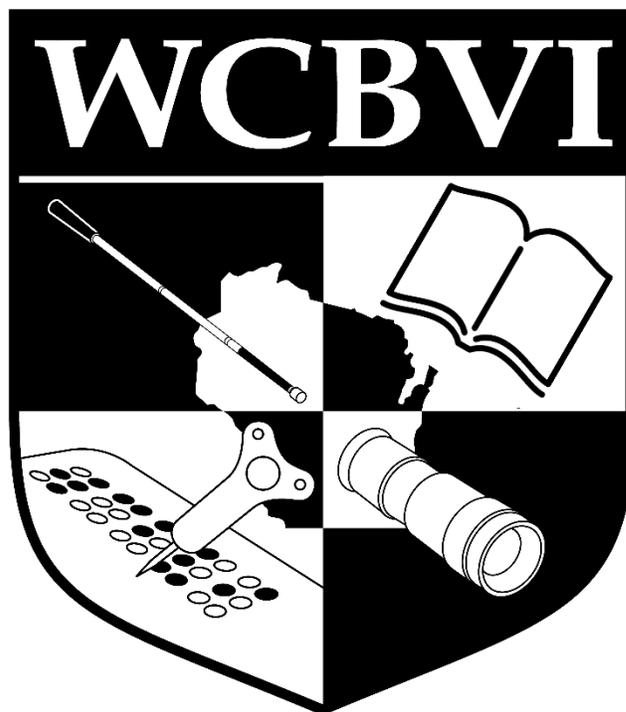


# STUDENT/PARENT HANDBOOK

## EmployAbility 2018

*A program of the Wisconsin Center  
for the Blind and Visually Impaired*



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# Table of Contents

DORM GUIDELINES .....	6
KEY CARDS.....	7
EMERGENCY PROCEDURES .....	7
DRESS AND APPEARANCE .....	8
HEALTH CENTER INFORMATION .....	9
CANE USAGE AND SIGHTED GUIDE POLICY .....	11
On-Campus Cane Policy.....	11
Off-Campus Cane Policy.....	11
Sighted Guide Policy .....	11
BICYCLES.....	12
DVD'S, VIDEOS, CD'S, POSTERS OR MAGAZINES.....	12
VISITOR POLICY .....	12
CELL PHONE/ELECTRONIC DEVICE USAGE .....	13
COMPUTER USE .....	15
USE OF TELEVISION, VCR/DVD, VIDEO GAME SYSTEMS .....	15
DISCIPLINE.....	16
DEFINITION OF DISCIPLINE TERMS.....	16
Warning.....	16
Restriction/Detention .....	16
Temporary Suspension .....	16
CAUSES FOR DISCIPLINARY ACTION.....	17
STUDENT BEHAVIOR.....	18
INTERVENTION/CONSEQUENCES.....	18
LEVEL 1.....	18
LEVEL 2.....	18
LEVEL 3.....	19
LEVEL 4.....	19
ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES.....	20
TOBACCO USAGE .....	20
WEAPONS.....	20
THREATS/EXTORTION .....	21

FALSE ALARMS .....	21
FIGHTING/VERBAL OR PHYSICAL THREATS/ PHYSICAL POSTURING/ SCUFFLING.....	21
STUDENT-STAFF RELATIONSHIPS.....	22
HARASSMENT.....	22
Sexual harassment .....	23
Bullying.....	24
E-mail Harassment or cyber-bullying .....	25
Hazing .....	25
PHYSICAL DISPLAYS OF AFFECTION.....	26
PORNOGRAPHIC MATERIALS .....	26
THEFT .....	26

## **EmployAbility 2018 Handbook Agreement**

*Please read the following pages in the 2018 Employability Handbook. Upon completion of reading the document, please sign and date this form.*

**I have read, understand and agree to abide by the rules stated in the following pages of the handbook.**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Custodial Parent/Guardian Signature: \_\_\_\_\_



## Wisconsin Center for the Blind and Visually Impaired

Tony Evers, PhD, State Superintendent  
Wisconsin Department of Public Instruction



Dear parents/guardians and students,

The WCBVI Summer EmployAbility Program is an experiential learning program. Participants have two weeks of classes in the areas of employment, daily living skills and orientation and mobility. During the last four weeks of the program, students are assigned a job in the community, where they will work up to 20 hours per week. Students are not hired directly by the employers, rather individuals will be paid through the State of Wisconsin as limited term employees (LTE) earning minimum wage.

All students are expected to learn independent travel to their fullest potential. Students will learn to prepare meals, shop, do their own laundry and all other aspects of daily living. We will make every effort to treat students as adults and to allow them autonomy of decision making. However, the WCBVI campus is first and foremost a public education institution, so we have certain rules that must be followed.

I look forward to working with you this summer! Please feel free to contact me if you have any questions.

David Ballmann  
Summer EmployAbility Program Coordinator  
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(608) 758-6149

## **DORM GUIDELINES**

This program will take place in Long Hall, with students' dorm rooms, classrooms and dining and lounge areas all in Long Hall. Students will generally be given their own dorm room. Rooms are furnished with a bed, dresser, wardrobe and desk. Bedding and towels will be provided for the program and students need to bring all other personal items. Your assigned dorm room is your personal space, however, staff will monitor for safety and appropriate behavior. Girls will have their rooms on the upper level and boys on the lower with adult staff present at all times. Although all students can hang out in common areas, such as the lounge, Badger's Den, kitchen and computer lab, boys and girls are prohibited from visiting in the rooms of those of the opposite gender.

On week days, quiet time will begin at 10:30 p.m. Students are allowed to hangout in the Badgers Den and/or the upper lounge until 11:30 but must keep conversation, music and TV levels at a respectable level as some students go to sleep earlier. Students will be allowed to hang out until 11:30, but then must retreat to their rooms.

On weekends, quiet time will again begin at 10:30, but there is no time limit as to how late students can hang out in the Badgers Den or upper lounge. Students are expected to make adult decisions and discretion will ultimately be left to dorm staff.

Meals are prepared in the Long Hall Lower Kitchen. However, the girls have a separate breakfast nook on their level, where they will be expected to eat breakfast and make their lunches to take with them to their jobs. All students must remain on their respective floor until 8:00 a.m. to allow for privacy in bathing.

Students are prohibited from leaving Long Hall or grounds during the school day without staff permission. You are permitted to go outside on the playground or other designated areas with staff permission. There will also be a sign-in board, and all students are expected to indicate that they are "out" when leaving, and that they are "in" upon return.

## **KEY CARDS**

All students will be provided with a key card at the beginning of the program. This is an electronic card the size of a credit card, which is used to enter campus from the outside. Mobility staff will work with students to learn which doors to use. If the card is lost, it must be reported to staff immediately so that the card can be deactivated to assure safety. If the card is not found, you will be charged \$25.00 for a replacement card.

## **EMERGENCY PROCEDURES**

Fire drills, severe weather drills, and lock down drills may be held during the program to learn important procedures for, and to be proactive regarding, the techniques of coping with emergencies. All drills should be approached with the attitude that there is an actual fire, weather-related emergency or lock down.

Every person must leave at the sound of the alarm, or go to the designated safety location. Students should stay with program staff or designated adults.

Students should:

- Walk quickly and quietly; do not run.
- Walk in single file unless directed to do otherwise.
- In the case of a fire or fire drill, proceed to the designated primary or alternate fire escape exit, move away from the exit after leaving the building and only re-enter the building when the all-clear is given.
- In the case of severe weather/tornado or a severe weather drill, go to the designated lower level tornado shelter. Sit on the floor, back to wall and away from windows, cover your head, and wait for the all-clear signal.
- In case of a lock down, students should follow the instructions of the appropriate staff.
- All students required to use a cane should bring it with them.
- All students shall remain quiet during every drill.

## **CLEANING**

Custodians will do routine cleaning in the dorms, however, it is the responsibility of each student to keep his or her own dorm room picked up. Dorm rooms are not allowed to be locked for safety reasons. Students are expected to clean up after themselves in the kitchen, bathroom/shower, lounge and computer room. Used towels need to be placed in hampers so that they can be washed. When making breakfast or lunch, students need to clean up after themselves so that when the next person comes along, they can expect a clean area to prepare food and eat.

Food and beverages are prohibited in dorm rooms for sanitation reasons. Students are allowed to bring their own snacks and beverages, however, these will need to be kept in an assigned area. All food for meals will be provided by the program, however, the state is prohibited from providing soda, so you will have to bring your own if you want it.

## **LAUNDRY**

There are washers and dryers on both levels, however, you will need to provide laundry detergent. These machines are available on evenings and weekends, and it is expected that you will do your own laundry as needed. DLS staff may provide assistance with learning the machines and techniques for doing laundry if needed. Dorm staff may also provide guidance to those who need it, but assistance will only be provided upon request from a student.

## **GROUP DUTIES**

Students will be assigned various duties, such as kitchen clean up and laundry. Towels should be washed on a daily basis so that there are clean ones each morning. These duties will alternate, and a schedule of group duties will be posted. DLS staff will work with students to learn their responsibilities.

## **DRESS AND APPEARANCE**

1. Students are expected to dress in a manner that is neat and appropriate such as one would for school or work.

2. Students may not wear clothing that disrupts the educational process.
3. Pants, shorts and skirts should be size appropriate and worn with no underwear showing. Tight fitting shorts, short shorts, and cutoffs are prohibited.
4. NO hats/head covers unless related to religious, medical or IEP reasons.
5. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) with writing or pictures that are crude, gang related, vulgar, profane or sexually suggestive, display violent actions or weapons, or that contain drug, alcohol, or tobacco company advertising, promotions or likenesses or that advocate a racial, ethnic or religious prejudice are strictly prohibited.
6. All tops (shirts and blouses) must completely cover the stomach and chest. NO bare midriffs or see-through shirts/blouses.
7. Shoes must always be worn.
8. NO underclothing may be worn as outerwear. NO sleepwear may be worn as school clothing.
9. EmployAbility students must bring one clean and well kept outfit appropriate to wear to a job interview, including nice shoes.

Students are expected to use good judgment and select clothing appropriate to weather conditions and the activity they will be doing. The program/dorm staff reserve the right to exclude items of apparel or accessories which are deemed harmful, detrimental to the health, safety or physical well-being of students, damaging to physical facilities, or disruptive to normal program activities.

## **HEALTH CENTER INFORMATION**

The WCBVI Health Center has a nurse on duty 24 hours a day who is currently registered/ licensed by the State of Wisconsin. The health services provided include first aid, care for minor illnesses and injuries, and administration of medications and treatments. In the event of an illness or injury, or at the request of the center nurse, the parent or guardian would be responsible to take their child home.

A student should not be brought to WCBVI if he or she has symptoms of vomiting, diarrhea or fever. The individual should not be brought to the

center until they have been symptom free for 24 hours without medication for the symptoms in question.

A pediatrician from a local clinic acts as a medical consultant for health-related issues. Program participants are transported to a local clinic for acute illnesses/injuries that require a physician's care and to the local hospital or urgent care if after clinic hours. The Dean Clinic and Hospital is the deferred location where students will be sent unless the parent has specified use of the Mercy System. Emergency medical personnel would be notified for any extreme emergencies and would be responsible for any transporting of a student to the local hospital. Attempts will always be made to notify the parents prior to any clinic visit or at onset of medical emergency or transport to hospital.

Parents are expected to have any chronic or ongoing conditions of their student(s) managed by the student's personal pediatrician, physician or specialist.

Medications are kept in the Health Center. Medications prescribed by a physician will need both a physician's order and parental consent. Medication that is over-the-counter will need only parental consent.

**By law, prescription medication must be in a properly labeled container with this information:**

- Child's full name
- Name of drug and dosage
- Time to be given
- Physician's name

Parents are asked to send enough medication to last for the entire program if possible. If the Health Center needs medication refills, parents will be notified.

It is the responsibility of the parent/guardian to pay for any medical, medication, or emergency dental expenses. Transportation services are not provided by WSBVI for medical appointments. No routine dental services are provided.

## O&M PASSES

Students are allowed to earn O&M passes by demonstrating to an O&M instructor that they can travel to and from a specific location safely and independently. If students have O&M passes, they are allowed to leave campus based on the parameters of the pass and only with permission from appropriate program or dorm staff. Permission will be granted only if all of the student's responsibilities have been fulfilled. Students must inform appropriate staff of their departure, where they are going, who they will be with and what their expected return time is. Upon return, they must inform appropriate staff of this. Also, the sign-in board must be used. If running late, missing a bus, etc., the student is required to call the dorm staff and inform them of this.

## CANE USAGE AND SIGHTED GUIDE POLICY

**On-Campus Cane Policy:** All students will have their cane readily accessible at all times and will use it at their own discretion **or as directed by a staff member**. Please note, "readily accessible" refers to either in your backpack or available to you at all times.

**Off-Campus Cane Policy:** **All off-campus travel requires you to have a cane with you and readily accessible for use. Students may be afforded the discretion to not have their cane extended, but must have their cane readily accessible for use when needed.** If you need to have your cane extended and fully visible while traveling this will be indicated on your pass, determined by one of the EmployAbility O&M instructors. IF issues arise after a pass has been issued; modifications to permissions, termination/suspension of your pass(es) may occur. Students will also be expected to have their monocular or other appropriate low vision aides they use when leaving campus. Students who are required to wear visors or sunglasses for medical reasons will need to use those items when traveling off campus.

**Sighted Guide Policy:** The use of sighted guide should be viewed as an active process whenever possible. When a person is traveling using sighted guide, the guide is viewed as a mobility tool, and the user is responsible for monitoring the route and the environment. In addition, it is the student's responsibility to maintain correct position

in relation to the guide and to control the guide as necessary. If you are using a cane, a modified diagonal cane technique may be used to enhance your protection as well.

## **BICYCLES**

Occasionally, a student will request to bring a bicycle to the program. Bicycles may be allowed on campus with parental permission and with approval from management staff. If approved, it is the responsibility of the individual to transport the bike. Helmets must always be worn while riding. Your bike is expected to have required reflectors, bell or horn, as well as a lock.

If WSBVI staff feels there are concerns about a student's ability to safely and independently ride a bicycle, the O&M Department will do an evaluation to determine if he or she is able to safely ride the bicycle and will advise administration on their findings.

**It is the students' responsibility to secure their bikes, and a designated location will be determined.**

## **DVD'S, VIDEOS, CD'S, POSTERS OR MAGAZINES**

***Any of these*** which are of a sexual or violent nature are not allowed on campus.

## **VISITOR POLICY**

It is highly recommended that all students and their family or guardian submit a list of authorized visitors at the start of the program. People can be added to the list at a later date, but if a visitor arrives and they are not on the student's list, they will not be allowed to visit. Visiting must take place in common areas such as in the kitchen, lounge or Badger's Den.

Visitors who will be on campus more than once will require a background check. If the visitor is a high school student attending a school in Wisconsin, they will not need a background check.

When leaving campus with a visitor, dorm staff must be notified that you are leaving and provided with your expected return time.

Obtaining parental permission to visit another student's home is the responsibility of the individual. **Written permission is required from both families, which must be submitted to the program director by 9:00 am Wednesday, prior to the weekend of the visit.** A fax is acceptable.

Please send documents to the **Fax number at 608-758-6169 or email david.ballmann@wcbvi.k12.wi.us.** Requests arriving later than Wednesday may not allow enough time to make the necessary changes and may result in the denial of a request. We are aware that special circumstances arise and we will consider each request individually.

## **CELL PHONE/ELECTRONIC DEVICE USAGE**

The use of cell phones makes communicating with our family and friends extremely convenient. Students will be encouraged to use their phones appropriately. Lending of these devices to other students is discouraged. Parents should monitor their cell phone bills to see if there is an unusual amount of time being spent on their child's cell phone, if it is being used during the school day and who is being frequently called. Although we encourage the use of smartphones as a means of independence and safety, we also realize that healthy attitudes and practices about the use of such devices require teaching and monitoring.

- Possession of cellular phones is permitted on school premises.
- If being used for class work (reading text, taking notes, researching recipes, mobility routes etc.), smartphones will be permitted within the program. However, if an instructor or other staff asks that smartphones not be used in a particular class, outing or at a specified time, students must comply. This may involve a request to power off devices.
- When at their work site, students are expected to comply by the employers policies relating to use of electronic devices. Failure to do so may result in restrictions by the employer and/or program staff.

- Students may use their cell phones appropriately when not in class or when engaging in group activities only if use does not negatively affect their responsibilities.

Smartphones may be used during independent travel experiences off campus. However, instructors or chaperones have the right to prohibit these devices at their request.

- Use of headphones is recommended when listening to music, audio books, etc. to minimize distracting others. When wearing headphones or earbuds, volume must be kept at a level where the music is NOT heard by others; if others can hear it, it is too loud. In addition, when someone approaches a student wearing headphones or earbuds and begins a conversation, the student must remove their earphones/earbuds. If using your device for navigation, it is highly recommended that headphones such as bone-conducting headphones be used, as these allow you to gain input from your device while still hearing all important noise around you. Failure to use smartphones, headphones and/or other navigation devices appropriately may result in restriction of use.
- The use of cameras on phones or any other device is strictly prohibited in restrooms, locker rooms or any changing room. This includes both photographing others and selfies. Violation of this policy will be strongly enforced, and law enforcement will be contacted if necessary.

WSBVI has established the following procedures to address students who violate the policy related to the use of two-way communication devices:

**First Violation:**

The device will be confiscated and placed in the program director's or designee's office. The student may reclaim the device at the end of the class or work day.

**Second Violation:**

The device is confiscated and placed in the program director or designee's office. The program director/designee notifies the student's parent in writing or by phone that:

1. The parent may reclaim the device or it may be sent home via the mail.
2. Any future violation will warrant permanent restrictions for the student in terms of never having the device on campus.

**Third violation:**

1. The device is confiscated by program administration and kept until a conference is held with the student and parent.
2. Permanent restrictions are put into place for never having the device on campus.
3. The student may be subject to disciplinary action up to and including being asked to leave the program.

**Any use that:**

1. Disrupts the educational process, endangers the property, health or safety of others; or,
2. Involves taking inappropriate photos may immediately be referred to the Third Violation Step.

## **COMPUTER USE**

See the WSBVI/WCBVI Student Technology Use Policy

## **USE OF TELEVISION, VCR/DVD, VIDEO GAME SYSTEMS**

Television, DVD and VCR players and Wii systems are located in each of the lounges in the dorms. Age-appropriate video game systems are also located on the premises. These are used for both learning and pleasure. Staff members supervise the usage of these devices. We do not recommend that students bring their own television and electronic equipment to their rooms, except for CD players, although we do not disallow it.

We wish to encourage socialization within the dorms and we feel that students tend to isolate themselves in such activities. It is the individual student's responsibility to take care of their personal equipment. If damages are incurred, the residence hall will not be responsible for replacement.

## **DISCIPLINE**

It is our belief that all students have the right to feel safe and comfortable when attending any WCBVI program. We recognize that the vast majority of our participants routinely comply with rules and regulations designed to foster this environment. When students choose to disregard the right of others to learn by disrupting this environment, we believe it is the responsibility of WCBVI to provide appropriate consequences designed to eliminate this disruptive behavior.

Our disciplinary system is designed to include the following concepts:

1. We view our disciplinary system as a means for positive change of inappropriate student behavior. As such, the center will utilize various available resources aimed at changing these behaviors.
2. Discipline will be immediate, appropriate, consistent, and progressive. Progressive discipline implies that repeat offenses will result in more severe consequences.
3. Although center officials assign penalties, students need to recognize the responsibility that they have for their actions, and parental involvement is critical for permanent changes in student behavior.

We follow the concept of progressive discipline which includes warnings, detentions, temporary expulsion from program and permanent expulsion from program. In cases of violations of local ordinances, state statutes or federal laws, WSBVI has the obligation to notify the appropriate law enforcement officials.

### **DEFINITION OF DISCIPLINE TERMS**

Warning – Students can be given a warning if any staff member feels that this is the appropriate action.

Restriction/Detention – A student may be assigned detention for reasons including, but not limited to the following:

1. Disrupting class procedures
2. Being excessively tardy

Temporary Suspension - The following are major infractions which may result in the student being sent home for one to five days, depending upon the seriousness of the infraction and the number of times the incident(s)

has occurred. (Disciplinary action is not limited to temporary suspension and may include probation or permanent removal from the program.)

1. Fighting or disorderly conduct involving a student with fellow students or an employee or visitor of WSBVI/WCBVI. The student may be subject to assault and battery charges, especially in cases of an unprovoked attack.
2. Possession or use of alcohol, drugs, or counterfeit drugs on campus or at any program function, home or away. This includes coming to campus or school functions smelling of alcohol or drugs, or appearing to be under the influence of a controlled substance.

## CAUSES FOR DISCIPLINARY ACTION

WSBVI reserves the right to include ANY behavior or action that staff feel is disruptive to the education process or endangers the health and safety of others to be cause for appropriate disciplinary action. Some examples of unacceptable behavior include, but are not limited to, the following:

- Cheating, lying, forgery
- Disruptive conduct
- Drug or alcohol possession
- Gambling, stealing, extortion
- Hazing
- Inappropriate dress and attire
- Inappropriate/unsafe conduct on bus or when off campus
- Irregular attendance/truancy/unexcused absence
- Leaving grounds/not signing out
- Misuse of computers
- Public displays of affection
- Racist or culturally insensitive words
- Sexual harassment
- Sexual misconduct
- Smoking and/or possession of tobacco products
- Swearing
- Vandalism
- Vulgarity or profanity
- Weapons or dangerous playthings
- Willful disobedience

## STUDENT BEHAVIOR INTERVENTION/CONSEQUENCES

### LEVEL 1

**Infractions** - Least serious offenses to be managed by the program staff.

Examples include, but are not limited to:

1. **STUDENT MISCONDUCT** - Such as classroom or activity disruptions, tardiness, leaving class without permission, lying, swearing, anti-social behavior, horseplay, cheating, not on task, missed detentions, harassment.
2. **DISRESPECT** - Such as lack of respect for authority, students, and staff.
3. **DISORDERLY CONDUCT** - Such as throwing objects, littering, profanity, loitering, running, spitting, inappropriate use of cane.
4. **INSUBORDINATION** - Such as refusal to comply with staff requests.
5. **VANDALISM** - Such as graffiti/defacement or destruction of property.

**Program staff will select appropriate intervention which could include:**

- a. Discussion of appropriate behavior – student conference
- b. Notification of parents
- c. Referral to program director or dean of students after steps “a” and “b” have been documented
- d. Restitution

### LEVEL 2

**Infractions** - More serious infractions or Level 1 offenses which have become chronic. These will be handled by the program director and/or dean of students with involvement of appropriate staff as necessary.

Examples include, but are not limited to:

1. **DRESS CODE/GROOMING** - Such as offensive clothing, wearing chains/studs, hats/head coverings, wearing coats, apparel that promotes drugs, alcohol.
2. **STUDENT MISCONDUCT** - Such as verbal abuse, harassment, profanity, unauthorized entrance or campus leave, failure to identify themselves upon request,

3. GANG activity – Such as gang-related dress, gang-related materials or gang affiliation.
4. ALCOHOL/CONTROLLED SUBSTANCES - Such as smoking, drinking, use of controlled substances.
5. COMMUNICATION DEVICES – Such as cell phones, beepers, two-way radios.

**Interventions could include:**

- a. Being sent home or asked to change offending clothing
- b. Restriction of activities
- c. Removal from program
- d. Appropriate outside agency contacted
- e. Restitution
- f. Confiscation of devices

**LEVEL 3**

**Infractions:** Serious offenses which require immediate attention of the program director and appropriate outside agency. Examples include but are not limited to:

1. DISORDERLY CONDUCT - Such as repeated profanity toward other program participants or staff
2. MISCONDUCT - Such as willful disruptions
3. FIGHTING
4. BATTERY
5. VANDALISM
6. DISRESPECT - Such as verbal abuse, harassment, profanity
7. THREATS - Such as acts that threaten health/safety
8. STRONG ARM - Such as extortion
9. THEFT
10. ALCOHOL/CONTROLLED SUBSTANCE - Such as possession/use of alcohol and other drugs

**Will begin with removal from the program and could include:**

- a. Police contact
- b. Professional agency contact
- c. Restitution

**LEVEL 4**

**Infractions:** Extreme offenses which require immediate police intervention and/or appropriate outside agency. Examples include but are not limited to:

1. FALSE FIRE ALARM
2. ARSON
3. SEXUAL ASSAULT
4. DISTRIBUTION OF ALCOHOL OR OTHER DRUGS
5. WEAPONS - Such as possession/use of guns, knives, look-alikes, or anything that could be construed as a weapon
6. SERIOUS STUDENT MISCONDUCT - Such as bomb threats

**Discipline will include removal from program and contacting appropriate authorities/law enforcement**

## **ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES**

No students will possess, give, sell, buy or use illegal drugs, narcotics, stimulants, alcohol or any harmful substance or paraphernalia (clips, bongs, pipes, etc.). Such substances or paraphernalia will be confiscated and police will be notified.

## **TOBACCO USAGE**

WSBVI/ WCBVI is a tobacco-free environment. Students shall not smoke, vape or chew tobacco products while on school property (in the building, on school grounds, or at any school function, dance, or athletic event). Any tobacco product found on any student (including students 18 and older) will be confiscated and disposed of and a referral to the local police for citation may be made. E-cigarettes will be considered to be the same as regular cigarettes. Parents/guardians of underage students will be notified.

## **WEAPONS**

Weapons, or imitation weapons, of any kind are not permitted in any school facility, on any school grounds, on school buses, or at any school-sponsored function. The only exceptions to this policy would be weapons under the control of law enforcement personnel, and use of weapons or imitation weapons for school sanctioned purposes, approved in advance by an administrator.

A weapon shall include, but not be limited to, the following: guns, knives, an instrument for cutting, box cutter, martial arts devices, explosive devices (including manufactured ammunition, chemical agents), and clubs. An imitation weapon shall include, but not be limited to, the following: toy guns, water guns, poppers, caps, non-working replicas of weapons, war souvenirs, cap guns, scout knives, and manufactured ammunition which has been used (spent shell casings).

## **THREATS/EXTORTION**

Threatening other students or extorting money or property from them is prohibited. Disciplinary actions, including removal from the program, may take place for those carrying out threats and/or extortion. Students who are victims or witnesses of such acts are asked and encouraged to report such activities to a staff member so that appropriate action can be taken.

## **FALSE ALARMS**

Disruptions to the educational environment or threats to our students' safety will not be tolerated. Setting off a false alarm or discharging a fire extinguisher is against the law. Wisconsin Statute 941.13 provides that "whoever intentionally gives a false alarm to any public officer or employee, whether by means of a fire alarm system or otherwise, or interferes with the lawful effort of fireperson to extinguish a fire may be fined not more than \$500.00 or imprisoned not more than one year or both." Consequences may include, but are not limited to, the following: community service, suspension, fines, police referral, and/or referral for expulsion.

## **FIGHTING/VERBAL OR PHYSICAL THREATS/ PHYSICAL POSTURING/ SCUFFLING**

These activities may lead to intimidation and/or injury and cannot be condoned. Students fighting or scuffling during the program, on campus, or at any program activities, including your work place, are subject to immediate suspension for periods of one (1) to five (5) days. Depending upon the severity of the fight and/or if injuries are sustained, police may be involved to investigate and take further action as necessary. Repeated

offenses involving physical confrontation will result in the student being asked to leave the program and not return.

## **STUDENT-STAFF RELATIONSHIPS**

Staff relationships with students who are enrolled in WCBVI programs are unique due to the nature of the School and Center. An atmosphere of positive nurturing and caring is encouraged, yet staff must at all times guard against personal fraternization, including but not limited to inviting students to your home, providing respite care for families, buying gifts for students, taking individual students off campus for meals. It is important that all staff set proper examples by treating all students equally, neither denying assistance, nor providing special privileges, on the basis of personal relationships, likes or dislikes. Favoritism is unacceptable. Always use the highest discretion in social interaction with students.

Unless a staff member is the legal parent/guardian of a student at WCBVI, it is inappropriate for students and staff to develop personal relationships with each other, whether on- or off-campus, or on- or off-duty. This includes on social media sites. Staff members shall not invite students to their home or to other off-campus locations without approval by their supervisor or the Center Director. Fraternization with students is prohibited and subject to disciplinary action. Parents may arrange student to student visitation.

## **HARASSMENT**

WSBVI seeks to provide a safe, secure and respectful learning environment for all students in school buildings, dorms, on school grounds, community outings, vans or public transit, and at all program related activities. Harassment has a harmful social, physical, psychological, and academic impact on the person doing the harassment, the victim and any bystanders. Therefore, harassment will not be tolerated in any form and all necessary and appropriate actions to eliminate it, up to and including discipline of the offenders and contacting social services will be taken.

Harassment or intimidation can arise from a broad range of physical or verbal behaviors which can include, but is not limited to, the following: bullying, physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances and touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminatory remarks

which are offensive or objectionable to the recipient or bystander, or which cause the recipient or bystander discomfort or humiliation, or which interfere with the recipients/bystanders program participation. It is the responsibility of all staff members to ensure that these prohibited activities do not occur. Any student who believes that he/she has been the subject of prohibited harassment shall report the matter in accordance with established procedures. There shall be no retaliation against students who file reports under this policy. Individuals engaging in retaliatory behavior will be subject to disciplinary action. All reports shall be investigated in a timely manner. (Ref: Section 18.13 Wisconsin Statutes PI9, Wisconsin Administrative Code Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990).

**Harassment** includes but is not limited to verbal abuse, taunting, ridicule, epithets, vulgar or derogatory language, name-calling, spreading rumors, making threats, display of cartoons or materials, mimicry, lewd or offensive gestures, telling of jokes offensive or objectionable to the recipient student so that a hostile environment has been created. Gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability may constitute the basis of the harassment if it causes the recipient discomfort, humiliation, interferes with his/her program performance, or creates an intimidating, hostile or offensive WCBVI environment. Harassment may involve a number of factors, some related to protected class status, some not.

**Sexual harassment** includes, but is not limited to, any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark which is offensive or objectionable to the recipient or which causes the recipient discomfort, humiliation and/or interferes with program performance. Sexual harassment includes any form of any unwanted or unwelcome sexual attention including leering, pinching, patting, physical assault, advances or propositions, verbal comments, display of graphic or written sexual material, and subtle or express pressure for sexual activity.

The law recognizes two types of sexual harassment: *quid pro quo* and *hostile environment*. *Quid pro quo* harassment occurs when a school

employee, someone in a position of authority, or another student causes a student to believe he/she must submit to unwelcome sexual conduct in order to participate, succeed or gain preferential treatment in a school program, class or activity. Such a threat is unlawful even if the student refuses to submit to the demand. *Hostile environment* sexual harassment occurs when unwelcome conduct that is of a sexual nature or is related to the targeted student's gender is so severe, persistent, or pervasive that it affects a student's program performance. This hostile environment may be created by an employee, another student or a visitor to the center.

**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. Such actions may be physical, verbal/emotional, or indirect acts targeted at vulnerable students for the purpose of ridicule, isolation or exclusion. The repeated behavioral pattern may be any gesture, or written, verbal or physical act where the perpetrator demonstrates an intent to harm by engaging in repeated conduct that physically harms the recipient or damages his/her property, places the recipient in reasonable fear of physical harm or damage to his/her property, or insults or demeans in such a way as to disrupt his/her school performance.

Examples of physical bullying include, but are not limited to, punching, slapping, pulling on or tearing clothes, shoving, spitting, making faces, making unsolicited/inappropriate gestures, taking things from someone repeatedly and then giving them back, extortion, and stealing.

Examples of verbal/emotional bullying include, but are not limited to, intimidation, name-calling, threatening or teasing behaviors, and/or the intentional exclusion of someone.

Examples of indirect bullying include, but are not limited to, spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or internet.

**E-mail Harassment or Cyber-Bullying** includes, but is not limited to, any electronic or computerized communication sent with the intent to intimidate, frighten, threaten, abuse or harass a student, adversely impacting the learning climate or sense of security for the student. This may include, but is not limited to, sending mean, vulgar or threatening messages or images, posting sensitive, private or inaccurate information about another person, and/or pretending to be someone else to harass or to make someone look bad.

**Hazing** includes, but is not limited to, any act that serves to persecute or harass with threats or with a meaningless, difficult or humiliating activity; or, any action taken or situation created intentionally to produce excessive fatigue, embarrassment, public ridicule or possible mental or physical harm in the context of initiating, admitting or affiliating the recipient into a school-sponsored and/or non-sponsored group.

**Procedure for Reporting/Retaliation** – All program staff and school officials who observe or become aware of acts of harassment are required to report these acts to the program director. Any other person, including a student who is either a victim of the harassment or is aware of the harassment, or any other concerned individual is encouraged to report the conduct to the program director or other staff. Reports may be made verbally or in writing and may be made confidentially. All such reports 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 program director. The program director (or his designee) shall, within one day, interview the person(s) who are the victim(s) of the harassment 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. If it is determined that students participated in harassing behavior or retaliated against anyone due to the reporting of harassing behavior, disciplinary action may be taken, including: removal from the program and/or referral to law enforcement officials for possible legal action as appropriate. Program staff will provide support for the identified victim(s).

## **PHYSICAL DISPLAYS OF AFFECTION**

Students are to refrain from embracing, kissing, and other overt displays of affection which may be interpreted by others as undue familiarity and improper decorum within the school setting. This includes also any off-campus activities. Examples of "overt displays" can include but are not limited to the following: touching inappropriately, lengthy kissing, hugging excessively, groping, lying down together, etc. These behaviors are inappropriate. Participants often forget that other people witnessing such behavior may be uncomfortable with the display. Consequences may include verbal warning, restrictions to certain areas, or removal from the program.

## **PORNOGRAPHIC MATERIALS**

Pornographic materials of any type are unacceptable and discipline will be enforced consistent with DPI policy GBAB. Visiting pornographic websites on computers, smartphones or other devices is strictly prohibited. This is true for both WCBVI and personal devices. Improper use of the Internet will result in loss of computer and Wi-Fi privileges. When accessing the WCBVI network, activity may be monitored by IT staff. If a student is using his or her personal devices inappropriately, the device may be prohibited from use and possibly sent home.

## **THEFT**

Any student who commits a theft or who is guilty of breaking and entering will be referred to the proper authorities. Theft includes stealing property from the school, staff or other students. Breaking and entering includes the school building, lockers, locked rooms, or other areas prohibited to students because it is after hours, such as the pool, weight room, cafeteria, library, etc. Library materials removed from the WSBVI Library without the appropriate checkout procedure are regarded as stolen.

*This handbook is intended to help program participants, their parents and staff know the ground rules for the program. By knowing and abiding by these rules, participants can be assured a safe and comfortable environment to allow for maximum benefit from being a part of this summer EmployAbility program. For questions or concerns, please contact:*

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