education (for students who are at least 3-years old, but not yet school-aged)
- Special Education for students with disabilities
- English language learner education for students for whom English is not their primary language
- Advance Learning
- Career and Technical Education (CTE) programs at both the middle and high school
- Youth Apprenticeship
- Summer School programming, Summer Excel
- Online courses

Educational options for high school students who are enrolled in the Stoughton Area School District that involve part-time attendance at an educational institution other than a school of the Stoughton Area School District include the following:

- Early College Credit Program (ECCP)
 - Allows any high school student who satisfies the eligibility requirements to participate in the Early College Credit Program (ECCP) to enroll in an approved course at an ECCP-approved institution of higher education while attending in the District.
 - Students will be eligible to receive college and high school credit for completing course(s) at authorized institutions of higher education provided they complete the course(s) and receive a passing grade.
 - The School District's responsibility to pay for tuition, fees, books and other necessary materials shall be limited to 18 postsecondary credits per student.
 - See Board Policy 2271
- Start College Now Program (SCN)
 - The District will permit resident high school students who have completed the 10th grade and who meet eligibility criteria, to take courses at a technical college in the Wisconsin Technical College System for the purpose of earning both high school and postsecondary credit. Students who wish to attend a technical college under this policy must request attendance and, if the student is a minor, must provide written approval from the student's parent/guardian. Students must request such attendance from the student's resident school district, if attending the District as a non-resident.
 - See Board Policy 2271.01

Additional educational options for children who reside in the District that involve full-time enrollment/attendance at a school, program, or other educational institution that is not a school or instrumentality of the Stoughton Area School District include:

- Technical college: High school students meeting certain age and other eligibility requirements may be permitted to attend a technical college or certain other programs for the purpose of completing a program leading to the student's high school graduation or to a high school equivalency diploma
- Full-time Open Enrollment involving physical attendance in a public school of a nonresident district or attendance through a virtual charter school that is associated with a nonresident school district
- Private school for students with a disability. Beginning in 2016-17, a child with a disability who meets the program's specific eligibility requirements may apply to attend an eligible, participating private school under a scholarship awarded through the state's "Special Needs Scholarship Program," as established under section 115.7915 of the state statutes.
- Enrollment in a private school of the family's choosing, at the family's own cost
- Private school participating in a parental choice program

- Enrollment in a home-based private educational program as provided under state law

Legal: 115.385(4), Wis. Stats.; 118.15, Wis. Stats.; 118.55, Wis. Stats.; 118.57, Wis. Stats.

English Language Proficiency [Policy 2260.02](#)

***Annual Notice*

The Board recognizes that there may be students whose primary language is not English residing within the District. With that in mind, the Board shall provide appropriate identification and transition services for District students who possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum. (Board Policy 2260.02)

To inquire about programs and services for students with limited English language proficiency, a parent/guardian should contact Keli Melcher, Director of Student Services at 608.877.5041.

Legal: P.I. 13 Wis. Admin Code; 115, Wis. Stats.; 118.13, Wis. Stats.; 118.30(2), Wis. Stats.

Family Resource Specialist/Social Worker

Family Resource Specialists / School Social Workers are available to all grades (PreK-12) at all buildings, in an integrated comprehensive service delivery approach (inclusive). The initial targeted functions for this position include:

- Truancy/attendance support
- Homeless services expansion
- Policy development
- Community outreach/liaison assistance
- Staff professional development and consistent parent education opportunities
- AODA school/community program development
- Other duties as assigned by the Director of Student Services

Fox Prairie Elementary & River Bluff
Sandhill & Kegonsa Elementary, 4k
High School

Jessica Young	608.877.5554
Kayla McDermot	608.877.5423
Ceanna Caelwaerts	608.877.5613

Filing a Complaint Under FERPA

Annual Notice

Parent/guardians and eligible students who believe their rights under Federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605. Learn more at <https://studentprivacy.ed.gov/file-a-complaint>.

Food Services [Policy 8500.00](#)

Annual Notice

The Board shall provide cafeteria facilities in all school buildings where space permits and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition

standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification.

In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Negative Account Balances

Students with Negative Balances:

- A. Students, kindergarten through 12th grade may be allowed to purchase meals on account but no ala carte with the exception of milk.
- B. Students approved for free or reduced meals that have past due meal accounts may have their balance cleared by one of the following:
 - the receipt of donated funds, or
 - account write-off under the direction of the Director of Business Services or their designee.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

Legal: SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs; SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program; OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014); Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.; Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.; 42 U.S.C. 1758; 15.137, Wis. Stats.; 93.49, Wis. Stats.; 115.34 - 115.345, Wis. Stats.; 120.10(16), Wis. Stats.; 120.13(10), Wis. Stats.; 7 C.F.R. Part 15b; 7 C.F.R. Part 210; 7 C.F.R. Part 215; 7 C.F.R. Part 220; 7 C.F.R. Part 225; 7 C.F.R. Part 226; 7 C.F.R. Part 227; 7 C.F.R. Part 235; 7 C.F.R. Part 240; 7 C.F.R. Part 245; 42 U.S.C. Chapter 13

Graduation Requirements [Policy 5460.00](#)

Find graduation requirements on our website [here](#).

Human Growth and Development [Policy 2414.00](#)

Annual Notice

Elementary Aged Students (K-5)

Education on Human Growth and Development is presented in 4th and 5th grade. For questions on this program or to opt out of the curriculum presentations, please contact your building principal or the Director of Curriculum.

Middle School Aged Students (6-8)

Education on Human Growth and Development is integrated into the middle school health curriculum. For questions on this program or to opt out of the curriculum presentations, please contact the principal or the Director of Curriculum.

115.35, 118.01(2)(d), 118.019, Wis. Stats. P.I. 8.01(2)(j), Wis. Adm. Code

Meningococcal (Meningitis) Disease Information

Annual Notice

According to section 118.07(3) of the state statutes, each school district must provide parents/guardians of students enrolled in grade 6 with information about meningococcal disease, the causes, symptoms, spread, and where to get information. The Stoughton Area School District includes this information in our middle school newsletter. Further information can be found on the DPI website at <https://dpi.wi.gov/sites/default/files/imce/sspw/doc/snmening.doc>.

Personal Communication Devices [Policy 5136](#)

Annual Notice

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

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be stored out of sight. The use of PCDs during school hours will be age and level dependent and will be defined in the student handbook(s) for each level.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as

approved by the classroom teacher or the Building Principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

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

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

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

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

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

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

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

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

Personal Communication Device Use (Procedures by Grade Level)

High School

Students will only use school-issued devices for academic purposes during the school day and may not use personal laptops, tablets, etc. unless granted permission by the building administration. Students may possess personal electronic devices as long as they do not interfere or distract their learning or the learning of others.

Failure to follow rules may result in:

- Cell phone and/or personal device being removed for the remainder of the hour in a secure area of the classroom or any part of the day in the office. Administration may be involved.
- Loss of personal technology privileges and/or development of a technology plan due to multiple referrals in Infinite Campus
- Student may be placed in an alternate location or sent home due to the refusal to give up cell phone and/or personal electronic device that is interfering with the safety and/or learning for themselves or others.

River Bluff - updated added 073125

Student personal communication devices may not be used during school hours. ~~Any staff member who sees a personal electronic device during the day (including lunch) will confiscate the device and turn it into the main office.~~

Consequences:

1st offense: Verbal warning

2nd offense: Staff member will confiscate the PCD and secure it in the provided lock box in the classroom.

3rd offense: Written referral and guardian is contacted by administration. A school plan may be developed. PCD is sent to the office and kept until school release time.

- Student may be placed in an alternate location or sent home due to the refusal to give up PCD that is interfering with the safety and/or learning for themselves or others.

~~If a student refuses to give up their personal electronic device a building Administrator will be contacted to determine next steps which may include removing the student from the classroom.~~

Elementary

Student personal electronic devices may not be used during school hours. Any staff member who sees a personal electronic device during the day (including lunch) will confiscate the device and turn it into the main office.

Pest Management [Policy 8432.00](#)

The Stoughton Area School District Board of Education is committed to providing a healthy school environment for students, staff, visitors and participants in activities within District facilities and on District grounds, and for providing the proper care and management of all District property. The District recognizes that pests (including animals, plants and micro-organisms) can pose significant problems for both people and property and therefore require proper management. When making and

implementing pest management decisions, the District shall utilize IPM (integrated pest management) principles and strategies, including cultural, physical, biological and chemical control to prevent economically damaging pest outbreaks, and to reduce risks to human health and the environment.

For purposes of this policy, “pesticide” means any substance or mixture labeled, designed or intended for use in preventing, destroying, repelling or mitigating any pest, or as used as a plant regulator, defoliant or desiccant. Pesticide does not include a germicide, sanitizer or disinfectant.

The District shall designate pesticide-free areas for children to play at each school facility. Applying pesticides including herbicides, selective herbicides and non-selective herbicides will occur as needed based on an individualized plan for each area. The application of pesticides will be considered when the quality of turf for an area does not meet the established standard and all other methods to improve the turf quality are ineffective or cost prohibitive. Application will also occur in the event that hazardous weeds exist (e.g. thistles, thorns, etc.). When pesticide use is necessary, the application shall be conducted only by persons certified in the applicable pesticide use categories according to State law. Prior notification must be given to all school staff, students and parent/guardians at least 72 hours before the application. Signs communicating that a pesticide has been applied in an area will be posted for at least 72 hours. As staffing allows, alternative indoor activities will be provided for students who choose, or whose parent/guardians choose not to have their children exposed during the 72 hour period.

Accommodation of Sincerely Held Religious Beliefs [Policy 2270.00](#)

Annual Notice

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

Accordingly, no student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of his/her religion. However, if after careful personal review of the program's lessons and/or materials, a parent/guardian indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such parent/guardian requested absence.

For the privacy of students whose parent/guardians request that they not take part in the particular class periods for specified reasons, prior arrangements will be made for the student(s) to go to a supervised location where under the supervision of a staff member the student(s) will be provided with the alternate learning activities during the requested absence.

The District's instructional materials shall not be designed to influence students to accept or reject a particular religious belief or point of view, and the District Administrator shall prepare administrative guidelines to that effect.

Complaints by students or the public regarding any such course of study will be handled in accordance with Board Policy 9130.

School Counseling and Academic and Career Planning [Policy 2411.00](#)

Annual Notice

Information on school counseling and academic and career planning for children in grades 6-12 can be found on our district website [here](#).

Legal: 121.02(1)(e), Wis. Stats.; P.I. 8.01(2)(e), Wis. Adm. Code; P.I. 26.03(1)(b)(1), Wis. Admin. Code; 28 C.F.R. 35.130; 34 C.F.R. 100.3(b); 34 C.F.R. 106.36; 34 C.F.R. 104.37(b); Vocational Educational Guidelines, Appendix B, Title 6

Search and Seizure and Student Locker Searches [Policy 5771.00](#)

Annual Notice

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

School Property

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

The Board directs that the searches may be conducted by the building principals or assistant principals.

For more information on the following items, view the full policy at [po5771](#):

- Student Person and Possessions
- Parking Permit Required
- Use of Dogs

Legal: 118.32, Wis. Stats.; 118.325 Wis. Stats.; 948.50, Wis. Stats.; Wisconsin Const. Art. 1 Section 11; U.S. Constitution, 4th Amendment

Section 504/ADA Complaint [Policy 2260.01](#)

Any person who believes that the Stoughton Area School District or any staff person has discriminated against them in violation of the District's Section 504/ADA [Policy 2260.01](#) may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Jessica Hart Andrle
Director of Human Resources
320 North Street
Stoughton, WI 53589
608.877.5021

Jessica.HartAndrle@stoughton.k12.wi.us

Keli Melcher
Director of Student Services
320 North Street
Stoughton, WI 53589
608.877.5041
Keli.Melcher@stoughton.k12.wi.us

The complaint procedure is described in [AG 2260.01A](#) and [AG 2260.01B](#) and are available in our Board policies (Board Docs) and district website.

Special Education Procedures and Services

Annual Notice

School districts are required by section 115.77 of the state statutes to regularly publicize information regarding its special education procedures and services. Find our referral procedure below and a full description of SASD Special Education Procedures Manual at [Special Education Services](#).

Student Academic Standards [Policy 0151.2](#)

Annual Notice

School boards are required to notify the parents/guardians of students enrolled in the school district of the student academic standards that will be in effect for the school year. This notice may be provided electronically, including by posting the notice or a link to the specific academic standards on the school district's website. Also, the school board must annually include an item on the agenda of the first school standaboard meeting of the school year (the first board meeting after July 1) that clearly identifies the student academic standards adopted by the board under section 118.20(1g)(a)1 of the state statutes that will be in effect for the school year.

The SASD academic standards will be approved annually by the Board of Education at the first Board Meeting in July and will then be available on the district's website: [www.stoughton.k12.wi.us/Our District/Curriculum & Instruction](http://www.stoughton.k12.wi.us/OurDistrict/Curriculum%20&%20Instruction)

Student Access to Equal Educational Opportunity [Policy 2260.00](#)

Annual Notice

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

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 transgender 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 nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;
- G. design and configuration of facilities;
- H. 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
- I. the school lunch program and other school-sponsored food service programs.

Per Board [policy 2421](#), career and technical education programs are available to students without regard to race; color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes").

Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator

who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.

Title IX Complaint Coordinators/District Compliance Officers

Jessica Hart Andrle
Director of Human Resources
320 North Street
Stoughton, WI 53589
608.877.5021

Jessica.HartAndrle@stoughton.k12.wi.us

Keli Melcher
Director of Student Services
320 North Street
Stoughton, WI 53589
608.877.5041

Keli.Melcher@stoughton.k12.wi.us

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. Section 1681, Title IX of Education Amendments Act; 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. Section 794, Rehabilitation Act of 1973, as amended; 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964; 42 U.S.C. Section 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

Student Anti Harassment [Policy 5517.00](#)

Prohibited Harassment

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

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 transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See [Policy 5517.01](#) – Bullying).

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

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

Harassment

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

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

Sexual Harassment

Sexual harassment under Title IX is defined in [Board Policy 2266-Title IX](#).

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

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

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

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

Examples are:

- 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- 2. rating a person's sexuality or attractiveness;
- 3. staring or leering at various parts of another person's body;
- 4. spreading rumors about a person's sexuality;
- 5. letters, notes, telephone calls, or materials of a sexual nature;
- 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

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

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

- 1. hugging, kissing, or other physical contacts with a student;
- 2. telling sexual jokes to students;
- 3. engaging in talk containing sexual innuendo or banter with students;
- 4. talking about sexual topics that are not related to the curriculum;
- 5. showing pornography to a student;
- 6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");

7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
9. 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);
10. going to a student's home for non-educational purposes;
11. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent/guardian of a student);
12. giving gifts or money to a student for no legitimate educational purpose;
13. accepting gifts or money from a student for no legitimate educational purpose;
14. being overly "touchy" with students;
15. favoring certain students by inviting them to come to the classroom at non-class times;
16. getting a student out of class to visit with the staff member;
17. 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;
18. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
19. being alone with a student behind closed doors without a legitimate educational purpose;
20. telling a student "secrets" and having "secrets" with a student;
21. other similar activities or behavior.

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

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

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

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

In addition to investigating and taking appropriate corrective action in instances of harassment, or of sexual harassment or other sexual misconduct, the District shall make available to the victim of such harassment or misconduct resources to assist the student with coping with the effects of victimization. The school counseling services shall identify available resources in the community and provide assistance to students in contacting such resources if desired by the student. The District will not directly provide or pay for assistance unless such services are available in the District program or the Board otherwise approves.

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin Harassment

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

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Legal: 48.981, Wis. Stats.;118.13, Wis. Stats.; P.I. 9, Wis. Admin. Code; P.I. 41 Wis. Admin. Code; Fourteenth Amendment, U.S. Constitution; 20 U.S.C. 1415; 20 U.S.C. 1681 et seq., Title IX of Education Amendments Act; 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974; 29 U.S.C. 794, Rehabilitation Act of 1973; 42 U.S.C. 1983; 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964; 42 U.S.C. 2000d et seq.; 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990; 34 C.F.R. Sec. 300.600-300.662

Cross References

The Stoughton Area School District encourages use of The Speak Up, Speak Out Reporting Website & App (Resource for reporting concerns/tips. The Speak Up, Speak Out Center will respond quickly and confidentially to make sure to help someone who is hurting, struggling or in danger.)

Student Nutrition and Physical Activity (Student Wellness) [Policy 5510.00](#)

Annual Notice

The Stoughton Area School District recognizes its responsibility to promote a healthy learning environment for all students through its local school wellness policy.

The Wellness Policy and accompanying guidelines establish expectations and procedures for wellness education, good nutrition, and regular physical activity as part of the daily school environment. It is the

philosophy of the District that food should not be used as a reward, as a manipulative or as a learning aid. By communicating with staff and families routinely about wellness, nutrition and physical fitness in a proactive way, long held practices can be modified to encourage practices that support wellness.

With the responsibility to provide healthy options, it is the intent of the District to provide a balance of choices during school, after school, and through fundraisers. Staff and district officials will encourage wellness in every aspect of the school day, and are encouraged to act as role models for support of the policy.

The Stoughton Area School District will adhere to the USDA regulations for wellness, assurances for reimbursable meals and establish school based wellness teams for learning about, and monitoring, policy guideline implementation.

[Click here](#) to review our wellness page.

Legal: USDA Healthy Hunger Free Kids Act 2010; USDA Guide to Smart Snacks in Schools; Wisconsin Wellness, Putting Policy into Practice

Student Privacy and Parental Access to Information [Policy 2416.00](#)

Annual Notice

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

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

The District Administrator shall ensure that procedures are established whereby parent/guardians may inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the Building Principal.

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

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

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

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

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

Parent Rights - Inspection of Materials

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

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

Legal: 20 U.S.C. 1232g, 20 U.S.C. 1232h

Student Records [Policy 8330.00](#)

Annual Notice

Each year the District Administrator shall provide a public notice to students and their parent/guardians of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. address;
- C. telephone number;
- D. date of birth;
- E. photograph;
- F. participation in officially recognized activities and sports;
- G. dates of attendance;
- H. date of graduation;
- I. degrees and awards received.

parent/guardian and students are reminded of their rights to:

- 1. Deny the release of such information
- 2. Inspect, review, and obtain copies of student records
- 3. Request amendment of the student's school records
- 4. Consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent

5. File a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of the Pupil Rights Amendment (PPRA). parent/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department Of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informational inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

Military Use (for High School Students Only)

Federal law requires local school districts receiving federal funds to provide military recruiters, upon request, with three information categories - names, addresses and telephone listings unless access to such information has been restricted by the secondary school or the students' parent/guardians.

Higher Education (i.e. Colleges, and Universities) (for High School Students only)

School districts receiving federal education funds are required to provide, on request made by an institution of higher education, access to secondary school students' names, addresses and telephone listings unless access to such information has been restricted by the secondary school or the students' parent/guardians.

Legal: 46.215 Wis. Stats.; 46.22 Wis. Stats.; 46.23 Wis. Stats.; 115.298 Wis. Stats.; 118.125 Wis. Stats.; 118.125(2)(q) Wis. Stats.; 25 USC 450b(L); 34 C.F.R. Part 99; 20 U.S.C. Section 1232f (FERPA); 20 U.S.C. Section 1232g (FERPA); 20 U.S.C. Section 1232h (FERPA); 20 U.S.C. Section 1232i (FERPA); 26 U.S.C. 152; 20 U.S.C.; 1400 et seq., Individuals with Disabilities Education Improvement Act; 20 U.S.C. 7165(b); 20 U.S.C. 7908

Student Technology Acceptable Use & Safety [Policy 7540.03](#)

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see [Policy 5136](#)).

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).

Users have no right or expectation to 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).

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 the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students 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 as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District Administrator or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether 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 measure.

The District Administrator or Director of Technology may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

parent/guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parent/guardians may find inappropriate, offensive, objectionable or controversial. parent/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;

- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

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

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals or their designee are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of 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 in chat rooms, and cyberbullying awareness and response.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students 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 its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

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, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

Suspension and Expulsion [Policy 5610.00](#) and [Policy 5605](#)

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

SUSPENSION

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

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five school days or, if a notice of expulsion hearing has been sent, for up to

fifteen consecutive school days, or ten consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

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

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

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

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

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

EXPULSION

Except when required by law, expulsion is the last resort after all other alternatives have been considered. Examples include but are not limited to: behavioral plan or in-lieu of expulsion contract.

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

violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent/guardian may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parent/guardians within five (5) school days of a request. The District Administrator's decision is final.

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

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

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

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

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

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

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

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

ADMINISTRATIVE GUIDELINES

The District Administrator shall develop administrative guidelines to implement this policy, which shall include, at a minimum:

- A. strategies for providing special assistance to students who are in danger of being expelled and are not achieving the goals of the educational program;
- B. procedures that ensure compliance with State and Federal law including, but not limited to, due process rights;
- C. provision for completing school work when appropriate;
- D. reference to staff obligations to report threats of violence made in or targeted at a school, which, in the good faith judgment of the staff member, pose a serious and imminent threat of harm to the health or safety of others.

Legal: 119.25, Wis. Stats.; 120.13, Wis. Stats.; 18 U.S.C. 921(a)(3); 20 U.S.C. 7151; 42 U.S.C. 11431 et seq.

Title I Annual Notices

The Stoughton Area School District will be receiving funds during the current school year through the federal Title I program. This program provides federal dollars to help supplement educational opportunities for children who are most at risk of failing to meet the state's challenging content and performance standards.

Title I State Assessment Information [Policy 2623.00](#)

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

The District Administrator may develop a program of testing and assessment that may include:

- A. State-required tests;
- B. curriculum-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- C. assessment tests;
- D. aptitude tests;
- E. achievement tests;
- F. vocational inventories;
- G. tests of mental ability.

The Board requires that parent/guardians be informed of the testing program of the schools and of the special tests that are to be administered to their children;

All students shall participate in State-wide or District-wide assessments, and any student with a disability shall be provided appropriate accommodation and/or alternate assessments where necessary as indicated in the student's I.E.P. or Section 504 plan.

Parental Opt Out of Assessments (students)

The Board shall excuse any student from the State examination administered in 3rd grade through 11th grade whether the test administered is the one developed by the Department of Public Instruction or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations, the student's parent/guardian must submit a statement in writing to the building Principal stating that the parent/guardian is opting out of the examination(s).

Information about assessments is available on the SASD website under [District and State Assessments](#).

Legal: 118.30, Wis. Stats.; P.I. 8.01(2r/s), Wis. Adm. Code

Title I Parents' Right to Know [Policy 2261.02](#)

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the District Administrator shall make sure that all parent/guardians of students in that school are notified that they may request, and the District will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parent/guardians shall be provided:
 - a. information on the level of achievement of their child(ren) on the required State academic assessments;
 - b. timely notice if the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not "highly qualified".

Legal: 20 U.S.C. 6311, Elementary and Secondary Education Act of 1965; 34 C.F.R. Part 200 et seq.

Parent and Family Member Participation in Title I Programs [Policy 2261.01](#)

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parent/guardians and family members of the students being served.

Each year the District Administrator shall work with parent/guardians and family members of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent/guardian and family engagement policy to establish expectations for the involvement of such parent/guardians and family members in the education of their children. The proposed policy shall be reviewed and approved annually by the Board and distributed to parent/guardians and family members of children receiving Title I services.

Legal: 20 U.S.C. 6318; 34 C.F.R. Part 200 et seq.

Title IX [Policy 2266.00](#)

Annual Notice

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of

1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Inquiries about the application of Title IX, or to report or file a complaint of sex discrimination, contact our Title IX Coordinators, the Assistant Secretary of the U.S. Department of Education, or both.

Title IX Coordinators:

- Jessica Hart Andrlle, Director of Human Resources, 320 North Street, Stoughton, WI, (608) 877-5021
- Keli Melcher, Director of Student Services, 320 North Street, Stoughton, WI, (608) 877-5041

See the School Board [policy 2266](#) for complaint procedures.

Legal: 20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX); 20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA); 42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964; 42 U.S.C. 2000d et seq.; 42 U.S.C. 2000e et seq.; 42 U.S.C. 1983; 34 C.F.R. Part 106; 19.21(6), Wis. Stats.; 118.25, Wis. Stats.; 120.13, Wis. Stats.; 948.02, Wis. Stats.; OCR's Revised Sexual Harassment; Guidance (2001); 20 U.S.C. 1092(F)(6)(A)(v); 34 U.S.C. 12291(a)(10); 34 U.S.C. 12291(a)(8); 34 U.S.C. 12291(a)(30)

Use of Tobacco and Nicotine on School Premises [Policy 7434.00](#)

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any visitor of the District to use, consume, or sell any commercial tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products focused retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the

activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for the safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

Policy Specific Definitions

The term “any time” means during normal school and non-school hours: twenty-four hours a day, seven days a week.

The term “electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term “imitation tobacco product” means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term “off-campus, school-sponsored event” means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term “school property” means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term “smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. “Smoking” also includes carrying or using an activated electronic smoking device.

The term “tobacco industry” means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent/guardian companies and subsidiaries.

Legal: 111.321, Wis. Stats.; 120.12(20), Wis. Stats.; 20 U.S.C. 6081 et seq.; 20 U.S.C. 7182

Video Surveillance and Electronic Monitoring [Policy 7440.01](#)

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District, and on school buses.

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and

when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times.

Any unauthorized person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the District Administrator is directed to annually notify parent/guardians and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools. In cases approved by the District Administrator, camera surveillance may be used for investigatory purposes without staff, student, or public notice if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceeding, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The District will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose.

Recordings that capture students may be student records and as such will be treated as confidential, subject to the Board's public records and student records policies.

Retention, Secure Storage, Access to and Disposal of Video Recordings

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven days of the event/incident. Unless a formal complaint is being investigated, recordings may be destroyed after thirty (30) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept consistent with the Board's record retention policy depending on the nature of the video record retained, but for a minimum of one year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

Access to and viewing of video recordings is limited to authorized personnel. The District Administrator or Designee is responsible for maintaining a proper audit trail for all video recordings (i.e., logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access, and the purpose). The District Administrator or Designee shall approve requests for access to recorded and stored video images. The District Administrator or Designee may authorize the viewing of recorded images in the event of an

ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.

Video files should not be transmitted electronically to sources outside the District except as required or permitted by law and only with the approval of the District Administrator.

All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board counsel.

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law.

Video surveillance/electronic monitoring recordings shall be retained, stored and destroyed, including storage logbooks, pursuant to the District's Records Retention Schedule.

Devices containing video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, magnetically erasing the personal information).

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is video recorded for educational or research purposes. Authorized video recording for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this policy and the related guidelines, and consistent with the school safety plan. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

Legal

19.31 – 19.39, 118.125 Wis. Stats. ; FERPA 20 U.S.C. 1232g; 34 C.F.R. 99.1-99.67; Title I of the Electronic Communication Privacy Act of 1986 ; 18 U.S.C. 2510-2521

Weapons on School Grounds [Policy 7217](#)

Annual Notice

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

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever,

including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

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

Policy exceptions include:

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

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

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

Policies regarding staff members are found in [Policy 3217](#) and [Policy 4217](#). The policy pertaining to students is found in [Policy 5772](#). The policy pertaining to property is found in [Policy 7217](#).

Wellness Committee

The District Administrator or their designee will be the official responsible for the oversight of this committee. The district will maintain a Wellness Committee and inform the community annually of the committee and the current policy through the back to school notice in the Courier Hub; the district Wellness webpage and a notice in the student handbook. All information sources will also indicate how to become a committee participant. The committee will consist of at least one of each of the following: Administrator, classroom teacher, physical education teacher, food service representative, school health professional, community member, parent/guardian and student, and school board member. Committee member names and contact information will be maintained on the district Wellness webpage. Please visit the [Wellness webpage](#) for more information regarding how to become a committee member.