

## ANNUAL NOTICE OF NON-DISCRIMINATION

The Marathon City School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body. The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

This policy also prohibits discrimination as defined by Title VI of the Civil Rights Act of 1964, (race, national origin, color), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans with Disabilities Act of 1990 (disability).

All students, regardless of sex, shall have comparable facilities for locker rooms, showers, toilets and any other educational facility. This includes comparable space, number of lockers, showers and other locker room facilities.

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

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

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

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the Marathon City School District does not discriminate pursuant to federal and state law. The District Administrator shall ensure that an employee is designated annually to receive complaints filed under federal and state law. That employee shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that an evaluation of the district's compliance with state law is completed as required and that the proper forms are submitted to the Department of Public Instruction (DPI) as required.

The Marathon City School District shall implement specific and continuing steps to notify applicants for admission, students, and parents/guardians of elementary and secondary students and employees that the district does not discriminate on the basis of the factors listed above. Such notification shall contain pertinent information and be made in such a manner as necessary to apprise such persons of the protections

against discrimination assured students by federal and state law and that inquiries concerning the application of federal and state law by the district may be referred to the District Administrator or to the Office of Civil Rights, U.S. Department of Education. Such notification shall be made through publication in the Record Review (published in Abbotsford, WI), memorandums to employees and students, letters or bulletins to parents/guardians, notices posted in the school and administrative offices and announcements by school administrators. Notification shall include the name, office address and telephone number of the employee or employees designated as responsible for

carrying out provisions of federal and state law. In addition, a student nondiscrimination statement shall be included on student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

The Marathon City School District shall conduct an annual self-evaluation. The self-evaluation shall examine the district's current nondiscrimination policies and practices and efforts concerning the treatment of students. The self-evaluation shall be made by a committee including such personnel as school administrators, school board members, teachers, parents/guardians and students. The information revealed by the self-evaluation shall be used to modify any policies and/or practices which do not meet the requirements and intentions of federal and state laws pertaining to discriminatory issues.

#### DISCRIMINATION COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the district's equal educational opportunities policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent/guardian or resident of the district complaining of discrimination on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing to the District Administrator.
  - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with disabilities shall be processed in accordance with established appeal procedures outlined in the Marathon County Children with Disabilities Board's special education handbook.
  - b. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.
2. The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator shall review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the District Administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
3. If the grievant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the District Administrator.
4. If the grievant is dissatisfied with the Board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction. Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office of Civil Rights, U.S. Department of Education, 60606.

Copies of these complaint procedures shall be included in staff and student handbooks.

APPROVED: October 13, 1999

## ANNUAL NOTICE OF HARASSMENT/BULLYING

### BULLYING (Including Cyberbullying), AND/OR THREATS, ASSAULTS, FIGHTING

The School District of Marathon strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

### Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

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

### Prohibition

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

### Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to a building principal or designee as they are designated by the Board of Education to be recipients of such reports.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the school building principal as they are designated by the Board of Education to be recipients of such reports.

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

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: MAES Principal, MVA Principal, MHS Principal, MAES/MVA Counselor, MHS Counselor, and District Administrator.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

#### Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within two school days, begin interviewing the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

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

#### Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, that may include: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

#### Disclosure and Public Reporting

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

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