

CODING FOR POLICIES & REVIEW

YELLOW – READY FOR APPROVAL – NEW & OLD

TEAL – NEEDS REVIEW-BOARD INPUT & MORE WORK BY STAFF

FUCIA – POLICIES TO CONSIDER BUT NOT REQUIRED. BOARD INPUT

After review, it will take more time & input to do this right for this & the 400 series.

So, I will try & finish the 300's by April mtg. Start 400's in May.

We are ready for the ones in yellow. (Approval at this mtg unless tabled to next month)

I want to take 15 minutes for board members to give thoughts on teal & fucia.

I do not want to do work on areas that are not required and that the board does not feel is essential at this time.

Please review this work before the meeting so you can give immediate feedback... there will not be time to read & review everything at the meeting.

Thanks for your help.

SERIES 300: INSTRUCTION

310 Instructional Goals

320 Organization for Instruction General Organizational Plan

321 School District Calendars (Wednesday Night Policy)

322 School Day

323 *Ceremonies and Observances

323.1 Special Observance Days

330 Curriculum Development and Improvement

331 Curriculum Guides

332 Parent Rights and the Curriculum

333 Curriculum Evaluation

340 *Educational Program

341 Basic Instructional Program

341.1 Reading Instruction

341.2 Education for Employment

341.21 Work Experience Program

341.3 Health Education

341.31 Human Growth and Development

341.4 Driver Education

341.5 Kindergarten Instruction

342 *Special and Alternate Educational Programs and Accommodations

342.1 Special Education Programs for Students with Disabilities

342.2 Homebound Instruction

342.3 Gifted and Talented

342.4 Programs for Children At Risk of Not Graduating from High School

342.5 Title I Programming

342.6 Alternative Education Programs or Programs and Curriculum Modifications

342.61 School Age Parents Program

342.62 Academic Assistance Programs (Remedial)

342.7 Service programs for English Language Learners*

342.8 Section 504 Plans*

342.9 Early Childhood Programs*

343 Instructional Arrangements

343.1 9-12 Class Size Scheduling

343.2 Split Classes

343.3 Independent Study

343.4 Distance Education (Including virtual on-line schools)

343.5 Lesson Plans

- 343.6 Wonewoc-Center Schools Job Sharing Agreement
- 343.7 Youth Options NEED TO ADD COURSE OPTIONS
 - 343.7-Rule
 - 343.71 Technical College Eligibility
 - 343.72 Credit Granted
 - 343.73 Course Options NEW LAW
- 343.8 Advance Placement Courses - College

344 Adult Education

345 *Student Academic Reporting and Requirements Academic Achievement

- 345.1 Grading Systems
 - 345.11 High School Class Rank
 - 345.12 Pass Policy - P=2.00
- 345.2 Student Progress Reports to Parents/Guardians
- 345.3 High School Grading System
- 345.4 Promotion & Retention
- 345.5 *Honors Programs
 - 345.51 Honor Roll
 - 345.52 Wonewoc-Center High School Academic Excellence
Higher Education Scholarship Program
 - 345.53 Wonewoc-Center Schools Valedictorian Identification
 - 345.54 Student Awards and Scholarships
- 345.6 Graduation Requirements
 - 345.61 Graduation Policy
 - 345.62 Early Graduation and Rule
 - 345.63 Graduation Participation
 - 345.7 Final Exams
- 346 Student Assessment Programs
 - 346.1 Nondiscriminatory Testing

- 347 Student Records
 - 347-Rule
 - 347.1 Releasing Names of Graduating Seniors

350 Extended Instructional Programs

- 351 Summer School Program
- 352 Field Trips
 - 352.1 Trips on Foreign Soil
- 353 Community Resources-Volunteers and Speakers
- 354 Exchange Program Opportunities for District Students
- 355 Service Learning*
- 356 Tutoring*
- 357 Before and after school Programs*
- 358 Private Service Providers (Interactions at School)*

360 *Instructional Resources and Services

361 *Instructional Materials

361.1 Selection of Instructional Materials and Rule

361.2 Library Materials Selections & Evaluation

361.3 Copyright

362 Instructional Media Centers (Libraries)

362.1 Interlibrary Loan of Materials

363 *Access/Use of Instructional Technology

363.1 Internet Safety and Acceptable Use

363.2 Assistive Technology-Purchase and/or Use of School
Equipment for Students/Staff with Special Needs

363.3 Web Page Design Policy

364 Guidance and Counseling Programs

365 Response to Intervention – NEED TO DO

370 Extracurricular Activities and Programs, Rule and Exhibit

371 Student Organizations

372 Student Social Events

373 Student Fund Raising Activities, Rule, & Exhibit

373.1 Student Activity Funds Management

374 Interscholastic Athletics & Rule

374.1 State Tournament Attendance

380 Miscellaneous Instruction Policies

381 Animals in the Schools

381.1 Use of Service Animals

INSTRUCTIONAL GOALS

The Wonewoc-Center School district shall provide an instructional program designed to give students:

1. Academic skills, including the ability to read, write, spell, perform arithmetical calculations, learn by reading and listening and communicate by writing and speaking.
2. Analytical skills, including the ability to think rationally, solve problems, use various learning methods, gather and analyze information, make critical and independent judgments and argue persuasively.
3. Knowledge that includes information and concepts in literature, fine arts, mathematics, natural sciences, social science, marketing, and the conservation of natural resources, including knowledge of the rights and responsibilities of the individual as a consumer.
4. The skills and attitudes that will further lifelong intellectual activity and learning.
5. Knowledge in computer science, including problem solving, computer applications and the social impact of computers.
6. An understanding of the range and nature of available occupations and the required skills and abilities.
7. Preparation to compete for entry level jobs not requiring postsecondary school education.
8. Preparation to enter job-specific vocational training programs.
9. Positive work attitudes and habits.
10. An understanding of the basic workings of all levels of government, including the duties and responsibilities of citizenship.
11. A commitment to the basic values of our government, including the proper reverence and respect for, and the history and meaning of, the American flag, the Declaration of Independence, the United States Constitution and the Constitution and laws of Wisconsin.
12. The skills to participate in political life.
13. An understanding of the function of organizations in society.
14. Knowledge of the role and importance of biological and physical resources.

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|-------------|----------|---------------------------|
| LEGAL REF.: | Sections | 118.01 Wisconsin Statutes |
| | | 118.01 (2) (c)8 |
| | | 121.02 (1) |

APPROVED:

ORGANIZATION FOR INSTRUCTION

The educational services of the district shall be organized and coordinated as an integrated program of instruction for grades 4K through 12.

Instruction shall be organized as follows:

Grades ECH/4K - 6 5 Elementary School
Grades 6 7 - 8 Junior High Middle School
Grades 9 - 12 High School

LEGAL REF.: Section 115.01(2) Wisconsin Statutes

APPROVED:

SCHOOL DISTRICT CALENDARS (WEDNESDAY NIGHT)

The School calendar: for

The Wonewoc-Center School District school year calendar shall be developed by the Board through the District Administration, through negotiations with representatives of the Wonewoc-Center Education Association.

The calendar shall specify the opening and closing dates of school and be in compliance with PI 8.01 (2) (f) and WI Statutes. 121.02 (1) (f) and 115.01 (10) (a) (1) and (2).

Activity Calendar:

The District Office shall maintain a calendar for all district activities. The building principal shall be responsible for maintaining the school activity calendar. The public will be given notice of the events and activities through postings on the district website at www.wc.k12.wi.us and through automated message systems when appropriate, the school newsletter, local papers, and radio announcements.

No regularly scheduled activities, rehearsals or practices may be held on Wednesday nights, Sundays, or holidays.* However, under extenuating circumstances, the Board may approve the use of school buildings and facilities on Wednesday nights, Sundays, and holidays* for activities, rehearsals or practices. Student participation in all activities, rehearsals or practices scheduled on Wednesday nights, Sundays, and holidays* is strictly voluntary.

LEGAL REF.:	Sections	115.01 (10) 120.12 (15) 121.01 (1) (f)
		PI 8.01 (2) (f), Wisconsin Administrative code

APPROVED:

*The term holiday is defined as . . . a religious festival, a day set apart for commemorating some important event in history, a day of exemption from labor.

SCHOOL DAY

The Board has established the daily time schedule for the Wonevot-Center School District. The district administrator shall closely monitor compliance with established state standards.

LEGAL REF.:	Sections	115.01 (10) Wisconsin Statutes
		120.12 (15)
		121.1 (1) (f) 2
		PI 8.01 (2) (f) 2, Wisconsin Administrative Code

APPROVED:

SPECIAL OBSERVANCE DAYS

The Wonewoc-Union Center School District encourages recognition of observance days, which may be part of a rich curriculum that gives these individuals and events proper emphasis in the context of Wisconsin and U.S. history in relation to their effect on or improvement of our political, economic, and social institutions.

September 16	<u>Mildred Fish Harnack Day</u>
September 17	<u>U.S. Constitution Day</u>
September 18	<u>POW-MIA Recognition Day</u> (Third Friday in September)
September 23	<u>Wisconsin Day</u> (Wednesday of the third full week in September)
September 28	<u>Frances Willard Day</u>
October 9	<u>Leif Ericson Day</u>
October 12	<u>Christopher Columbus Day</u>
November 11	<u>Veterans Day</u>
January 15	<u>Martin Luther King Jr. Day</u>
February 12	<u>Abraham Lincoln's Birthday</u>
February 15	<u>Susan B. Anthony's Birthday</u>
February 22	<u>George Washington's Birthday</u>
March 4	<u>Casimir Pulaski Day</u>
March 17	<u>"The Great Hunger" in Ireland</u>
April 9	<u>Prisoners of War Remembrance Day</u>
April 13	<u>American's Creed Day</u>
April 19	<u>Patriots' Day</u>
April 22	<u>Environmental Awareness Day</u>
April 30	<u>Arbor Day</u> (Last Friday in April)
June 14	<u>Robert La Follette Sr. Day</u>

Wisconsin's 20 special observance days are part of state statutes governing general school operations (Wis. Stats. 118.02). State law recommends that each Wisconsin Special Observance Day be held on the day itself. When an observance day falls on a Saturday or Sunday during the school year, it should be observed on the preceding Friday or the following Monday.

The Department of Public Instruction has developed materials that can help staff members in curriculum writing efforts by accessing the web site.

LEGAL REF.: Sections 118.02 Wisconsin Statutes

APPROVED:

Curriculum's used in the district shall be approved by the school board, and altered only by administrative approval.

- A. the courses of study, subjects, classes, and organized activities provided by the school;
- B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C. learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- D. the plan for learning necessary to accomplish the educational goals of the District.

- A. provides instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- B. ensures, consistent with 115 Wis. Stats. and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with the District's mission and vision statements and goals and ensure the possibility of their achievement;
- D. consistent with 118.30 Wis. Stats., incorporates State-recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- E. allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- F. provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- G. utilizes a variety of learning resources to accomplish the educational goals.

LEGAL REF.: Sections 118.01 Wisconsin Statutes
118.015 118.3 120.12
120.03
121.02 (1)(k)
PI 8.01 (2) (k), Wisconsin Administrative Code

APPROVED:

APPROVED:

PARENT RIGHTS AND THE CURRICULUM

The Wonewoc-Center School District recognizes the right of parents to inspect certain instructional materials and to deny their child's participation in certain curricular activities in accordance with state and federal laws and regulations. **All curriculum guides will be posted on the school district web-site for parent review.**

Complaints resulting from the denial of parent requests regarding the inspection of certain instructional materials and/or a child's exclusion from participation in certain curricular activities shall be made in writing to the district administrator. All complaints shall be judged individually, based upon state and federal guidelines. The district administrator may contact the school district's attorney when making decisions regarding such complaints.

LEGAL REF.: 20 U.S.C., Section 1232h (Federal Hatch Amendments)
 Sections 115.35 Wisconsin Statutes
 118.01 (2)(d) 2c
 118.019(1)(d)

CROSS REF.: Selection of instructional Materials

APPROVED:

CURRICULUM EVALUATION

The Wonewoc-Center Board of Education believes that evaluation is the only means of learning whether the educational objectives adopted by the Board are being achieved. Evaluation of the instructional program shall be a continuous activity in which the members of the professional staff and the Board may participate. Special sessions may be included as part of the regular Board meetings to assess and evaluate curriculum.

The Board shall delegate to the professional staff the specific evaluation of the instructional processes. The Board, however, shall make final evaluation decisions.

The purposes for curriculum evaluation are as follows:

1. To indicate curriculum strengths and weaknesses;
2. To provide information needed for advanced planning;
3. To provide data for public information;
4. To show the relationship between achievement and the system's stated goals;
5. To assist in the understanding of administrative regulations and the needs of the system; and
6. To check on the suitability of the program in terms of community requirements.

LEGAL REF.: Section 121.02 (1) (k) Wisconsin Statutes
 PI 8.01 (2) (k), Wisconsin Administrative Code

APPROVED:

BASIC INSTRUCTIONAL PROGRAM

The Board has authority and responsibility to determine the instructional program for all grades, ECH-4K-12.

The instructional program of the Wonewoc-Center School District shall meet at least the minimum standards as prescribed by state laws and regulations.

The district administrator shall be responsible for implementing the courses of instruction required by Board policies and shall keep the Board informed of the district's compliance with state law.

LEGAL REF.: Sections 118.01 Wisconsin Statutes
 118.015
 118.33
 121.02 (I)
 PI 8.01, Wisconsin Administrative Code

APPROVED:

READING INSTRUCTION

The Board supports the following reading goals for the Wonewoc-Center School District:

1. A well-coordinated developmental reading program shall be made available for students at all grade levels, under the direction of a certified reading specialist.
2. A variety of learning materials and teaching techniques shall be used to accommodate individual student ability and achievement.
3. Each teacher must recognize the role of reading in his/her content area. The teacher is responsible for continuous diagnosis, direct reading instruction and motivation in his/her classroom or content area.
4. A climate for reading will be established within the school that will encourage and develop a lifelong desire and willingness to read.
5. Efforts will be made to gain parental and community involvement in a district-wide concern for quality and quantity reading.
6. The reading program shall be evaluated regularly by the Board and administration.

LEGAL REF.: Sections 118.015 Wisconsin Statutes
 121.02 (1) (c)
 PI 8.01 (2) (c), Wisconsin Administrative Code

APPROVED:

EDUCATION FOR EMPLOYMENT

The Wonewoc-Center Board of Education shall provide an education for employment program for elementary and secondary students which has been developed in accordance with state guidelines and has been approved by the State Superintendent of Public Instruction.

All students shall have access to an education for employment program which provides for the following:

- a. Practical application of basic skills in the general and vocational curricula;
- b. Community field experiences and, in grades 7 through 12, school-supervised work experience;
- c. Career exploration and planning which also addresses sex-role stereotyping in career decision making;
- d. Employability skills and attitudes;
- e. Study of the practical application of economics and American economic institutions, and
- f. In grades 9 through 12, vocational education programs which have an appropriate curriculum based on labor market information including follow-up studies of graduates, job placement and employment needed.

The district administrator, or designee, shall coordinate the education for employment program. Education for employment program records shall be maintained and reports shall be made as required by the Department of Public Instruction.

LEGAL REF.: Section 121.01 (1) (m) Wisconsin Statutes
 PI 26, Wisconsin Administrative Code

APPROVED:

SPECIAL EDUCATION PROGRAMS FOR STUDENTS WITH DISABILITIES

In recognizing its responsibility to provide complete and appropriate educational services to all school-age children in the district, the Wonewoc-Center Board of Education shall provide programs for children with exceptional educational needs (EEN).

The Board shall provide programs for students with EEN as defined by law.

Programs for students with EEN may be provided through cooperative agreements with other school districts.

The district shall establish a multidisciplinary team and appoint at least one individual in the capacity of district EEN coordinator. The district shall complete all special education report forms and district plans as required by the Department of Public Instruction.

Within the parameters of state and federal laws governing the operation of programs for students with EEN, there are due process safeguards for parent rights and appeal. Such provisions shall be adhered to by the Wonewoc-Center School District.

Special education handbook shall be developed which shall meet state/federal law requirements and be adopted by the Board.

LEGAL REF.: Chapter 115, Subchapter V Wisconsin Statutes
Section 118.13
PI II, Wisconsin Administrative Code Section 504
of the Rehabilitation Act of 1973 Individuals With
Disabilities Education Act

CROSS REF.: Testing of Exceptional Education Needs (EEN) Students Equal
Educational Opportunities
Special Education Handbook

APPROVED:

HOMEBOUND INSTRUCTION

Any child who is not in proper physical or mental condition to attend school need not be required to attend. In such cases, recommendations by staff shall be made verbally or in writing to the Board of Education, which will in turn determine if homebound instruction is necessary. A multi-disciplinary team may be formulated to assess need and devise an appropriate education plan deemed to be in the best interest of the child.

The frequency of visits by the homebound teacher shall be determined by the district administrator and/or the multi-disciplinary team.

LEGAL REF.: Chapter 115, Subchapter V Wisconsin Statutes
P.I. 11.36 DPI Rules

CROSS REF.: Special Education Handbook
420 Admissions
470-Rule Reentry

APPROVED:

PROGRAMS FOR CHILDREN AT RISK

The Board shall establish programs to serve children in the Wonewoc-Center School district that are identified as children at risk of not graduating from high school.

All programs developed for children at risk of not graduating from high school shall be designed to:

- a. Improve and expand educational opportunities for these children through a variety of means (remedial instruction);
- b. Provide a program for children at risk of not graduating from high school designed to allow the pupils enrolled to meet high school graduation requirements under Wisconsin Statutes 118.33 (High School Graduation Requirements);
- c. Encourage parental involvement;
- d. Encourage cooperation with community support services agencies; and
- e. Programs can incorporate work-based learning experiences and other similar programs and activities that take place outside the school.

Students shall be identified and referred to these programs in accordance with state regulations and guidelines established by the administration. If required an annual report concerning children at risk of not graduating from high school shall be made to the Department of Public Instruction.

LEGAL REF.: Sections 118.153 Wisconsin statutes
 118.33
 121.1 (1) (n)
 PI 25, Wisconsin Administrative Code

APPROVED:

INSTRUCTIONAL ARRANGEMENTS

The Board encourages the district administrator and instructional staff to make such arrangements for use of facilities, materials, personnel, time and other resources as will, in the district administrator's and staff's professional judgment, provide the most favorable learning environment for students.

The Board will welcome recommendations as to ways by which it may assist in improving instructional arrangements, examples of which may include the following.

1. Providing for adequate classroom and other instructional space;
2. Providing funds and facilities for necessary and desired learning activities and
3. Showing adaptability in permitting innovations reflecting current trends, research and experimentation.

APPROVED:

9-12 CLASS SIZE SCHEDULING

The School Board believes that many factors must be given consideration in the establishment of single section classes. Every effort will be made to maintain classes at a sound economic and educational level.

The building Principal will review combination sections, alternate year course scheduling, junior and senior year learning options programs, placement of singleton sections at strategic periods within the school day and other acceptable and appropriate options before bringing proposed schedule to the Board of Education for approval.

Class scheduling must be established prior to the date for staff layoff considerations.

LEG REF.: 118.22 Wisconsin Statutes

APPROVED:

Multi-Age CLASSES

The following guidelines will be used in the determination of assigning students and teachers to split classes:

Dates: Prior to the end of the school year, elementary teachers will meet to determine student placement in split classes for the new school year.

Placement of Students: The following factors will be used in the determination of student placement:

- 1) The ability of the students to work independently.
- 2) Gender and number of students.
- 3) The impact of special education and Chapter I students identified as gifted and talented.
- 4) Personality of students.
- 5) Parent request
- 6) If possible, students will not be placed in a split class two years in a row. Class Size:
 - 1) The split class size will be determined by the above placement factors to best achieve effective instruction and meet the needs of the students.
 - 2) If scheduling permits, every attempt will be made to avoid split classes in grades one, two and three.
 - 3) If scheduling permits, every attempt will be made to provide teachers having split classes more prep time.

Teacher Selection: Consideration will be given to the following factors in the placement of the teacher for the split classes:

- 1) Seniority.
- 2) Teacher requests.
- 3) Equity and fairness.

Presented to Board of Education for their

INDEPENDENT STUDY

Independent study is available to staff to better meet the needs of students. Its purposes are:

- A. to broaden curriculum content when the regular school program limits student growth and learning;
- B. to provide students with an opportunity to make decisions (to select from a series of options) about their activities in school;
- C. to place students in a more active role in the learning process;
- D. to provide learning experiences tailored to individual interests, talents, and needs.

Level I - The selection and the study is largely **teacher directed**. Frequent review and discussion with the teacher is required. Subject matter is closely related to class instruction.

Level II - The selection and the study is more student directed. The students must confer with the teacher once each week.

Level III - The student is responsible for selecting the areas and directing his/her own learning. S/He reports to his/her teacher by appointment. Projects may range far afield from a regular course.

Projects may be interdisciplinary in nature. Opportunities to work or study in other areas (laboratories, shops, etc.) or off campus may be arranged through the building principal.

A student (group of students) who desires to participate should meet the following criteria:

- A. expressed interest in undertaking the work
- B. ability to identify goals or purposes
- C. ability to manage time and resources
- D. achievement in current course work

Students who fail to maintain self-discipline and accomplishment both in course work and the option program will be phased out.

A completed option program project may take many forms, such as a term paper, an essay, a script, a film, a T.V. tape, an oral tape recording, etc. The final report should include an evaluation of the project.

The contract-application for the selected option will be filed with the guidance counselor.

When a student has initiated and successfully completed the program, it is to be noted in the student's permanent record and transcript.

A completed copy of the project together with the application-contract will be kept on file in the guidance office.

Role of Teacher

As in all learning, the role of the teacher in any educational option program is crucial. Specifically the teacher must:

- A. assist students in defining the purpose and intended outcomes of their projects and in selecting methods which best ensure the purposes and outcomes are achieved;
- B. meet with students involved on a regular basis to counsel, review progress, and to provide critique. Such critique should specify:
 - 1. what is being accomplished as intended;
 - 2. what isn't, and why;
 - 3. how the student should function differently in order to accomplish desired results.

Before being authorized to manage an option program, teachers must demonstrate working knowledge of the current literature concerning that type of activity.

Independent study is to be evaluated on the basis of how well the goals of the program are being accomplished and how well each student is achieving the expected results of his/her individual project. Assessment shall provide evidence of:

- A. increased application of knowledge;
- B. acquisition and application of needed skills and techniques.

Teacher-student conferences throughout an option project can serve an evaluative function. Each should be recorded indicating dates, time, and results. A final conference involving the student, teacher, and principal is necessary for all level three projects.

Approved:

Distance Education - Virtual Education Program

Wonewoc-Center School students in grades 7-12 may have the opportunity to participate in virtual education courses through CESA 9 and the Wisconsin Virtual School service provider. The Wonewoc-Center School District is looking for opportunities for students to enhance their education. By participating in the Virtual Program the students will adhere to the following guidelines:

1. The courses that students may take must not be ones offered at Wonewoc-Center Schools. Must be currently enrolled as full time students in the Wonewoc-Center School District.
2. Students must be in good academic standing.
3. Students who receive a failing grade or fail to complete course in which the school district has made payment, the school board shall request reimbursement for all costs related to the course. Reimbursement may be requested from a student if he or she is an adult or from the student's parent or guardian.
4. Students who fail to provide reimbursement for a dropped or failed course as described above may not be eligible for the virtual school program.
5. Students are given a 14 day free trial period. The district will be billed for students who remain enrolled after the 14-day trial period.
6. Students must have prior approval from the Guidance Counselor and the Principal.
7. Each course is equal to .5 credits and the overall percentage will be correlated to our current grading scale and averaged into the student's GPA.
8. Course fees are charged per student, per course including registration, software, course materials, course facilitation by a Wisconsin certified teacher and technical support.
9. The student will be allowed internet and e-mail access.
10. Students may access their course from home.
11. Students must check in with the LEG or mentor at least twice a week for progress checkups. Deadlines and completion dates will be established by student and LEG upon registration.

ADOPTED: June 21, 2004

LESSON PLANS

All classroom teachers shall be expected to prepare lesson plans for each subject they teach in accordance with guidelines established by the building principal.

Lesson plans will be reviewed by the principal and used to aid in the following:

- a. Development of the curriculum;
- b. Coordination of instruction;
- c. Observation of student progress; and
- d. Evaluation of instructional procedures and teaching techniques.

Approved:

WONEWOC-CENTER SCHOOLS JOB SHARING AGREEMENT

1. Definition: Job sharing offers a staffing arrangement in which two professional staff members share what would traditionally be the responsibilities of one individual.
2. Duration: This agreement shall cover the first year of this agreement. This agreement shall be extended to the second school year, unless either the current teacher or the Board gives notice to the other to cancel this agreement on or before February 1, preceding the second year. The Association shall be given copies of any notice delivered under this paragraph. Should this agreement be canceled, the current teacher shall be returned to his or her original full time position at the beginning of the next school year, subject to the Board's authority to take any action affecting a teacher's employment under the current collective bargaining agreement. If the agreement goes beyond two years it will remain in force until the two-job share personnel or the school Board determines it is no longer feasible.
3. Responsibilities: The responsibilities and benefits of the teaching position are divided equally between the two job sharing staff persons, with each person working one-half day including, as closely as possible, one-half of the position's preparation time. Should the position require additional teaching time for either party, an allowance can be made for increasing the compensation providing the total salary paid for the position does not exceed the salary that would be paid the most senior teacher.

The two staff members will share the following obligations as equally as possible:

- A. Positions on district committees.
- B. Staffings on students.
- C. M-team meetings.

Persons in the job-sharing position are expected to communicate information on common concern regarding all aspects of their position. However, neither staff person shall be expected to work more than one-half of the regular work day.

4. Conditions:
 - A. Each job-sharing participant shall receive one-half the salary he or she would have received as a full-time teacher in the district. The exception to this would be additional teaching time as listed in #3 above, Responsibilities.
 - B. For salary schedule purposes, each teacher will receive one year of experience credit on the salary schedule and will accumulate one-half year of seniority.

C. All fringe benefits, including health and dental insurance shall be provided at 50 percent of contractual amounts to each job-sharing teacher.

Adopted:

For purposes of Wisconsin Statute 118.22, each of these employees shall be treated as if full-time.

All parties agree that they will make every effort to release or eliminate the Wonegoc-Center School District's liability for unemployment compensation.

1987

November 24, 1997

POSTSECONDARY YOUTH OPTIONS

Any 11th or 12th grade student who meets established requirements may enroll in any of the following institutions of higher education for one or more courses:

- I. A center or institution within the University of Wisconsin (UW) system,
3. A vocational, technical and adult education school, or
4. A participating private, nonprofit institution of higher education located in Wisconsin.

When such course(s) is taken for high school credit and credit is received, the Board shall pay the costs for such course if it is not 80% comparable to one offered in the District and the student shall pay the costs if it is 80% comparable. Decisions regarding comparability of courses, satisfaction of high school graduation requirements or the number of high school credits to be awarded shall be made by the Building Administrator in accordance with state law and established procedures. If a student is not satisfied with the Building Administrator's decision, he/she may appeal to the State Superintendent of Public Instruction.

Students shall be informed about the post-secondary enrollment options program at the beginning of each school year.

ssl 18.55 (7t)(a)

*Students will be limited to 18 postsecondary credits in their junior and senior year.

ss118.55 (7t)(c)

*Students who receive a failing grade or fails to complete a course in which the school district has made payment, the School Board shall request reimbursement for all costs related to this course. Reimbursement may be requested from the student if he or she is an adult or from the student's parent or guardian.

ssl 18.55 (7r)(a)

*Students who fail to provide reimbursement for a dropped or failed course as described above are not eligible for the youth options program.

Failure to reimburse the school, the student will not be eligible to participate in graduation ceremonies.

REVISED: June 21, 2004
APPROVED: March 17, 2014

YOUTH OPTIONS RULE

4YR. COLLEGE ELIGIBILITY

- * Must be enrolled in a public high school.
- * Have completed the 10th grade.
Exception: Any 9th and 10th grade student will be evaluated on a case by case basis. A recommendation by the principal and the guidance counselor is required.
- * Must meet course entry requirements.
- * Have no record of disciplinary problems and not be a "child-at risk" (that is, a child who is one or more years behind his or her age group in the number of high school credits attained or two or more years behind in basic skill levels and who is a dropout, habitual truant, parent or adjudicated delinquent).
- * Apply to the college in the school semester prior to the one in which the student plans to attend the postsecondary course.
- * Notify the school board (complete form PI-8700A) of the student's intention of enrolling in a college no later than March 1 for a course to be taken in the fall semester; October 1 for a course to be taken in the spring semester.
- * Notify the school board if the student is admitted to the college.
- * Notify the school board if the student is registered to attend a postsecondary course.
- * Must take the placement test at the chosen institution.
- * Must be in good academic standing.
 - 1. GPA of 3.0 or better.
Exception: Any student with less than a 3.0 GPA will be evaluated on a case by case basis. A recommendation by the principal and the guidance counselor is required.
 - 2. On track for graduation.
- * In order to register for second semester course(s), a student must have a C or GPA of 2.0 in the course(s) taken through Youth Options.

YOUTH OPTIONS PROGRAM

TECHNICAL COLLEGE ELIGIBILITY

- * Must be enrolled in a public high school.
- * Have completed the 10th grade.
Exception: Any 9th or 10th grade student will be evaluated on a case by case basis. A recommendation by the principal and the guidance counselor is required.
- * Must meet course entry requirements.
- * Have no record of disciplinary problems and not be a "Child-at risk" (that is, a child who is one or more years behind his other age group in the number of high school credits attained or two or more years behind in basic skill levels and who is a dropout, habitual truant, parent or adjudicated delinquent).
- * Apply to the college in the school semester prior to the one in which the student plans to attend the postsecondary course.
- * Notify the school board (complete form PI-8700A) of the student's intention of enrolling in a college no later than March 1 for a course to be taken in the fall semester; October 1 for a course to be taken in the spring semester.
- * Notify the school board if the student is admitted to the college.
- * Notify the school board if the student is registered to attend a postsecondary course.
- * Must take the ASSET test at the chosen institution.
- * Must be in good academic standing.
 - I. GPA of 2.0 or better.
Exception: Any student with less than a 2.0 GPA will be evaluated on a case by case basis. A recommendation by the principal and the guidance counselor is required.
 2. On track for graduation.
 - In order to register for second semester course(s), a student must have a C or GPA of 2.0 in the course(s) taken through Youth Options. ss18.55

(7r)(b)

*Students may only be admitted to the technical college if there is space available in the course.

REVISED: June 21, 2004

YOUTH OPTIONS PROGRAM CREDITS EARNED

*Any postsecondary course approved for high school credit and paid for by the district will be handled as follows:

For every one postsecondary credit earned, the student will be given one-fourth credit towards high school graduation and grade(s) will be figured into the student's overall grade point average (G.P.A.)

ADVANCED PLACEMENT COURSES- COLLEGE

High school students who are scholastically outstanding and who have met the established requirements may enroll in courses offered through a University.

The purpose of advanced placement for students shall be: (a) to take courses in the areas of science, mathematics, social studies, English, foreign languages, and/or fine arts (Academic courses only; not lessons or performing groups.) Not available in the high school and after all academic courses in the specific areas have been exhausted, and (b) to thereby widen the scope of their education.

The student shall pay all costs associated with taking a course, including tuition, books, laboratory fees, and transportation. The student shall only be reimbursed for tuition costs upon satisfactory completion of the course. Credit toward high school graduation will be granted, and the course grade will be figured in to the student's overall grade point average (G. P. A) if the student is reimbursed for the course costs by the district. The student must declare upon enrollment if they are requesting district reimbursement. A one semester course which meets 3 or more hours per week will receive one-half (1/2) credit.

The following guidelines shall be used in determining whether students shall be permitted to enroll:

1. The student must be able to satisfy the admission requirements of the University,
2. The student must be academically capable of handling his/her load at the high school, as well as the course he/she takes at the University.
3. A statement expressing the need for courses above and beyond the high school course offerings must be submitted by the student and his/her parents/guardians to the school district office and approved by the principal.
4. The guidance counselor, high school principal, superintendent of schools, and the gifted and talented coordinator will review all requests. The Wonewoc-Center School Board must approve all requests.

LEG REF.: Wisconsin Statutes 118.33
 120.12 (17)
 118.15

APPROVED:

Adult education

This can relate to offering educational opportunities to community members OR to address non traditional aged students requesting admission.

GRADING SYSTEMS

It shall be the policy of the Wonewoc-Center School District to evaluate student achievement in grades 4K through 12. The issuance of grades on a regular basis serves to:

- a. Promote a process of continuous evaluation of student performance;
- b. Inform the student and his/her parent(s) or guardian of the student's progress; and
- c. Provide a basis for bringing about change in student performance if such change is deemed necessary.

Specific grading guidelines shall be developed for use in the district.

The Wonewoc-Center School District shall not discriminate in the methods, practices and materials used for evaluating students on any basis prohibited by law.

LEGAL REF.: Section 118.13 Wisconsin Statutes
 PI 9.03 (I), Wisconsin Administrative code

APPROVED:

STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS

The Board believes that parents/guardians should be made aware of student progress. Students who are 18 years or older may have progress reports issued directly to them. Progress reports will be issued according to the following schedule:

Kindergarten:	3 times a year Quarterly
Grades 1-5:	Every 4 1/2 and 9 week period Every 4 1/2 and 9 week period
Grades 6-8:	
Grades 9-12:	

Parent-teacher conferences shall be held at least once each year. The purposes of parent-teacher conferences shall be to:

1. Supplement the report card and to serve as another means of reporting to parents/guardians.
2. Promote good relations between the home and the school, and the parents/guardians and the teacher.
3. Share information about a student's successes and accomplishments, problems, and school and career interests.

Additional parent-teacher conferences may be held upon request of the student's parent(s)/guardian or the student's teacher.

APPROVED:

GRADING SYSTEM

As required under Section HE 9.05 (2) of the Wisconsin Administrative Code, the following is the grade point system to be used at the Wonewoc-Center High School to determine each student's cumulative grade point average.

Grading shall be non-weighted. The following points shall be awarded for the following grades:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	.67
C+	2.33	F	0.00

All high school subjects taken by a student for credit at the Wonewoc-Center High School shall be included in the student's cumulative GPA on the student's official high school transcript.

In the case of a student who has studied in a school outside of the U. S. or in another non-graded institution, home school or alternative school, the student will be required to perform a demonstration of mastery before a panel of Wonewoc-Center High School teachers with teacher representatives in each of the academic fields in which the student is seeking credit. The student will need to demonstrate the content of the course work and the mastery of the skills accomplished in the non-traditional or non U. S. setting. The student may bring completed course work or be asked to perform mastery at the time of demonstration. The teacher representatives from the academic fields will evaluate mastery and award credits and grades based upon the mastery demonstration. Credits and grades will appear on the Wonewoc-Center High school transcript and will be computed into cumulative grade point average.

LEGAL REF.: Sections 115.92 Wisconsin Statutes
 118.153
 118.33
 121.02(!)(p)
 PI 18, Wisconsin Administrative Code

APPROVED:

PASS POLICY - P = 2.00

All students receiving the letter P for a passing grade shall receive the equivalent of a 2.00 on 4.00 grade scale. The letter P is used for selected students who have a modified program. A student with a modified program may choose the pass/fail or the 4.00 scale of grading.

P is not used for peer tutoring. Peer tutoring will receive S for satisfactory or U for unsatisfactory.

PROMOTION AND RETENTION

The Wonewoc-Center School District expects that each student will progress systematically through the grade levels and will meet grade level standards of academic achievement established by the District before being promoted to the next grade. These standards may be found in the Wonewoc-Union Center District Curriculum Guides.

The Wonewoc-Center School District recognizes that a student who fails to meet the criteria for promotion at the end of the academic year may be retained. With appropriate supplemental instruction some students may be able to catch up and meet the grade-level standards by the end of the next academic year.

When a student is identified as At Risk of Retention or recommended for retention, s/he shall be provided supplemental instruction targeted to his/her specific academic deficiencies to help the student overcome identified deficiencies. The first priority will be opportunities within the general education classroom. Other opportunities may include, but are not limited to, intensive instructional programs, tutorial programs, after school programs, and summer school programs.

Criteria for K - 4 Retention

The following criteria shall be used for identification and decision making regarding retention of K - 4 students:

- A. classroom grades (Students must earn passing grades.)
- B. other indicators of academic success (WKCE, Dibels, MAP)
- C. physical, social, and emotional factors
- D. teacher, principal, and/or parent recommendations

Such identification shall be based primarily on the level of the student's proficiency in reading, language arts, mathematics, and science.

Criteria for 5 - 8 Retention

- A. Classroom grades - A student's four (4) quarters of grades must add up to a passing average for Core Classes. Example: The final grade will be figured by percent. Each term (quarter) is given a twenty-five percent (25%) (or equal) weight.

Q1 - 67.56 D+

Q2 - 57.56 F

Q3 - 57.49 F

Q4 - 62.97 D-

Final - 61.50 D-

1. Students who fail one (1) or two (2) classes need to make these classes up during the summer

a. if 50% of the course is complete, the course may be finished through the district credit recovery program during the school year

b. if a course is not at least 50% complete, the student will be scheduled to retake that course in the classroom during the following school year

OR

2. Students who fail three (3) or more core classes will be fully retained (Math, Science, Language Arts, Reading, Social Studies).

OR

3. Students failing non-core classes may be required to make them up also.

OR

B. Students who perform at a minimal level on WKCE, and the bottom quartile MAP.

OR

C. Teacher, principal, and/or parent recommendation.

Criteria for Special Education

Special Education students must meet the goals of their Individual Education Plan (IEP). Students who do not meet these requirements may be at risk of retention.

The consideration to retain should always be taken very seriously. Retentions may be made when, in the judgment of the teacher, parent/guardian and principal, such retentions are in the best educational interest of the students involved. Upon disagreement, the principal has final authority for determination of a

student's grade placement for the following academic year.

Procedure and Timetable

- A. The teacher and/or parent will identify a child who is potentially at risk for school failure and/or non-promotion. Informal, on-going school-home communication and efforts will be made to remediate problems. **Principal must be notified of concerns.** Parent/Teacher/Principal may request testing be done.
- B. If progress is not made the teacher, parent, principal, guidance counselor and student shall meet to devise an Action Plan. This plan will include objectives and implementation procedures. Responsibilities of the school, home, and student should be included (and documented) in this program. A copy will be sent to the parents.
- C. If retention is being considered, parents will be notified at the end of the second quarter. Parents will be notified via mail. Again, teacher, parents, principal, guidance counselor and student will meet to review an action plan and make any necessary changes.
- D. The teacher should continue to inform the parent of the child's progress.
- E. During the fourth quarter a conference among teacher(s), principal, and family will be scheduled. A final recommendation about retention will be made at the conference.
- F. Parents will be notified in writing. Upon receiving notification parents will have ten (10) days to appeal the decision.

Appeal Process

Promotion or retention decisions may be appealed to the building principal. It shall be the burden of the appealing party to show why the decision should not be upheld. If the appeal is not sustained, an appeal may be made to the District Administrator. If his/her decision is not sustained the party may appeal to the School Board.

PROMOTION OF FOURTH AND EIGHTH GRADE STUDENTS

PROMOTION

The philosophy of the Wonewoc-Center School District is for all students to achieve optimal learning based on high expectations and consideration of their abilities and needs.

The Board recognizes that students have diverse capabilities, interests, and individual growth/learning patterns. Therefore, the Board believes it is important that teachers have as much accurate knowledge of each student as possible through tests, observations, achievement, work habits, skills, health, and home environment. The principle basis for promotion to the next grade is the amount of individual growth experienced by a student in development of their educational proficiencies.

Because the promotion of students from 4th to 5th and from 8th to 9th grades is affected by Wisconsin

Statute 118.33(6)(a), this policy section applies to those promotions.

Grade advancement decisions will be based on the four (4) criteria listed below. For those students opted-out of the WKCE, judgment will be based on one (1) of the other three (3) criteria. Meeting any of the four (4) criteria will allow promotion to the next grade level.

A. Student scores on the Wisconsin Knowledge and Concepts Exam shall be at the basic level or above in all five (5) of the subtests and score 2.0 or better on the "writing exam".

OR

B. The student receives a passing grade in the four (4) core subjects (math, science, language arts, and social studies) in 4th grade and 8th grade; and has a "C" average in all of these core courses taken during those grade levels.

OR

C. Securing a consensus recommendation from the grade advancement committee. The grade advancement committee will consist primarily of the teachers from whom the student has taken courses and can attest to the student's knowledge and skill level.

OR

D. A principal recommendation based on other academic criteria that includes but may not be limited to participation in summer school, after school remediation programs, past retentions, performance in non-academic areas, and 504 or IEP progress.

Based on the District's philosophy, consideration must be given to not retaining a student more than once in grades K - 8. However, middle school students may be required to repeat one (1) or more classes.

RETENTION

In the event a student is experiencing scholastic difficulties severe enough that failure in a course or retention in grade may be considered, it shall be the responsibility of the teacher to immediately bring that information to the attention of the respective principal and parent or guardian. The teacher must have a conference with the student apprising him/her of the situation. The principal shall hold a conference(s) with the teacher, student, and parent/guardian to clarify the issues involved, and to develop a plan to assist in the resolution of the problem(s). Monitoring of the student progress is a shared responsibility between the parent/guardian, teacher, and principal or his/her designee.

The final authority concerning retention rests with the respective principal. However, retention should never cause a student to repeat a grade or course more than once.

HONOR ROLL

Honor rolls shall be published in the Wonewoc-Center School District each grading period. Students in the middle school and high school who maintain specified grade point averages shall be eligible for district honor rolls.

Other honor programs recognizing student academic achievement may be implemented in the district in accordance with guidelines established by the administration.

"Awards" are classified as "directory data" under the student records law. This information may only be disclosed if a parent or guardian has not filed a statement prohibiting disclosure of directory data.

STUDENT AWARDS AND SCHOLARSHIPS

Students in the School District shall be informed annually of any available scholarships and awards.

Literature concerning available scholarships and awards shall be included in the student handbook and/or posted in the school building.

Criteria for school district awards and scholarships shall be developed consistent with school district goals and objectives.

The School District shall not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

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

Student Discrimination Complaint Procedures

APPROVED:

GRADUATION REQUIREMENTS

In order for a student to receive an official Wonewoc-Center High School diploma, the student must have been in attendance in a recognized public or private high school for at least the three consecutive semesters prior to and including the semester of graduation. (This does not include those students who were short credits at the scheduled time of graduation and have subsequently completed cmTent credits.) The student must have successfully completed all credits or other requirements currently in effect. The diploma shall be dated and granted at the end of the school year in which all graduation requirements are met.

The successful completion of credits listed below shall be required for graduation from Wonewoc-Center High School under the current Block system. 26 credits for 2003, 29 credits for 2004, and 30.5 for 2005+. The required credits include the following for 2002-2003.

English

Social Studies Science

Math

Physical Education/Health STW -Ed for Employment

Skills for Living Electives

Students must be enrolled in a minimum of four (4) blocks for 7-11 grades and three (3) out of four (4) blocks for 12¹¹ graders each grading period while in high school. Students may not accumulate more than two credits of physical education.

LEGAL REF.: Sections 115.92 Wisconsin Statutes

118.153

118.33

121.02 (1) (p)

PI 18, Wisconsin Administrative Code

CROSS REF.: Policy - Early Graduation

Policy - Graduation Exercises

Policy - High School Equivalency Diplomas

GRADUATION EXERCISES POLICY

Graduation exercise shall be held each spring for the graduating class of Wonewoc-Center High School.

Only those students who are enrolled in sufficient and approved course work to meet credit requirements for graduating will be eligible to participate in the graduation exercise.

Students may have completed or be enrolled in no more than one credit of a correspondence course, to be counted as part of the required 24 credits needed for graduation, from the end of their junior year to the end of the senior year to be eligible to participate in graduation exercises for that school year.

LEGAL REF.: Sections 118.33 Wisconsin Statutes
 121.02(1)(p)
 PI 18, Wisconsin Administrative Code

CROSS REF.: Graduation Requirements
 Early Graduation

APPROVED:

EARLY GRADUATION

Wonewoc-Center High Schools students may graduate in fewer than eight semesters at the end of any semester by completing the minimum graduation requirements as described in Board policy.

All requests for early graduation shall be submitted to the student's guidance counselor no later than the end of the first grading period for graduation in January. Applicants for early graduation in the spring should file no later than the end of the third grading period. Midterm graduates may participate in the end-of-year graduation ceremonies.

Students graduating early will not be eligible candidates for valedictorian or salutatorian status nor will they be eligible to receive the academic excellence scholarship. Students electing to graduate early will be eligible for scholarships and awards unless otherwise indicated by the grantor of the award or scholarship. Students will be advised of this at the time they submit requests for early graduation.

LEGAL REF.: Sections 118.33 Wisconsin Statutes
 121.02 (1)(p)
 PI 18, Wisconsin Administrative Code

CROSS REF.: Graduation Requirements

APPROVED:

EARLY GRADUATION RULE

Option for students who have met all requirements to graduate one semester early. Rational:

1. Appears to complement tech prep initiative in that it facilitates individual transition to post-secondary training or work.
2. Could be used to complement both At Risk and Gifted and Talented Programs.
3. Concerns:
 - a. Would require a change in 12th grade English. Would need to consider offering three semester options in place of a one year class.
 - b. Could impact on school funding should the semester end prior to 2nd head count date.

Early Graduation Policy:

It shall be the general policy of the Board of Education to grant permission for a student to graduate in seven semesters providing he/she meets all of the requirements for graduation.

Any student wishing to graduate early is requested to apply in writing by June 1 of his/her junior year. Parental approval is required if the student is under 18.

Early graduates are entitled to participate in graduation ceremonies. Students granted early graduation sever all association with Wonewoc-Center High School.

The Board of Education reserves the right to approve or deny requests for early graduation.

Early Graduation Application

I, _____ apply for early graduation from Wonewoc-Center High School at the end of the seventh semester. This application is contingent upon having met all graduation requirements by the end of the seventh semester. I understand that if this request is granted, I may participate in commencement exercise. I also understand that I sever all other association with the school.

Student's Signature _____

Parent/Guardian Signature _____

Graduation Participation

345.63

FINAL EXAMS

In order to place emphasis on final exams and to give both students and teachers more time to study for and grade the exams, a final exam schedule shall be administered in grades 7-12.

Final exam procedures shall be developed by the administration.

TESTING STUDENT ASSESSMENT PROGRAMS

The Wonewoc-Center School District shall establish and maintain a standardized basic testing program which can be used, communicated and interpreted by school and by district.

The program will lend itself to:

1. A qualitative assessment of the educational program of the district for purposes of reporting the overall status of the district and charting the growth of its students, grades, schools and areas from year to year.
2. Appropriate reports to the Board.
3. Interpretation and use by the teacher, counselor and administrator so that the test findings will influence the guidance and counseling of individual children, and the development of a high quality curriculum.

The testing program will reflect the academic growth of students according to their own mental capacities and to local and national norms; minimize the workload of school personnel in terms of test administration, scoring, interpretation and use; and assess the growth of students in the basic skills and subjects in the elementary and secondary grades.

The district testing program shall include tests required by state law and/or regulations. Additional tests may be administered only if they are aligned with the district's curriculum. Special educational and limited-English speaking students may be exempted from such tests or may have the format and administration of the tests modified. Limited-English speaking students may also be tested in their native language. All exemptions and modifications shall be in accordance with state law and regulations.

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

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 118.30
 120.12(2)
 121.02(1),(0),(r), (s)
 PI 9.03(1) of the Wisconsin Administrative Code

APPROVED:

NONDISCRIMINATORY TESTING (RACE, CULTURE AND DISABILITY)

It is the policy of the Woneewoc-Center School District that all testing and evaluation procedures be selected and administered so as not to discriminate on the basis of race, culture or disability. In order to assure that ethnic or minority groups are not discriminated against due to culturally weighted items, the following guidelines will be considered when selecting and administering tests and evaluations:

1. Criterion-based tests should be used.
2. Developmental checklists should be used, when appropriate.
3. Trained test administrators should be used who are familiar with the culture, language and social patterns of the minority children.
4. Interpreters should be used, when appropriate.

It is also important that test results not reflect a child's inability to perform on a test due to impaired sensory, manual or speaking skills, unless such is the purpose of the testing procedures. Tests must be validated for the specific purpose for which they are used. Therefore, the physical, perceptual, social, cultural and linguistic makeup of a child must be taken into consideration when selecting the tests to be administered.

When communicating the results of the individual evaluations to parents or guardians, attempts shall be made to do this through the parent's or guardian's native language, or through sign language, if needed.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 120.12(2)
 121.02(1)(0), (r), (s)
 PI 9.03(1) of the Wisconsin Administrative Code Chapter 115

CROSS REF.: Student Discrimination Complaint Procedures

APPROVED:

STUDENT RECORDS

Student records shall be maintained in the Wonewoc-Center School District to aid the educational process in the educational process in the elementary and secondary schools.

The Board recognizes the need for confidentiality of student records. Therefore, student records shall be available for inspection or release only with prior approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval.

The district administrator shall be responsible for the overall direction and supervision of student records management in the district. Specific procedures shall be developed which:

- a. Comply with state and federal laws and regulations; and
- b. Are of maximum use to the professional staff and of greatest educational benefit to the students.

LEGAL REF.: Sections 118.125 Wisconsin Statutes
118.126
146.025
146.82
Family Rights and Privacy Act (20 U.S.C. Sec. 99)

CROSS REF.: Rule, Guidelines for Maintenance and Confidentiality of Student Records
Releasing Names of Graduating Seniors

APPROVED:

GUIDELINES FOR MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS**I. TYPE OF RECORDS**

"Student records" are all records relating to individual students maintained by the elementary or secondary school other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available to persons involved in the psychological treatment of a student.

There are three kinds of student records:

a. Progress Records

Progress records are those student records which include a statement of the courses taken, grades awarded therein, the student's attendance records, and records of the student's school extracurricular activities.

b. Behavioral Records

Behavioral records are all other student records, excluding progress records and directory data. These records include tests relating to achievement or measurement of ability, psychological tests, personality evaluations, physical health records, teacher evaluations and recorded comments other than grades.

c. Student Directory Data

Directory data means those student records which include the student's name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received.

2. CONFIDENTIALITY

All student records shall be confidential, with access thereto limited to the following conditions:

- a. Access to student records shall be available to persons employed by the school district who are required by the Department of Public Instruction (DPI) to hold a certificate, license or permit and to other school district officials who have been determined by the Board to have legitimate educational interests.

- b. An adult student, or the parent or guardian of minor student, shall upon request be shown the student's progress records and be provided with a copy thereof if requested.
- c. Upon the written permission of an adult student, or the parent or guardian of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portions of the behavioral records specified by the person authorizing the release. An administrator or guidance counselor from the Woneewoc-Center school staff shall be present to interpret the behavioral and/or progress records.
- d. An adult student, or the parent or guardian of a minor student, shall upon request be shown the student's behavioral records and shall be provided with a copy of the behavioral records, or specified portions thereof, if requested.
- e. The judge of any court of Wisconsin or of the United States shall, upon request, be provided by the person in charge of records with a copy of the progress records of a student who is the subject of any court proceeding.
- f. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The adult student, or the parent or guardian of minor student, shall be notified in writing prior to release of any records to a court, and on request shall be provided with a copy of such records.
- g. The Board may provide the DPI or any public officer with any information required under Chapters 115 to 121 of the state statutes. The Board shall provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions. Information reported shall be kept confidential by the DPI. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the multi-disciplinary team under Chapter 115 of the statutes.
- h. Information from school health records shall be made available to state and local health officials to carry out immunization requirements.
- i. The district board of Madison Area Technical College (MATC), the department of health and social services or a county department under section 46.215, 46.22 or 46.23 for verification of eligibility for public assistance shall, upon request, be provided by the Board Clerk with the names of students who have withdrawn from school prior to graduation.

- j. Except as provided in item (1) below, directory data may be disclosed to any person, if the school has given public notice of the categories of information which it has designated as directory data with respect to each student and has allowed a reasonable time thereafter for the parent, legal guardian or guardian ad litem of any student to inform the school that all or any part of the director data may not be released without the prior consent of the parent, legal guardian or guardian ad litem.
- l. If the school has given public notice that a student's name and address has been designated as directory data, has allowed a reasonable time thereafter for the parent, legal guardian or guardian ad litem of the student to inform the school that the student's name and address may not be released or has not informed the school, the Board Clerk, upon request, shall provide the district board of MATC with the name and address of each student who is expected to graduate from high school in the current school year.
- k. Any part of a student health care record that concerns the results of a test for the presence of HIV (the virus which causes acquired immune deficiency syndrome - AIDS) shall be confidential and may be disclosed only with the informed written consent of the test subject.
- l. A school board may disclose personally identifiable information from an adult student's records to the student's parent(s) or guardian, without the adult student's written consent, if the adult student is a dependent of his/her parent(s) or guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
- m. The Board shall disclose a student's records in compliance with a court-ordered educational plan after making a reasonable effort to notify the student's parent or guardian.

In all cases, before revealing confidential student records to authorized persons as defined above, the person in charge shall determine that there is an educationally sound reason for making such records available for inspection.

Records shall be shown or provided to authorized persons as defined above at the earliest possible time after the request, not later than forty-five (45) days.

A procedure for maintaining a record of the release or inspection of student records to authorized persons shall be established. Such record of release or inspection shall be kept with the student's records, and shall be available for inspection by only the adult student, the parent or guardian of a minor student or the school official in charge of record keeping.

3. PARENT ACCESS TO RECORDS

A parent, regardless of whether the parent has legal custody of the child, shall have access to a child's medical, dental and school records unless the parent has been denied access to such records as outlined by state law (e.g., denied periods of physical placement with the child, ordered by the court).

4. MAINTENANCE AND DESTRUCTION OF STUDENT RECORDS

- a. The Board appoints the district administrator as the custodian of student records. He/she will be responsible for the overall direction and supervision of student record keeping in the district and will insure adherence to student record policies and procedures.
- b. At the building level, the building principal shall have primary responsibility for implementing student records policies and procedures and shall be the person to whom all requests for inspection or transfer of records to another school shall be directed.
- c. While students are attending district schools, their records shall be maintained at the school of attendance, except that certain portions of the behavioral records may be maintained at the central office.
- d. Progress records will be maintained for a period of up to 35 years after a student ceases to be enrolled in the school district.
- e. Behavioral records shall be destroyed one year after a student graduates from or leaves school for other reasons, except that an adult student or the parent or guardian of a minor student may give the school written permission to retain them for a further specified period of time.

5. TRANSFER OF STUDENT RECORDS

Student records relating to a specific student shall be transferred to another school district upon receipt of written notice from an adult student or the parent or guardian of a minor student that the student intends to enroll in a school in another school district; from the other school district that the student has enrolled; or, from a court that legal custody of the student has been transferred to the Department of Health and Social Services for placement in a juvenile correctional facility.

6. HEARINGS

An adult student, or the parent or legal guardian of a minor student, shall have an opportunity for a hearing to challenge the content of the student's records to insure that the records are not inaccurate, misleading or in violation of the privacy or other rights of the student. Opportunities for such hearings will be directed to the district administrator.

LEGAL REF.: Sections 118.125 Wisconsin Statutes
 118.126
 146.025
 146.82
 Family Educational Rights and Privacy Act

CROSS REF.: Graduation Requirements
 Early Graduation

APPROVED:

RELEASING NAMES OF GRADUATING SENIORS

No employee of the Wonewoc-Center School District may furnish lists of names and addresses of students to anyone other than school officials. The district administrator may authorize release of student names to local schools, colleges and military authorities in accordance with the district's student records policy and procedures. Names may not be released to private individuals or places of business for promotional purposes.

All releases of student names are to be authorized by the district administrator.

LEGAL REF.: Sections 118.125 Wisconsin Statutes

APPROVED:

SUMMER SCHOOL PROGRAMS

The Wonewoc-Center School District may offer students an opportunity to participate in summer school programs when there is enough student interest and available district funds.

Summer school programs should be designed for remediation or enrichment and must be approved by the Board.

If summer school is offered, enrollment shall be voluntary.

LEGAL REF.: Sections 66:30 Wisconsin

Statutes

- 118.04
- 120.13 (24)
- 121.54 (4)

APPROVED:

FIELD TRIPS

Field trips are recognized by the Board as effective means of achieving educational goals. Therefore, field trips may be proposed as an extension of the curricula and included in the normal process of educational planning.

Prior administrative approval of all field trips shall be required. The following guidelines shall apply when approving field trips:

1. Where possible, field trips should be coordinated with other teaching disciplines.
2. Sound educational purposes or objectives must be given before a field trip will be approved.
3. Each field trip should be planned to maximize the amount of time available for achieving educational goals and to reduce the amount of time spent in travel.
4. Field trips should be budgeted for the following year.
5. A standard request form listing the destination, sponsoring group, purpose, mode of travel, driver's name and so on should be submitted to the building principal for final field trip approval.
6. Parental permission should be obtained for students participating in field trips.
7. Parents should be encouraged to participate in field trips, working along with the teacher(s) involved, as chaperones.
8. Student work should be made up before a student participates in a field trip.
9. Participation in contests should not be considered a field trip.

APPROVED:

TRIPS ON FOREIGN SOIL

School sponsored trips must be approved by the Wonewoc-Center School Board. The expenses for all students, teachers, chaperones, and other people involved will be their responsibility. The school and School Board assumes no liability for any expenses involved with the sponsored trip.

All participants are responsible for their own medical expenses, liability risks, or other expenses that may occur while on the trip.

Parent/Guardian slips must be signed in advance, thereby holding the school harmless in the event of unforeseen circumstances that pose a risk to the participants.

APPROVED:

SELECTION OF INSTRUCTIONAL MATERIALS

A self-governing society requires a literate, informed citizenry which understands and values individual differences. To make informed choices, people must have free access to ideas and know how to secure and evaluate information. Therefore, the Wonewoc-Center School District shall provide: (1) a wide range of instructional materials at all levels of difficulty with diversity of appeal and the presentation of different points of view, and (2) a review of allegedly inappropriate instructional materials through established procedures.

When selecting instructional materials, consideration shall be given to the following responsibilities and objectives:

- a. To provide students and faculty with instructional materials that will enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, socioeconomic backgrounds, maturity levels and learning styles;
- b. To provide materials for teachers and students that will stimulate growth in factual knowledge and critical thinking and that will develop cultural, literary and aesthetic appreciation and ethical standards;
- c. To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles and to provide maximum accessibility to these materials;
- d. To provide materials which realistically represent the ideas and beliefs of the religious, social, political, historical and ethnic groups in society and which reflect their individual and group contributions to our heritage and culture;
- e. To provide materials on opposing side of controversial issues so that students may develop, under guidance, the practice of critical analysis and to develop their intellectual integrity in forming judgments;
- f. To provide materials representing the variety of communication formats, to provide for individual learning styles and to provide students the opportunity to analyze various media formats critically;
- g. To encourage students to read, view and listen for pleasure and recreation fostering a lifelong appreciation of such activities; and
- h. To place principle above personal opinion and reason above prejudice in selecting materials of the highest quality in order to assure a comprehensive media collection appropriate for the users.

Although the Board is legally responsible for the operation of the school and recognizes the students' right to free access to many different types of information, the responsibility for the selection of instructional materials is delegated to the certified library media and teaching personnel. Instructional materials include print and on-print items such as books, computer programs, dioramas, disc recordings, films, filmstrips, games, graphic works, manuscripts, caps and gloves, microforms, models, multimedia kits, newspapers, overhead transparencies, periodicals, pamphlets, realia, reference materials, slides, tapes and cassettes, television programs, video cassettes, videotapes, video discs and various combinations of these.

Responsibility for coordinating the selection and purchase of textbooks or textbook coordinated media rests with appropriate building level administrators, department chairpersons and/or with textbook evaluation committees. Textbooks shall include all print and non-print materials provided in multiple copies for the use of a class or a major segment of a class. Responsibility for library media materials rests with the school library media professional (school librarian).

The Woneewoc-Center School District shall not discriminate in the selection and evaluation of instructional and library materials or media on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

The Board shall review this policy and its implementing procedures periodically.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 121.02(1)(h)
 PI 8.01 (2), Wisconsin Administrative Code
 PI 9.03 (1)

CROSS REF.: Rule, Selection Guidelines
 Library Media Center
 Rule, Discrimination Complaint Procedures
 Printing and Duplicating Services (Use of Copyright Media)
 Handling Complaints About Instructional Materials

APPROVED:

SELECTION GUIDELINES

Criteria for Selection

Educational goals of the Board, individual student learning modes, teaching styles, curricula needs, faculty and student needs, existing materials and networking arrangements must be considered in developing the media collection.

The following criteria shall be used for the evaluation and selection of instructional materials:

Instructional materials should:

- a. Be relevant to today's world.
- b. Represent artistic, historic and literary qualities.
- c. Reflect problems, aspirations, attitudes and ideals of the society.
- d. Be an accurate, authentic and reliable representation of the given information.
- e. Contribute to the objectives of the instructional program.
- f. Make significant and long-term contribution to the existing collection.
- g. Be appropriate to the level of the user.
- h. Represent all aspects of differing viewpoints on controversial subjects.
- i. Provide a stimulus to creativity.
- J. Be written, produced and published by authoritative and reputable individuals or groups.

Technical materials should:

- a. Be of acceptable technical quality with clear narration and sound synchronized with accurate, clear pictures.
- b. Be readable, typographically well balanced and artistically pleasing to the cmTent edition of Media Program: District and School published by the American Library Association.

Procedures of Selection

In selecting materials for instructional programs, the certified personnel will evaluate the existing instructional materials, assess curricula needs, examine new materials, consult reputable, professionally prepared selection tools and solicit recommendations from faculty, administrators and students. Parents, students and other citizens are also encouraged to recommend instructional materials.

APPROVED:

Library Materials Selection & Evaluation

The school district shall not discriminate in the selection and evaluation of instructional and library materials on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, religion, color, handicap, sexual orientation or physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Referenced Acts, Statutes, Instructions: §118.03, 118.13, 120.12(1), 120.10(15), 120.44, 121.02(1) (h), Wisconsin Statutes; PI 8.01(2)(h), PI 9, Wisconsin Administrative Code

Guidelines for Selection of Library Material

1. Responsibility for Selection of Materials

- a. As the governing body of the school district, the School District of Woneewoc-Union Center Board of Education is legally responsible for all educational materials in the district.
- b. As a policy-making body, the Board of Education, delegates the responsibility for the selection of educational materials to the professionally-trained personnel employed by the school district.

2. Definition of Educational Materials

Educational materials as herein applied mean all materials circulated from the library media centers for student use, such as library books, online databases, magazines, pamphlets, pictures, projectable material, maps, and electronically recorded materials.

3. Objectives for Selection of Materials for Library Media Centers

The media services program provides its users access to information in a variety of formats for instructional and leisure purposes. The center must provide a wide range of materials on all levels of difficulty with diverse appeal representing different points of view. Specifically, objectives are to:

- a. Provide materials that will enrich and support the curriculum taking into consideration the varied interests, abilities, and maturity levels of the users served.
- b. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- c. Provide materials on opposing sides of controversial issues so that young citizens under guidance may develop the practice of critical analysis.
- d. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.

4. Parents' Responsibility

The district recognizes that parents may decide to have a work excluded from a student's personal reading, viewing, or listening unless the specific material is part of a legal mandate.

5. Criteria for the Selection of Educational Materials and Acceptance of Gift Materials, may include:

- a. Educational significance and readability.
- b. Contribution the subject matter makes to the curriculum.
- c. Favorable reviews found in standard selection sources.
- d. Favorable recommendations based on preview and examination of materials by professional personnel.
- e. Reputation and significance of the author, producer, and publisher.
- f. Validity and appropriateness of the material.
- g. Contribution the material makes to the balance of representative viewpoints on controversial issues.
- h. High degree of potential user appeal.
- i. High artistic quality and/or literary style.
- j. Quality and variety of format.
- k. Value commensurate with cost and/or need.
- l. Timeliness or universality.

6. Review of Materials Collection

- a. Materials that have become obsolete or no longer fit the current curriculum are removed from the collection by the media specialist through the process called weeding. Efforts should be made by the media specialists to include staff where appropriate in the weeding process.
- b. Criteria for the selection of educational materials also apply in the weeding process.

7. Reconsideration Procedures

Any resident of the school district may raise objection to instructional materials used in the district's educational program.

The Board of Education has delegated the responsibility for review of materials to a Reconsideration Committee made up of citizens and educators who make their decisions based upon careful study of the material in question. The committee's decision is final. However, the complainant may appeal the committee's decision to the Board. Thus, the Board is delegating this particular responsibility to a representative group of citizens and staff, while retaining its legal status as the ultimate authority in determining policies and making decisions at the local district level.

In instances where a citizen of the school district questions instructional materials but does not request their removal from general student use, the matter will be resolved with the principal, teacher, and/or media personnel at the building level.

- a. A copy of the Selection of instructional Materials Policy and a copy of the Citizen's Request for Reconsideration of instructional Material form, which must be filled out in order to initiate or to review reconsideration, are given to the complainant by the principal.
- b. Upon receiving the Citizen's Request for Reconsideration of Instructional Material from the complainant, the principal will acknowledge the request and notify the committee chairperson who will place the request on the next meeting of the Reconsideration Committee. The use of the material under reconsideration shall not be restricted until a vote for removal is made by the committee.
- c. The Reconsideration Committee shall be comprised of the following people:
 - 1) One teacher.
 - 2) The principal.
 - 3) The media specialist
 - 4) A member of the community
 - 5) The chairperson will be selected from the committee membership by the membership.
 - 6) In case of a tie vote concerning a reconsideration request, the material will be retained in the district. An affirmative vote by a majority of the full membership, i.e. three members, is required to remove or restrict educational material.
- d. The committee will meet as needed to consider requests for reconsideration. The committee will meet within 30 days of receiving a request for reconsideration.
- e. The complainant will receive copies of all information which is provided to the committee.

- f. Basic written ground rules for the conduct of the reconsideration committee meeting shall be established in advance by a majority vote of the committee and shall be binding on all committee members, the complainant, and any other individuals present at the meeting. These ground rules shall not prevent the chairperson of the committee from ruling on procedural matters not specifically enumerated in the written statement.
- g. At the beginning of the meeting the committee will receive additional comments from the complainant if he/she requests. The committee may also, at its discretion, accept testimony from other citizens and professional staff. If public testimony is received from others present, the complainant may provide additional comments at the end of other public testimony. Once committee deliberations have begun, no further testimony will be accepted from the complainant or others present unless specifically requested by the committee chairperson.
- h. Within two regularly scheduled sessions after the request has been received, the committee, by public vote of the majority of the members present, will decide on one of the following courses of action:
 - 1) Retain the material under reconsideration for general student use.
 - 2) Make the material under consideration no longer available in the school district for general student use, available on limited basis for specific classroom use, or available at a specific level- elementary, middle, or high school.

If, in addition to its decision, a committee majority has additional observations and/or recommendations regarding the material in question, the committee may convey that information to the Superintendent of Schools in writing. The Superintendent, or his designee, will share that information with the Board of Education, determine, in consultation with other appropriate staff, what (if any) management action shall be taken, and communicate that decision in writing to the Board of Education, the Reconsideration Committee, the complainant, and all appropriate staff.
- j. The complainant will be notified of the committee's decision and the principle reasons for its action. A copy of the committee's report will be forwarded to the Superintendent who will communicate the report to the School Board.

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

Date _____

Title of Material _____

Author _____

Publisher _____

Type of Material (e.g. book or film) _____

1. To what in the material do you object? (Please be specific and add pages if needed.)
2. Did you find any value in this work?
3. Have you examined the entire resource?
4. What would you like the committee to do with this work?

_____ **Remove** the material district-wide.

_____ Limit to use in specific classes.

_____ Limit to use at specific level--elementary, middle, or high school.

Name of person filing **appeal** _____
(please print)

Signature _____

Address _____

Telephone _____

WONEWOC-CENTER SCHOOL DISTRICT COPYRIGHT POLICY

It is the policy and practice of the Wonewoc-Center School District to adhere to the requirements of the Federal copyright law. The District prohibits employees from duplicating copyrighted materials not specifically allowed by:

1. the copyright law;
2. fair use guidelines;
3. licenses or contractual agreements; or
4. other written permission.

It is the intent of the District to adhere to the provisions of current copyright laws. Specifically:

- Unlawful copies of copyrighted material may not be produced on District owned equipment.
- Unlawful copies of copyrighted material may not be used with District owned equipment, within District-owned facilities, or at District sponsored functions.

Liability

Employees who violate the copyright law do so at their own risk and assume all liability for their actions. They shall also be subject to disciplinary action for willful infringement of the law of for using District equipment for duplication that is prohibited. The legal and insurance protection of the District will not be extended to employees who unlawfully copy and use copyrighted material.

Computer Use

All persons accessing information via the District networks, or using computer software provided by the District, shall comply with all license or purchase terms regulating the use of software purchased or acquired by the District.

Prohibitions include, but are not limited to, violation of any federal, state or local regulation, and reception and/or transmission of threatening or obscene material or material protected by trade secrets. All users shall comply with legal requirements regarding the use, reproduction and distribution of copyrighted works.

To discourage violation of copyright laws and to prevent such illegal activities, the District adopts the following rules:

1. No software shall be installed on a District computer or file server without the proper license or permission.
2. Only software purchased and/or owned by the District shall be installed on District computers.
3. The District Administrator or designee shall sign software license agreements for schools in the District.
4. District employees shall be expected to adhere to all laws regarding software copyright. Infractions or abuses of software copyright should be reported to the District Administrator.
5. Staff wishing to purchase software for District use or have software installed on District computers must obtain authorization from the Technology Committee prior to ordering the software.
6. Software shall be installed on local hard drives or file servers by District authorized staff.
7. Regulations, restrictions, and licensing as required by the publisher, governing the use of shareware, freeware, preview software and software updates, must be followed whether such material is supplied via diskette, compact disk (CD), or electronically (such as a download version from the Internet)

APPROVED: 3-20-2006

LIBRARY MEDIA CENTERS

School library media center shall exist in the Wonewoc-Center School District to promote the intellectual, cultural, social and ethical, development of the student body and to enrich and support the educational programs of the schools.

Library media center personnel shall be responsible for maintaining comprehensive collections of books, periodicals, and audiovisual equipment and materials in accordance with Board policy and established procedures.

LEGAL REF.: Section 121.02 (!)(h) Wisconsin Statutes
 PIP 8.0I (2) (h), Wisconsin Administrative Code

CROSS REF.: Policy - Selection of Instructional Materials

APPROVED:

INTERLIBRARY LOAN OF MATERIALS

The philosophy of the Wonewoc-Center School District Library Media Center (LMC) program is to help students meet the challenge of a highly technical society in which knowledge is increasing rapidly.

The Library Media Center (LMC) staff, in partnership with classroom teachers, strives to provide a current diverse collection of resources to meet the needs of the District to support the curriculum.

The Wonewoc-Center School District recognized the need to access information beyond what is available in the school Library Media Center (LMC) and relies on resources sharing and interlibrary loan to:

1. Support interlibrary loan as a concept to foster cooperation and sharing.
2. Extend access to information and materials not normally acquired.
3. Promote use of the Wonewoc Public Library and Winding Rivers Library System (WRLS) resources.

APPROVED: 3-20-2006

Student Acceptable Use Policy

Philosophy

The Wonewoc-Center School District uses technology resources, including the Internet, as a tool for research and education. The Board of Education supports the use of its technology resources and its Web resources, including the Internet, to access resources and reference materials to meet educational and information needs.

The terms “technology resources,” “networks” or “computers” used in District Policy are generally synonymous and include laptop computers, desktop computers, cell phones, telephones, servers, storage media, handheld devices, pagers, printers, scanners, software and other District-owned or contracted-for electronic communication equipment. Technology resources, like any other school property, are owned by and the property of the District or subject to the District’s rights under contract and law. Technology resources must be used in the interests of the District and for the educational purposes for which it was intended. Users are required to follow the guidelines outlined in this Policy and the Student Handbook.

Web resources are a collection of tools that enable interaction on the Internet. Web resources include the Internet, blogs, wikis, podcasts, social-bookmarking, social networking sites, multi-user role-playing environments, video games and other forms of electronic communication. The District permits responsible and safe use of these tools for instructional and educational purposes. Users are expected to engage in safe and acceptable use of the Web resources. The information available via the Internet is constantly changing. Since it is impossible to predict with certainty what information individuals might locate, making electronic information available to individuals does not imply endorsement of that content by the District.

The use of technology resources and Web resources are considered extensions of the classroom. Therefore, compliance with all District policies, guidelines, rules and acceptable standards of behavior are necessary and required. Any communication that is considered inappropriate in the classroom is also inappropriate in all uses of Web resources. This includes but is not limited to profanity or racist, sexist or discriminatory remarks. The District prohibits users of the District’s network from using, accessing, storing or transmitting inappropriate content. Examples of inappropriate content include offensive, profane, abusive, harassing, sexually explicit, threatening or obscene language or visual depictions, as well as pornography and child pornography.

Limitations/Privileges/Privacy

Technology resources provided by the District are for educational purposes only. Use of technology resources is a privilege. A user will be held responsible for his or her actions and obligations. This privilege may be revoked by the District. Users of the technology resources will annually review the current acceptable use policies and guidelines with staff.

The District is not liable for any damage suffered by a user of the system, including but not limited to, loss of data stored on or transmitted by technology resources or interruptions of service. The District is not responsible for any mistakes or negligence, liability, copyright infringements or other costs incurred by the person using the District’s technology resources, or the accuracy or quality of information received over the Web resources. Copyright infringement, which may include the duplication of software or works, is a violation of the law and Board policy. Users should not plagiarize (or use as their own, without citing the original creator) content including words or images, from the Internet.

Users should have no expectation of privacy in the contents of any communications or files on District technology resources or Web resources unless such expectation is granted by law. The District has access to its technology resources and District-sponsored Web resources and maintains the right to access, inspect, investigate and monitor all use and its resources, including all files, communications and information created on, with or transmitted using its technology resources or Web resources, and including e-mail, text messages, internet usage, and any other communications or information, without notice to or consent of the user. All such files, communications, or information can be reviewed by the District for any purpose and at any time, and may be subject to monitoring, review and disclosure pursuant to civil and criminal matters, investigatory purposes, or any other lawful reason.

CIPA (Children's Internet Protection Act)

It is the Policy of the Wonewoc-Center School District to: (a) prevent access to or transmission of inappropriate content in its computers and over its network through electronic mail or other forms of communication; (b) promote the safety and security of minors using the District's computers, electronic mail, chat rooms, text messaging, instant messaging and other forms of communications; (c) prevent unauthorized access (such as "hacking") and other unlawful activities; (d) prevent unauthorized online disclosure, use, or dissemination of student personally identifiable information; and (e) comply with CIPA—the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and all other applicable laws.

The District uses an Internet content filtering system to limit access to material that is harmful to students, obscene or disruptive to the educational or work environment, and to a lesser degree, high risk activities. The District uses software designed to filter and block access to pornographic Internet sites. The District uses commercially reasonable technology protection measures designed to comply with CIPA's requirements. The District reserves the right to block sites that do not enhance educational activities or are not in compliance with CIPA. No technology measure can block 100% of inappropriate content so the District emphasizes the importance of responsible use and of parent and staff supervision in monitoring use of technology.

Education, Supervision and Monitoring

It shall be the responsibility of all instructional members of the District and parents to educate, supervise and monitor appropriate use of the online computer network and access to the Internet in accordance with this Policy.

The District will promote safe online activity for students and educate students about appropriate online behavior, including interacting with other individuals on social networking websites and cyber-bullying awareness and response. This includes, but is not limited to:

- Teaching students how to locate and evaluate appropriate electronic sources;
- Teaching students information literacy skills, including understanding of safety, copyright, ethical practice and data privacy; and,
- Teaching students proper safety procedures when using e-mail, social networking websites, texting, and other forms of direct electronic communication.

Home and personal Internet or other communication tool technology use can have an impact on the District, school and others. If Internet expression creates a substantial disruption at school, offenders may be subject to school disciplinary action and/or legal action. Substantial disruption includes, but is not limited to, any of the following:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment (including cyber-bullying);
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities;
- Exhibition of other behavior by students that substantially interfere with the learning environment;
- Threatening acts or behavior to personnel and students; or,
- Endangering the health and safety of others.

Internet expression that creates a substantial disruption at school is a violation of this Policy and may be a violation of other District policies, guidelines and rules.

Non-District-Provided Technology

The District permits approved use of personal technology devices by students and staff in support of teaching and learning, managing resources, and connecting with stakeholders. Personal devices must meet minimum requirements for network access. Limited use of personal devices is permitted so long as it does not interfere with educational and as long as the use does not hinder, disrupt or consume an unreasonable amount of network resources, violate state or federal law, or Board policies.

Users may bring personal devices into the District to access the District network. Personal devices may include laptop computers, iPads, portable digital assistants (PDAs), cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices, or other electronics that may be carried on a person. The District is not liable for the loss, damage, or misuse of any personal device including while on District property or while attending school-sponsored activities. Users that make use of any personal technology must follow all rules and guidelines of this Policy and related policies, guidelines and rules.

The District may establish standardized guidelines regarding the use, nonuse or scope of permissible use of personal devices at the elementary and secondary levels. These guidelines shall not be less restrictive than the direction given by the Board in its policies.

Consequences

Inappropriate use of the District's technology resources, Web resources or District property and any other violation of District policies, guidelines or rules may result in suspension of technology privileges, report to criminal authorities, legal action, and discipline up to and including suspension and expulsion for students.

Administrators may confiscate and search personal devices while on District property if the administrator has reasonable suspicion that the use of the device or technology is in violation of this Policy.

The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the District's systems.

GRADES PreK-12 Violation Penalties If Unacceptable Use Occurs

- | | |
|------------------|--|
| ◆ First Offense | Written Parent/Guardian notification, strong verbal warning, and 2 weeks (10 school days) revocation of data/telecommunications systems access |
| ◆ Second Offense | Written Parent/Guardian notification, principal/parent/student meeting, loss of data/telecommunications systems privileges for 4 weeks (20 school days). |
| ◆ Third Offense | Written Parent/Guardian notification and loss of data/telecommunications systems privileges for the remainder of the school year. |

Additional discipline may occur in accordance with the 4K – 12 Student Handbook.

Appeal Procedure

Persons wishing to appeal decisions related to computer network use privileges may do so as follows:

Step 1: After a ruling by the District Technology Committee that results in a suspension of privileges, the user (or parent/guardian in the case of a student user) may appeal the decision in writing to the District Administrator, provided the appeal is received within five working/school days from the first day of the ineligibility. The district Administrator will hold a hearing and render a decision. Further appeal within 5 school days to the School Board.

Step 2: The District Administrator, within five working school days of receipt of such written appeal, will set a date for a hearing with the School Board at the next regular scheduled meeting. All decisions made by the School Board are final.

Alternative Technology

Students that have reached the Third Offense in violations will be allowed to demonstrate their technology competencies, for State and Wonewoc-Center School District Technology Standards **ONLY**, with an assigned supervisor.

Policy Review

Because of the rapid changes in the development of data/telecommunications systems, the Wonewoc-Center School District's Technology Committee and/or School Board shall conduct an annual review of this policy.

This policy has been developed in regards to Legal Reference:

Wisconsin Statutes:

- 118.13 – Pupil Discrimination Prohibited
- 120.18 – Annual School District Report
- 121.02 (2)(k) – School Standards
- 943.70 – Unauthorized Modification of Computer Files
- 947.0125 – Unlawful Use of Computerized Communication Systems

Wisconsin Administrative Code:

- PI 8.01 (2)(h) – School Standards – Library Media Services
- PI 9.03 – Non-discrimination Standards and Rules of Behavior

**WONEWOC-CENTER SCHOOL DISTRICT
STUDENT ACCEPTABLE USE POLICY
FAMILY CONSENT FORM
Early Childhood – 12th Grade**

I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. I recognize that some controversial materials exist on the Internet. I will not hold the Wonewoc-Center School District responsible for materials acquired on the network. I understand that the data communication equipment in the building needs to be handled correctly and securely. I further understand that any violation of the Acceptable Use Policy will result in access privileges being restricted or revoked and also may result in school disciplinary action. If the violation constitutes a criminal offense, appropriate legal action will be taken.

Fill out the form below and have each child sign in the Signature column. Please return this page to the Wonewoc-Center School District.

Student Name (Please have student print name here.)	Grade Level	Student Signature (Please have student sign here.)	Internet Use		Web Page		Newspaper/ Newsletter	
			Yes	No	Yes	No	Yes	No

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____

ACCEPTABLE USE POLICY- FACULTY AND STAFF

The Wonewoc-Center School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student, faculty, and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- The Wonewoc-Center School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- The Wonewoc-Center School District makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.
- The District, also, recognizes that parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow. Since students may have access to material which is beyond the school's control, a parent or guardian shall sign the Parent/Student Consent Form requesting that their child have or not have individual access to the District's data/telecommunications system.

Technologies Covered

The Wonewoc-Center School District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, the Wonewoc-Center School District will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

The Wonewoc-Center School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email

The Wonewoc-Center School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, the Wonewoc-Center School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

The faculty and staff of the Wonewoc-Center School District will also integrate into their curriculum lesson plans about Internet Safety including topics such as Cyberbullying, Social Networking, and your Digital Life.

Mobile Devices Policy

The Wonewoc-Center School District may provide users with mobile computers (laptops, netbooks, tablets, e-readers, etc.) or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run .exe (executable files) programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes. Please consult the teacher or supervisor for further help or call the IT staff for assistance.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime.

Remember that your activities are monitored and retained.

The faculty and staff of the Wonewoc-Center School District will also integrate into their curriculum lesson plans about Internet Safety including topics such as Cyberbullying, Social Networking, and your Digital Life.

Examples of Acceptable Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert the administration if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Respect and uphold copyright laws and all other applicable laws or regulations.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources. This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will **not**:

- ✓ Reveal personal addresses, phone numbers and physical location of myself or others, or arrange face-to-face meetings via the Internet.
- ✓ Use the Internet for any illegal purpose.
- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

The Wonewoc-Center School District will not be responsible for damage or harm to persons, files, data, or hardware. While the Wonewoc-Center School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The Wonewoc-Center School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violation(s) of the "Code of Conduct" and other above-mentioned regulations shall be subject to disciplinary procedures. The following guidelines will be used for ANY network resources, Internet access, and all related technologies for this school year:

Staff – Consequences of misuse can result in any or all of the following:

- ❖ Verbal warning
- ❖ Revocation of use for any network resources, internet access and all related technologies
- ❖ Action(s) deemed necessary by Administration

Appeal Procedure

Persons wishing to appeal decisions related to computer network use privileges may do so as follows:

Step 1: After a ruling by the District Technology Committee that results in a suspension of privileges, the user (or parent/guardian in the case of a student user) may appeal the decision in writing to the District Administrator, provided the appeal is received within five working/school days from the first day of the ineligibility. The district Administrator will hold a hearing and render a decision. Further appeal must be made within 5 school days to the School Board.

Step 2: The District Administrator, within five working school days of receipt of such written appeal, will set a date for a hearing with the School Board at the next regular scheduled meeting. All decisions made by the School Board are final.

Policy Review

Because of the rapid changes in the development of data/telecommunications systems, the Wonewoc-Center School District's Technology Committee and/or School Board shall conduct an annual review of this policy.

This policy has been developed in regards to Legal Reference:

Wisconsin Statutes:

- 118.13 – Pupil Discrimination Prohibited
- 120.18 – Annual School District Report
- 121.02 (2)(k) – School Standards
- 943.70 – Unauthorized Modification of Computer Files
- 947.0125 – Unlawful Use of Computerized Communication Systems

Wisconsin Administrative Code:

- PI 8.01 (2)(h) – School Standards – Library Media Services
- PI 9.03 – Non-discrimination Standards and Rules of Behavior

Faculty/Staff Presentation Guide

In order for our students to be well informed of the Acceptable Use Policy (AUP), we will ask for help from our Faculty/Staff. Here are is a list of steps that you can help your students become aware of our AUP:

- A. Distribute cover letter, district policy, and consent form. The consent form is a combine form for parent/guardian and student
- B. Tell your students that teachers, administrators, and the school board created this AUP to protect their safety as well as protect the integrity of the school network.
- C. Share the following list of precautions/guidelines:
 - ❖ Use is privilege and not a right
 - ❖ Responsible use is expected
 - ❖ Uphold copyright and other laws
 - ❖ Files may be monitored by authorized staff
 - ❖ No personal information should be shared over the Internet
 - ❖ Do not use or respond to abusive or impolite language
 - ❖ Use your own account or files **ONLY**
 - ❖ Treat equipment and network access with care
 - ❖ Don't waste technology supplies
 - ❖ Be careful with all equipment
 - ❖ Follow rules posted near computers and rules of the person in charge
 - ❖ Staff decisions on proper use are final
 - ❖ All current school rules and policies apply to use of the school network, Internet access, and all related technologies.
- D. Read over the consent form with the students before sending it home. This covers District policies and disciplinary procedures.
- E. Clarify with your students that if the consent form is not signed and returned, students will not be allowed to have individual access to the network, Internet, and other data communication equipment.
- F. Students should return form to the designated location/person as soon as possible. If the Acceptable Use Policy Consent Form is not returned, it is assumed that a student **will have no access** to the district network, Internet access, and all related technologies.

WONEWOC-CENTER SCHOOL DISTRICT
Acceptable Use Policy
INDIVIDUAL ACCESS CONSENT FORM & PUBLICATIONS RELEASE FORM
Faculty & Staff

I understand that access is a privilege and not a right. I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. I recognize that some controversial materials exist on the Internet. I will not hold the Wonewoc-Center School District responsible for materials acquired on the network. I understand that the data communication equipment in the building needs to be handled correctly and securely. I further understand that any violation of the Acceptable Use Policy will result in access privileges being restricted or revoked and also may result in school disciplinary action. If the violation constitutes a criminal offense, appropriate legal action will be taken.

Name (please print): _____

Signature: _____ Date: _____



The Wonewoc-Center School District takes pride in sharing with the community and surrounding areas the great achievements of the students and staff. In order to have successful public relations and promote our school in a positive manner articles need to be provided to the public through newspapers, school newsletters, promotional brochures, and a school web page. Pictures are a plus to any newsworthy item. Please sign below.

_____ I give permission for my picture and/or name to be utilized in the local newspapers, school newsletter, and promotional brochures.

_____ I **do not** give permission for my picture and/or name to be utilized in the local newspapers, school newsletter, and promotional brochures.

The World Wide Web is becoming an excellent place to gather and give specific information. We would like to expand the school web page and allow the community and outlying areas to visit our school through the web and find out about our school, talented students, and events that are happening. To protect the faculty and staff, complete names in articles will not be used (Example: Mrs. Doe., or in general "Teacher of the 2nd Grade").

_____ I give my permission for my picture and/or name to be utilized in the school's web page.

_____ I **do not** give my permission for my picture and/or name to be utilized in the school's web page.

Name (please print): _____

Signature: _____ Date: _____

Approved: 3-20-2006

Revised & Approved: 4-16-2012

Assistive Technology
Purchase and/or Use of School Equipment For Students/Staff with Special Needs

- A. The Wonewoc-Union Center School District shall not discriminate against qualified individuals with disabilities or special needs and will provide such individuals with special education and related services and such reasonable accommodations as may be required under laws such as Section 504 of the Rehabilitation Act (5604), the Individuals with Disabilities Education Act (IDEA) and/or the Americans with Disabilities Act (ADA).
- B. Reasonable accommodations may from time-to-time require the purchase of special equipment. The decision to purchase such equipment which should be based on Individual Education Plans (IEPs), 504 staffings, recommendations of the CESA OT and PT personnel, or recommendations of the administration, including the technology coordinator, shall be made to the supervisor of special education and/or building administrator with the approval of the district administrator or his/her designee. The procedure for acquisition of assistive technology equipment or services is available from the district special education director.
- C. The term "related services" means transportation and such developmental, corrective and other supportive services as required for the student with a disability to benefit from special education. An "assistive technology device" means any item, piece of equipment (such as laptop computers, special audio-visual equipment, special wheel chairs or desks, and/or other capital items for use by students and/or staff), or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities. Of students with disabilities. "Assistive technology service" means any service that directly assists a student with a disability in the selection, acquisition or use of an assistive technology device. The term includes:
 - 1. Evaluation of needs of a student with a disability or special need, including a functional evaluation of the child's customary environment;
 - 2. Purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices or services by students with disabilities;
 - 3. Coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
 - 4. Training or technical assistance for a child with a disability or, if appropriate, that child's family; and
 - 5. Training or technical assistance for professionals, employers, or others who provide services to, employ, or are otherwise substantially involved in the major life functions of students with disabilities.
- D. Those students have special needs but not requiring a formal IEP according to law, which may include but are not limited to migrant students, homeless students, students living with poverty, and English Language Learners, will also be considered under this policy for assistive technology devices and/or services.
- E. Any assistive technology device if purchased solely by the Wonewoc-Union Center School District are the property of the district and shall remain the property of the district after the student(s) or staff member(s) leaves or no longer requires the equipment.

**Purchase and/or Use of School Equipment
For Students/Staff with Special Needs (Procedure)**

The Wonewoc-Union Center School District is responsible for evaluation in areas in which assistive technology may be a factor. A student's need for assistive technology shall be determined on a case-by-case basis, such determination to be made by the IEP team or a team comprised of classroom or special education teacher(s), guidance counselor, librarian, district technology coordinator, and/or building principal, through identification of the difficulty the student is experiencing and discussion of possible causes for the difficulty. This includes a review of existing information and data. Those students having special needs but not requiring a formal IEP according to law, which may include, but are not limited to migrant students, homeless students, students living with poverty, and English Language Learners, will also be considered for assistive technology devices and/or services on a case-by-case basis.

When it is determined that an item of assistive technology equipment is necessary in order to provide reasonable accommodation for a student or staff member, an agreement for the use of the equipment shall be drawn up by the special education director and technology coordinator and shall include items such as:

1. The reason for obtaining the equipment
2. The party(s) responsible for the purchase and maintenance of the equipment (i.e. school, parents, grant, shared cost, etc.)
3. Where the equipment will be acquired (i.e. rental, purchase, etc.)
4. When the equipment will be purchased
5. Where the equipment will be located (i.e. building, classroom, bus, etc.)
6. When/where the equipment will be available to the student or staff member (*May the student or staff member take the equipment home or is it solely for in-school use? Will it be needed the whole day or only for certain classes?*)
7. The estimated length of time the student or staff member will need the equipment (quarter, semester, school year, etc.)
8. The school staff member who will be responsible for the care and maintenance of the equipment

APPROVED: 4-17-2006

WONEWOC-CENTER SCHOOL DISTRICT WEB PAGE DESIGN POLICY

The intent of the Wonewoc-Center School District World Wide Web site (Internet) is to provide the local and world community with information about our school, activities, and our communities.

The following policy on web page content will be used to help provide a safe and positive learning environment for the Wonewoc-Center School District. The web page administrator will supervise all pages.

2. Web pages must portray our district in a positive and constructive manner.
3. Web pages may contain information about our district, activities, and communities. These pages will be available from theclasslist.com.
4. Web pages may include creative, literary, and artistic works by student and staff. Web pages will only use links to other World Wide Web sites that are educational and directly apply to the subject of the web page. These pages will be available at theclasslist.com.
5. Web pages will not provide any detailed information about students or staff such as addresses, home phone numbers, home e-mail addresses or any other personal information.
6. All pictures of students must have the signed approval by their parent and/or guardian in the Data/Telecommunications System Policy before used on the web page. Student's full name will not be used. Examples include: Jane D., Jane, or 2nd grade class.
7. All pictures of staff must have their signed approval in the Data/Telecommunication System Policy before used on the web page. Staff's full name will not be used. Examples include: Mrs. Doe, Mr. Doe or Doe.
8. Staff will need to check the Data/Telecommunication System Policy restrictions list before saving published pages to the World Wide Web and make sure all web page design requirements have been met.
9. Faculty will have access to their web pages via a login and password at theclasslist.com. They make their own additions and modifications to their pages.
10. The above policy will be reviewed and updated annually.

APPROVED: 3-20-2006

GUIDANCE AND COUNSELING PROGRAM

The Wonewoc-Center School District shall maintain a guidance and counseling program which will serve all students and help them with emotional, educational, career, civic and social development. The program shall be developmental in nature.

The guidance and counseling services shall exist to help improve the learning climate by involving students, parents and guardians, staff and community members who can influence the educational, personal and career development of students. Counselors shall assist all students to develop a more realistic and adequate concept of themselves through individual and group contact over a period of time. Counselors shall help all students develop a knowledge of self as it applies to personal, educational and career decisions. Further, the guidance and counseling program shall help prepare individuals to live effective lives and to engage in meaningful, satisfying, paid and/or unpaid work in harmony with themselves, with others and with their environment.

The specific goals of the guidance and counseling program shall be to:

- I. Help students in developing a knowledge of self-including aptitudes, abilities, needs, values, interests, strengths, limitations and self-worth.
2. Assist students with emotional growth, including family relationships and the understanding of others.
3. Assist students in the development of social skills and civic responsibilities.
4. Assist students with problem-solving, decision-making and coping skills.
5. Help students with educational development including basic skills.
6. Form partnerships between the school and community designed to assist students in their career and social development.
7. Assist staff as resource consultant in student/teacher relationships, behavior management, student evaluation and parent contacts.
8. Provide assistance to students and families during crisis situations.
9. Offer guidance services and information to the local community.

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

LEGAL REF.: Sections 118.126 Wisconsin Statutes
 118.13
 121.02 (1) (g)
 PI 9.03 (1), Wisconsin Administrative Code

CROSS REF.: Rule, Discrimination Complaint Procedures
 Testing Programs
 Student Records

Response to Intervention

EXTRACURRICULAR ACTIVITIES AND PROGRAMS

The Board of Education believes that student activities at school are a vital part of the total educational program and shall be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. The Board believes that school citizenship, as reflected in student activities, is a measure of the achievement of important school goals.

The Board further believes that any program of student activities shall:

- I. require all student participation to be on a voluntary basis;
2. require that student activity funds be used for purposes which benefit the student body of the school;
3. require that the management of student funds be the responsibility of the students, with assistance from the administration; and
4. strive to be self-sustaining.

Extracurricular activities shall be planned in such a way as to provide for as much student participation as possible. The Board encourages the full participation of elementary and middle school students in extracurricular and recreational programs and activities. For purposes of Board policy, "full participation" means fair and equal participation to the extent that the budget, facilities or type of activity allows.

The District shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, national origin, ancestry, creed, color religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. This policy does not, however, prohibit the district from providing separate programs in interscholastic athletics for males and females if such programs are comparable in type, scope and support from the District, or from providing separate toilet, locker and shower facilities. Discrimination complaints shall be processed in accordance with established complaint procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 120.13(1)
 PI 9.03(1), Wisconsin Administrative Code CROSS

REF.: Student Discrimination Complaint

APPROVED:

STUDENT ORGANIZATIONS

Student organizations have an important place in the educational program of the Wonewoc-Center School District because, when properly organized and operated, they:

- a. Extend and reinforce the instructional program;
- b. Give students practice in democratic self-government;
- c. Build student morale and spirit for positive support for the school;
- d. Honor outstanding student achievement; and
- e. Provide wholesome social and recreational activities.

Student clubs or societies shall be recognized as school organizations if they are authorized by the school administration, supervised by school personnel, composed completely of current student body members, hold the majority of meetings at school, and establish aims that are educational and of school or community interest.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 120.12(2)

APPROVED:

STUDENT SOCIAL EVENTS

School organizations and classes may use school facilities to hold social events for their membership.

All parties, dances, and other social events sponsored by the school must have prior approval of the building principal. Proper chaperoning shall be provided under the direction of the principal.

Rules and regulations relating to school social events shall be established by the administration.

LEGAL REF.: Sections 120.13(1) Wisconsin Statutes

APPROVED:

STUDENT FUND-RAISING ACTIVITIES

All door-to-door fund-raising activities in Wonewoc-Center School District shall have prior administrative and Board approval. All other fund-raising activities shall have prior administrative approval.

Door-to-door fund-raising activities will be prohibited for all 4K-4 elementary students.

Organizations involved in fund-raising activities are encouraged to provide opportunities for direct contributions.

LEGAL REF.: Sections 103.23 Wisconsin Statutes
 103.64
 118.12

CROSS REF.: Student Activity Funds Management

APPROVED:

STUDENT FUND-RAISING POLICY

General Guidelines

- I. A fund-raiser is an organized activity of raising funds by a student activity organization for the benefit of the students.
2. A student activity account **MUST** be established in the District Office before a fund-raiser can take place.
3. All fund-raisers for the year **MUST** be turned into the principal.
4. All fund-raising money **MUST** be run through the District Office.
5. Fund-raisers will be limited.
6. Fund-raising shall be in accordance with rules established by the administration and shall not be conducted in a manner that would violate any federal, state or local laws.
7. Failure to follow fund-raising guidelines will result in disciplinary action at the discretion of the principal.

Procedures

- I. All fund-raising monies should be counted, recorded and brought to the District office before 1:30 p.m.
2. At the completion of the fund-raiser, a Fund-raising Evaluation Form must be turned into the principal.

STUDENT FUND-RAISING REQUEST FORM
(Submit Completed Form to Principal)

Date: _____

Organization: _____

Item(s) to be Sold: _____

Name of Vendor: _____

Address of Vendor: _____

Total Collected: _____

Profit/Loss: _____

Advisor's Signature

STUDENT ACTIVITY FUNDS MANAGEMENT

General Guidelines

1. Activity accounts are used to account for funds raised by the students for the students. Activity accounts are characterized by student involvement and coaching from adult advisors.
2. All student activity funds shall be under the financial control of the Board of Education and shall be deposited in the appropriate school district account in accordance with established procedures.
3. The Board of Education and/or designee will assign an advisor for each class/club/activity who will be responsible to the principal. The class/club/activity treasurer and faculty advisor(s) will be responsible to the principal, or his/her designee, for documentation of all student activity monies.
4. If officers are elected, each class, club, or organization will submit a listing of officers to the district office.
5. The principal will designate an employee as the activity fund bookkeeper for processing the disbursement requests, making the deposits, and supplying documentation as needed.
6. Student activity fund-raising must adhere to the Fund-raising Policy.

Purchases

1. Employees or others may not make personal purchases through a student activity account.
2. The advisor must approve of all purchases before the purchase is made.
3. Capital (over \$300) and non-capital (under \$300) equipment purchases made by a student activity account become property of the school district. These purchases will be considered a gift and should be made to the district using the following method:
 - a. The advisor will notify the principal of the class/club/activity's intent to give a gift to the school district.

- b. The district will generate the purchase order and make the initial purchase of the gift.
- c. The activity fund will reimburse the district for the exact amount of the expenditure.

Record Keeping

- I. A separate account shall be designated for each activity fund. All monies collected or expended for the benefit of the students MUST lie deposited in a student activity account. Failure to comply with these rules will constitute forfeiture of any student activity to that organization and/or other disciplinary action deemed appropriate by the principal.
2. New activity accounts may be opened with prior approval of the principal.
3. The advisor and/or treasurer of the organization and activity fund bookkeeper should compare their records on a regular basis.
4. If an account has had no activity for twelve consecutive months, it will be considered inactive and may be closed by the principal administration at his their discretion. Amounts from closed accounts will be placed in the Arrow Account Pride Fund.
5. The funds in the Investment Account will be used to pay the operational costs of the student activity fund (such as bank fees.) Any interest earned shall be prorated in December and June among all class/club/activity accounts.
6. At the end of the school year, all balances of class/club/activity accounts will be carried over to the next school year with the exception of the graduating class treasury balance. Any graduating class treasury balance will become part of the Arrow Account Pride Fund at the end of the school year in which the class graduates.
7. No activity account will operate with a negative balance. Special exceptions may be made with the approval of the principal, based on the expectation that such negative balance is a temporary condition that will be corrected.
8. The principal will designate an office employee other than the activity fund bookkeeper to re-concile the checking account following standard reconciliation procedures.

Receipts and Deposits .

1. All money for deposit MUST be brought to the district office by 1:30 p.m. This money MUST be pre-counted and recorded on the envelope by the advisor.
2. Receipts must be issued for all monies received.

3. All revenue must be deposited promptly. Checks will be immediately stamped for "deposit only."
4. Student activity money should never be left in the school over weekends or holidays.

Disbursements

1. All check voucher requests must follow proper procedures (name of vendor, amount of purchase and initialed by advisor.)
2. Check requests must be accompanied by supporting documents such as invoices (not statements) or sales slips.
3. Voided checks must not be destroyed. Voided checks should be so marked and retained with the canceled checks.

LEGAL REF: Section 120.14(1) Wisconsin Statutes 682, Audits

INTERSCHOLASTIC ATHLETICS

The athletic program in the School District is recognized as a vital part of the total educational program. The Board feels an athletic program, properly operated, provides experience in daily human relations which cannot be found in any other educational contact.

The athletic program should be designed to give many students an opportunity to develop their interests, attitudes and skills for future years without damaging their academic development.

Sports competition should provide a healthful, enjoyable experience whereby the emotional, mental, social and physical development of young men and women can be fully achieved.

Sportsmanship should always be of prime importance.

Students athletes must comply with all rules and regulations established by the WIAA and the Board.

The School District shall not discriminate in student participation in athletic programs or activities, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. This policy, however, does not prohibit separate programs in interscholastic athletics for males and females if such programs are comparable in type, scope and support from the District. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 120.12(23)
 120.13(1)
 PI 9.03(1) of the Wisconsin Administrative Code

CROSS REF.: Student Discrimination Complaint Procedures
 Student Athletic Code

INTERSCHOLASTIC ATHLETICS

Interscholastic athletics is an integral part of the curriculum. As such, it provides certain opportunities and emphasizes definite aims difficult to duplicate in other activities or in later life. Interscholastic athletics:

1. Provide opportunity for competition of the highly skilled with opponents of comparable skill.
2. Provide activities that help to create school unity.
3. Make available opportunities to help students learn good habits of health, sanitation and safety.
4. Promote friendships both with teammates and opponents.
5. Provide opportunities to exemplify and observe good sportsmanship.
6. Teach attitudes of responsible team play and cooperation.
7. Help students realize that participation in interscholastic athletics is a privilege with accompanying responsibilities.
8. Provide an atmosphere where individual guidance can help to motivate young people to greater efforts in pursuits outside of the athletics world.
9. Teach students to make and accept decisions, discipline and responsibilities.
10. Provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to win. They place the unit, team, squad, class and school above personal desire.
11. Help students develop a desire to win because only in that manner will each athlete try to do his/her very best. This is necessary throughout his/her life.
12. Sharpen intellect, improve concentration and help assure that a healthy body is going to do better mental work.

Students shall have the opportunity to participate in the interscholastic athletic program if they are willing to assume certain responsibilities. Athletes must display high standards of behavior, exemplify good sportsmanship, show respect for others, and meet all WIAA and school district eligibility requirements.

The School District shall not discriminate in student participation in athletic programs or activities, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

APPROVED: