Regular School Board Meeting
Wednesday, May 25, 2016, 6:30 PM
DCE Administration Building
6300 Alderson St., Weston, WI 54476

D.C. Everest Area SCHOOL DISTRICT

– A G E N D A –

The Board Will Consider Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(a) and (c) to Consider the Expulsion of a Junior High Student, Discussion of Personnel Matters Including Personnel Assignment Decisions and the Superintendent's Contract.

I. **Call to Order**
II. **Roll Call**
III. **Pledge of Allegiance**
IV. **Approval of Agenda**
V. **Hearing of Delegations**
VI. **Consent Agenda**
- A. Approval of Minutes
  1. Regular Meeting of April 26, 2016 3
  2. Closed Session of April 26, 2016 7
- B. Recommended Employment/Resignations/Contract Adjustments 8
- C. Treasurer's Report - General/Other Fund Bills 17
- D. Balance Sheet 32
- E. Budget Transfers 40
- F. Bus Accident Reports 67
- G. Field Trips
  1. Idea School trip to Mall of America 70
- H. Gifts and Bequests
- I. Budget Revision 71

VII. **Reports/Considerations**
- A. WASB Legislative Network Member
- B. CESA Representative
- C. Student Representative

VIII. **Superintendent**
- A. Barb Reger, Senior High Education Assistant, received recognition from the Department of Public Instruction for her service to the EIP Program.
- B. CWSHRM Regarding Mock Interviews with Sixth and Seventh Grade FACE Students 73
- C. YEA National Finalist 74
- D. Central WI Metal Manufacturers Alliance Welding Competition 75
- E. Tommy Awards 76
- F. Cookies were given to staff for Teacher Appreciation

G. Title IX Guidance 77

H. Administration Letter to the DPI Regarding This Year's Testing 78

I. Wisconsin School News Article 80

IX. **Unfinished Business**

A. Board Goals

1. DLC Teacher Presentation
   Presenter: Anne Marie Jagodzinski, Felecity Treptow
2. Hanover Research Executive Summary

X. **New Business**

A. Action Items

1. Adopt the "Bylaws and Policies of the D.C. Everest School Board" and Rescind Prior Policies. 85
2. Insurance Summary for 2016-2017 984
3. Virtual School Handbook 986
4. WIAA Conference Realignment Proposal 997
5. Student Athletic Handbook Revisions 1000

B. Informational Items

XI. **Petitions and Communications**

A. Recognition Thank You

1. Cindy Skadahl (Retiree)
2. Lynn Lawson (Retiree)
3. Bonnie Goertz (Retiree)
4. Jane Reid (Retiree)
5. Julie Klinner (30 Years)

XII. **Future Meeting Dates**

A. Next Regular Board Meeting

1. Wednesday, June 22, 2016, 6:30 p.m.
   Board Room, DCE Administration Building
2. Wednesday, July 27, 2016, 6:30 p.m.
   Board Room, DCE Administration Building

XIII. **Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(a) and (c) to Consider the Expulsion of a Junior High Student, Discussion of Personnel Matters Including Personnel Assignment Decisions and the Superintendent's Contract.**

XIV. **Reconvene in Open Session**

XV. **Adjourn**

-MINUTES -

I. **Call to Order**
President Stroik called the meeting to order at 6:30 p.m.

II. **Roll Call**
Members present were Schaefer, Ackermann, Dickerson, Xiong, Kasten, Jablonski, and Stroik. Also present were Superintendent Glimore, Assistant Superinendents Stoskopf and Lechner.

III. **Pledge of Allegiance**
Following the pledge, Stroik announced the Board will contemplate adjournment to closed session following the open meeting pursuant to W.S.S. 19.85(1)(c) to consider personnel matters.

IV. **Approval of Agenda**
Motion by Xiong, second by Schaefer to approve the agenda for the meeting. With a voice vote, all yes. Motion carried.

V. **Hearing of Delegations**
Linda Koepke, 2279 Rickie Drive, Mosinee, WI 54455, Jerry Lyon, 1403 Delmore Dr., Merrrill, WI 54452, Beth Goetsch, N4011 Cty Rd. D, Hatley, WI 54440, Bria Hahn, 8826 Birch Rd., Rosholt, 54479 from Big Brothers and Big Sisters presented the 2016 Community Partner Award to D.C. Everest School District.

VI. **Consent Agenda**
Motion by Schaefer, second by Ackermann to approve the consent agenda. With a roll call vote Schaefer, Ackermann, Dickerson, Xiong, Kasten, Jablonski, and Stoik all yes. Motion carried.

A. Approval of Minutes
1. Regular Board Meeting of March 23, 2016
2. Executive Session of March 23, 2016

B. Recommended Employment/Resignations/Contract Adjustments

C. Treasurer's Report - General/Other Fund Bills

D. Balance Sheet

E. Budget Transfers

F. Grant Application(s)/Budget(s) Approval

G. Fund Raising Requests
1. Hatley PTO Color Run
2. Riverside PTO Carnival

H. Gift/Bequests

I. Youth Options
1. Youth Options Requests for NTC Courses
2. Youth Options Requests for UWMC Courses

J. First Reading of Revised Board Policies 0000-9999
1. Policies 0000-4999
2. Policies 5000-9999

VII. **Reports/Considerations**

A. Board Clerk's Report

Election results: Helen Ackerman (6518 votes), Joshua Dickerson (6526 votes), and Rita Kasten (6322 votes) were re-elected to the board. There were no other candidates.

B. WASB Legislative Network Member

Xiong reported WASB is sponsoring a spring academy in Tomahawk and is surveying members regarding the teacher shortage.

C. CESA Representative

Ackermann reported CESA #9 will hold a job fair April 28 at CESA #9 in Tomahawk.

D. Student Representative

Thao reported on Academic All-Star Lucas Mathson and Herb Kohl Scholarship winner Jonathan Nelson. The forensics team went to state where all team members received gold, silver, or bronze, some students are headed to nationals for the History Day competition, DECA attended the International DECA Career Development Conference, prom was held this past weekend, Student Council attended the WASC Leadership Conference, and Alexandria Rowell was elected president of our region. Sophomores are taking the ACT Aspire test. Alexandria Rowell will be the next Student Representative to the School Board meetings.

VIII. **Superintendent**

Superintendent Gilmore reported on the AASA Digital Consortium she recently attended.

IX. **Unfinished Business**

A. Board Goals – No report

X. **New Business**

A. Action Items

1. Election of Officers for 2016-2017

Stroik announced nominations were open.
Motion by Schaefer, second by Ackermann to elect Jablonski President. With a voice vote, all yes. Motion carried.
Motion by Dickerson, second by Jablonski to elect Ackermann Vice President. With a voice vote, all yes. Motion carried.
Motion by Schaefer, second by Jablonski to elect Dickerson Treasurer. With a voice vote, all yes. Motion carried.
Motion by Schaefer, second by Ackermann to elect Kasten Clerk. With a voice vote, all yes. Motion carried.

2. Appointment of Representatives

a. WASB Legislative Network Representative - Xiong

b. WASB Assembly Delegate - Xiong

c. CESA 9 Annual Convention Representative - Ackermann

d. CESA 9 Board of Control Representative - Ackermann

e. D.C. Everest Area Education Foundation Board of Directors - Schaefer

3. School District Depository Resolution

Motion by Schaefer, second by Ackermann to approve the resolution for the designation by the Board of the banks with which the School District funds shall be deposited. With a roll call vote, Schaefer, Ackermann, Dickerson, Xiong, Kasten, Jablonski, and Stroik, all yes. Motion carried.

4. School Board Facsimile Resolution

Motion by Kasten, second by Stroik to approve the school district Facsimile resolution to issue checks for purposes of payrolls and accounts payable during the period of April 27, 2016 through June 30, 2016. With a roll call vote, Schaefer, Ackermann, Dickerson, Xiong, Kasten, Jablonski, and Stroik, all yes. Motion carried.

5. 2016-2017 Student Accident Insurance
   Motion by Xiong, second by Stroik to approve Guarantee Trust Life Insurance Company as the District's student accident insurance for the 2016-2017 school year. With a voice vote, all yes. Motion carried.
6. GASB 45 OPEB Report for Year Beginning July 1, 2016
   Motion by Stroik, second by Xiong to approve the GAB 45 OPEB Report for Year Beginning July 1, 2016 as submitted. With a voice vote, all yes. Motion carried.
7. Garbage and Recycling Contracts Recommendation
   Motion by Schaefer, second by Stroik to approve the three year garbage and recycling contracts with Waste Management and Advanced Disposal. With a voice vote, all yes. Motion carried.
8. District Salary Increases
   Motion by Stroik, second by Schaefer to approve the recommended salary increases for all employee groups. With a voice vote, Dickerson and Jablonski abstained, all yes. Motion carried.
9. Coaching and Co-Curricular Pay Increase Recommendation
   Motion by Kasten, second by Stroik to approve the coaching and co-curricular pay increases of 1.5% as recommended. With a voice vote, Dickerson abstained, all yes. Motion carried.
10. Idea School Out of State Trip Request
    Motion by Schaefer, second by Stroik, to approve the Idea School trip to Gurnee, Illinois, on May 13, 2016. With a voice vote, all yes. Motion carried.
11. Junior High Trip Request
    Motion by Stroik, second by Dickerson, to approve the Junior High AP Government trip to Washington, D.C., February 20-24, 2017. With a voice vote, all yes. Motion carried.
12. Senior High Rugby Trip
    Motion by Schaefer, second by Ackermann, to approve the Senior High Rugby Trip to Elkhart, Indiana, May 6-8, 2016. With a voice vote, all yes. Motion carried.

B. Informational Items

1. Phase Two of Technology Infrastructure Update
   Dr. Stoskopf updated the Board on the telephone system upgrade.

XI. **Petitions and Communications**

A. Memorial Tribute Thank You

1. Family of Ann Bruski (Mother of Randa Wieman)
2. Mary Waldhart and Family for Memorial Tribute for Her Mother
3. Family of Henrietta Wildman (Mother of Nancy Gajewski)

XII. **Future Meeting Dates**

A. Next Regular Board Meeting

1. Regular School Board Meeting

   a. Wednesday, May 25, 2016, 6:30 pm
      DCE Administration Building Board Room

   b. Wednesday, June 22, 2016, 6:30 pm
      DCE Administration Board Room

XIII. **Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(c) to Consider Personnel Matters.**

Motion by Xiong, second by Schaefer to adjourn to closed session pursuant to W.S.S. 19.85(1)(c) to consider personnel matters. With a roll call vote, Schaefer, Ackermann, Dickerson, Xiong, Kasten, Jablonski, and Stroik, all yes. Motion carried. Time was 7:31 p.m.

XIV. **Reconvene in Open Session**

Meeting reconvened in open session at 7:54 p.m.

XV. **Adjourn**

Meeting adjourned at 7:54 p.m.

Respectfully submitted,

Rita A. Kasten, Clerk

Ellen Suckow, Secretary to the Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the May 25, 2016, meeting of the school board.

Confidential

Regular School Board Meeting
Closed Session
Tuesday, April 26, 2016 6:30 PM
DCE Administration Building
6300 Alderson St., Weston, WI 54476

– M I N U T E S –

1. **Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(c)(f) to Consider Personnel Matters**

   Motion by Xiong, second by Schaefer to adjourn to closed session pursuant to W.S.S. 19.85(1)(c) to consider personnel matters. With a roll call vote, Schaefer, Ackermann, Dickerson, Xiong, Kasten, Jablonski, and Stroik, all yes. Motion carried. Time was 7:31 p.m.

2. Superintendent Gilmore updated the Board on personnel issues.

3. **Reconvene in Open Session**

   Motion by Xiong, second by Schaefer, to reconvene to reconvene to open session at 7:54 p.m. With a voice vote, all yes. Motion carried.

Respectfully submitted,

Rita A. Kasten, Clerk

Ellen Suckow, Secretary to the Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the May 25, 2016, meeting of the school board.

Recommended Employment/Resignations/Contract Adjustments

Recommended Employment

Certified Staff

Name	*Position*	*Salary*	*%*	*Start*
Adria Pagel	Grade 1 Teacher – RO	$41,000	100	8/29/2016
Crystal Krienke-Bonkoski	Art Teacher – RO	$41,000	80	8/29/2016
Kendra Feathers	Advisor – Idea Charter	$40,000	100	8/24/2016
Lauren Weber	Grade 5 Teacher – WE	$40,000	100	8/24/2016
Nancy Miller	Math Teacher – JH	$42,000	100	8/24/2016
Amanda Hoeft	English Teacher – JH	$40,000	100	8/24/2016
Benjamin Burish	Band Director – JH	$40,000	100	8/24/2016
Kally (Samuelson) Jehn	Early Childhood Teacher – District	$40,000	100	8/24/2016
Brittany Kurz	Speech/Language Clinician-District	$47,000	100	8/24/2016
Kathryn Delaney	Kindergarten Teacher – EV	$40,000	100	8/24/2016
Cynthia Royer	Kindergarten Teacher – RO	$63,200	100	8/24/2016
Kathryn Koch	Kindergarten Teacher – RO	$41,000	100	8/24/2016
Katelyn Landerman	Kindergarten Teacher – WE	$40,000	100	8/24/2016
April Sparbel	Grade 4 – Mountain Bay	$48,200	100	8/24/2016
Nicholas Ramcheck	Teacher - MS	$40,000	100	8/24/2016
Alexis Hartman	Grade 4-WE *One Year Contract*	$40,000	100	8/24/2016
Barbara Lawrence	Instructional Coach/Math Interventionist	$75,500	100	8/19/2016

Teacher contracts for 2016-17 as attached

Administrator contracts for 2016-17 as attached

Support Staff

Name	*Position/Bldg.*	*Wage/hr*	*Start*	*Type*
Becky Reed	Cook II – MS	$11.17	5/9/2016	Food
MaiBao Thao	Bilingual Asst.- WE	$14.65	5/16/2016	EPU
Christina Krueger	Secretary/Clerk Typist – SH	$13.05	5/16/2016	EPU
Whitney Nechuta	Food Server – MB	$10.77	5/16/2016	Food
Burton Hanke	Housekeeper – SH	$13.34	6/6/2016	Cust
Angela Borth	Food Server – SH	$10.77	8/22/2016	Food

Summer School Certified Staff

Name	*Position*	*Salary*	*Start*
Summer School Teachers as attached and any additional and/or revised agreements as approved by Administration.			

Resignation(s)/Retirement(s)

Certified Staff

Name	*Position*	*Effective Date*	*Type*
Justin Pagel	4th Grade – MB	May 4, 2016	Rescinded acceptance
Alison Reilly	Kindergarten Teacher – RO	June 9, 2016	Resignation
William Traber	Business Education Teacher – SH	June 9, 2016	Resignation
Ann Berns	French Teacher – SH/JH	June 9, 2016	Resignation
David Juliot	At-Risk Teacher – JH	June 9, 2016	Resignation

Support Staff

Name	*Position*	*Effective Date*	*Type*
Molly Kieper	SWD Assistant	June 8, 2016	Resignation

DCE Senior High School					
Kissinger, Cameron	Tennis Varsity Boys - Assistant Coach	5/1/16	6/6/16	6	–

2016 Teacher Contracts

ABEL, DON A
ACKLEY, MEGAN MARI
ADAMUS, AMY L
ALBERS, KATHRYN MARIE
ALDRICH, ALISSA MAE
ALECKSON, ANDREW M
ALECKSON, SARAH J
ALGER, DANYELL ZABRINA ANN
ALLEN, SUSAN J
AMMON, CHRISTIAN D
ANDERSON, JESSIE J
ANDERSON, NICOLE JEAN
ANDERSON, NICOLE KAY WALSH
ARCHIQUETTE, JEANNE M
ATKINSON, SCOTT M
BAHR, MICHELLE K
BAILEY, JOANNA
BAILEY, SARAH ANNE
BAREGI, JILL M
BARTLING, SHARON ANN
BATES, CRISTIE L
BAUMAN, SUE A
BAUMANN, MELISSA ANN
BECK, PHILIP LEE
BEITZEL, ERIK R
BERGSTROM, JEFFREY M
BETRY, JAMIE LYNN
BEYER, MICHAEL WILLIAM
BINDL, PEGGY M
BLAKE, KARRIE A
BLANCHARD, SCOTT G
BLANCHETTE, ALLISHA A
BLANK, KARA ANN
BOHLMAN, MARK D
BOHLMAN, MICHAEL A
BOHLMAN, TAMMY
BOHM, DAWN A
BORYSIAK, MARLENE M
BOUCHE, EMILY M
BRANDT, JEREMY LEWYLLN
BRANDT, JOLENE JOAN
BRANDT, MICHAEL L
BRANTON, MICHELLE LISA
BRAUN, LISA
BRAUNEL, CRAIG W
BRAY, ISAAC CHRISTIAN
BRECKE, CHAD E
BROST, TONYA K
BUEGE, AMANDA K
BUKOWSKI, JENNIFER L
BULLIS, KRISTINE K
BULLIS, MATTHEW L
BURGESS, JULIE A
BURZINSKI, LYNN
BYCHINSKI, LORI A
CARD, MARI E
CARTLEDGE, MELINDA JO
CEPRESS, MATTHEW J
CHAPMAN, DEBORAH L
CIESLEWICZ, JODY M
CLABOTS, LAURA L
CLAY REISSMANN, MELISSA LYNN
COENEN, LUKE A
COENEN, WENDY R
CORNISH, SUSAN JEANNE
CUCCHIARELLI, JENNIFER ANN
CUMMINGS, LONA
DAHLGREN, JAMES D
DAIGLE, STACEY I
DAMRAU, GINA M
DAMROW, CYNTHIA M
DAVIES, ELYSE MAE
DAVIES, THOMAS R
DAVIS, ALEXSANDRA D
DAY, MARLA A
DEBOER, JOEL KENNETH
DELANEY, KATHRYN
DEMBOWSKI, SHEILA S
DEMUTH, BOBBI J
DENNIS, KATHLEEN R
DERCKS, ALYSSA LANITA MACE
DERCKS, ANDREW R
DEVINE-SCHWANTES, JODI M
DICKERSON, LESLEI JO
DIPPEL, ASHLEY ANN
DORAN, CASSANDRA MARIE
DRACH, MARIAH K
DU VAIR, JACQUES G
DU VAIR, PAULA D
DUFFRIN, KRISTINE K
DURSKI, JEAN M
EISENMAN, CHERYL L
ELLIS, CORINTHIA MARIE
ENGEBRETSON, BRIAN K
ENGEN, GARY A
ENGEN, TERI J
EVJE, KAYLIN MAE
FEATHERS, KENDRA L
FEATHERS, TIM G
FIKE, LEONARD L
FINNEGAN, JOSEPH
FISCHER, TAMMY
FISHER, LEAH E
FOSS, MALLORY ANN
FOSTER, BRYAN M
FOSTER, DEBORAH ANN
FOX, GRETCHEN MARIE
FRANCK, SUZANNE M
FRITSCHE, ASHLEY ANNE
FRITSCHE, JOSHUA J
FROOM, PAUL R
GAJEWSKI, NANCY A
GARTZKE, DIANA JOY VIGNESS
GAUGER, AMANDA A
GEBERT, SAMANTHA L
GEIER, ANN M
GETTELMAN, ROBIN C
GILBERTSON, MOLLIE KATHLEEN
GIPP, JENNIFER J
GLEISNER, MARY ANN
GLYNN, JOHN M
GOETSCH, CHERYL D
GRAFF, CHRISTOPHER J
GRAHAM, CONNIE
GREIL, TRAVIS CARL
GRESSER, PAMELA A

GROSSKREUTZ, BRENDA J
GULDAN, DONNA J
HAHN, NATHAN M
HANKE, MICHAEL SEAN
HANSEN, CHRISTOPHER J
HANSON, DAWN MARIE
HARVANEK, ANGELA JEAN
HECKEL, CORY R
HEEREN, CAROL ANN
HEEREN, ERIC ALAN
HEEREN, WILLIAM L
HEILMEIER, LAURIE A
HEINZEN, ANN MARIE
HEISE, STACY E
HELLER, KATHLEEN M
HOBBINS, STEPHANIE K
HOENISCH, BENJAMIN D
HOENISCH, KIMBERLY E
HOESLY, ANN M
HOFFMAN, DAVID L
HOFFMANN, YVONNE C
HOSTVEDT, JAMES D
HUDDLESTON, DUDLEY J
HUDDLESTON, KAREN M
HUGHES, JAYMI
HUGHES, PATRICK C
JACOBSON, LISA M
JAGODZINSKI, ANNE M
JAGODZINSKI, JENNIFER L
JAIPURI, SANDRA S
JAKUSZ, LISA L
JANKE, TODD C
JASURDA, RITA MARIE
JENSEN, JOSHUA J
JIRIK, KRISTIN J
JIRIK, SCOTT J
JOHANEK, AMANDA LEIGH
JOHNSON, ANN R
JOHNSON, CALLIE JO
JOHNSON, HEATHER ELIZABETH
JOHNSON, ROXANNE M
JOHNSON, TRACY M
KAMINSKI, SARAH JEAN
KATZMAREK, AARON ROBERT
KELLY, HEATHER LYNN
KEMP, AUDREY S
KINDLARSKI, JENNIFER L
KING, LYNN D
KIRSCHLING, ALEXIA M
KLEINSCHMIDT, MATTHEW D
KLINNER, JULIE L
KLUEVER, JACKIE SUE
KNOEDLER, JENNA ANNE
KOENIG, TAMMY E
KOLLROSS, LUCAS J
KOLODZIEJ, HEIDI ELIZABETH
KONKOL, LOIS A
KOSTKA, RACHAEL K
KOWALKE, KATHLEEN A
KRIENKE-BONKOSKI, CRYSTAL LYNN
KRUEGER, TAMMY S
KULAF, MARY B
Kurz, Brittany L
KWICK, SARAH J
LAMB, AMANDA SUE
LAMMERT, JASON CARL
LAMMERT, SARAH
LANCELLE, GARRETT J
LANCELLE, TARA ANN
Landerman, Katelyn J
LANGBEHN, DAVID J
LAPORTE, LORI A
LAWRENCE, BARBARA J
LEE, CHEE XIONG
LEHRKE, CAROLYN ANN
LEHRKE, ERIC R
LEHRKE, JODI L
LEKIE, JOSHUA D
LEU, MARIA H
LLOYD, YOLANDA M
LORGE, GRETCHEN C
LOW, MELISSA E
LUEDKE, ERNEST A
LUETSCHWAGER, REANEE L
MACIAZ, KENNETH J
MACIAZ, SARAH J
MARQUARDT, KARL R
MARTIN, ANNA ROSE
MARTIN, JEAN E
MATHIES, MICHAEL W
MATTHIAE, ROSALIE
MCCLELLAN, HEATHER LYNN
MCFARLANE, TAMMY A
MEHRE, MELISSA ANN
MERGENDAHL, WENDY S
MERZ, SARAH
MEURETT, MOLLY ANNE
MEYER, MELISSA B
MEYER, MELISSA L
MEYER, RICK SCHEEL
MILLER, JAMI L
Miller, Nancy L
MINNIHAN, JOHN K
MOORE, KATHLYNE M
MORGAN, LEXI KATLIN
MORGAN, LISA K
MORGAN, ROBERT K
MOUA, MAI
MURASKI, JOHN
NATZKE, ANDREW J
NEITZEL, BRENDA ANN
NELSON, JILL MARLAYNE
NEWTON, PETE L
NIELSEN, TONYA A
NOVAK, NANCY M
NYE, SARAH ELIZABETH
O'BRIEN, RENEE M
OBOIKOVITZ, VICKI A
OLSON, ADAM GERALD
OLSTAD, GLENN A
OOSTERHUIS, JENNY A
PAGEL, ADRIA LYNN
PAGEL, AMANDA M.
PALMQUIST, HANNAH REBECCA
PARDE, KATHY M
PAULSON, JOHN I
PAULSON, NICOLE M
PEDERSON, TERESA L

PENSINGER, SARA ELIZABETH
PERNSTEINER, CHAD
PETERSON, JODI A
PETERSON, MARGARET C
PETERSON, STACY K
PHALEN, LISA C
PICKAR, TONY R
PIERCE, PATRICE A
PLAMANN, LIBERTAD FLORENTINA
PLAZA, CAROL A
PLAZA, MARIA CHRISTINE
PLAZA, MICHAEL A
PLISCH, SANDRA P
PODEWELTZ, KEVIN JAMES
POPHAL, JOHN A
POZORSKI, KATHLEEN M
PRAHL, TINA M
QUEVILLON, APRIL ANNE-ASHLEY
RADLOFF, DUSTIN M
RAINVILLE, SUSAN MARY
REID-MICHLIG, LISA ANN
REIF, JESSA M
REIMER, JENNIFER L
REINARDY, DIANNA M
RENNIE, DALLAS R
RESCH, KAMI JO
RHEINSCHMIDT, AMY J
RICE, JULIE LYNNE
RIECK, DEBRA L
RISLOVE, JOSEPH DENNIS
ROCHESTER, TIMOTHY R
ROLOFF, JOSHUA J
ROSEWICZ, JANE
ROWLANDS, AMY R
Royer, Cynthia L
RUPPERT, ELISSA ANN
RUSINEK, JAYME M
SAARI, JENNIFER L
SALZMAN, JAMIE K
SANDQUIST, BREE E G
SCHIEFELBEIN, KELLY M
SCHILLING, BRYAN G
SCHMIDT, PETER T
SCHMITZ, APRIL MARIE
SCHNECK, TRINA J
SCHOEPKE, JANE M
SCHOOL, HANNAH EMMALYN
SCHUELLER, DAWNEEN K
SCHULTZ, LINDSEY ROSE
SCHULTZ, TATUM ELIZABETH
SCHWAN, ANNE M
SEARING, REBECCA L
SEELEY, BRAD D
SEELEY, CAITLIN MARIE
SEIBEL, JENNI D
SELLE, SUZANNE K
SENDELBACH, MICHELLE M
SENORASKE, TODD J
SIVERTSON, TAMARA
SJOBERG, JILL MARIE
SLAGOSKI, TARA MARIE
SOEHL, MICHAEL J
SONDELSKI, TRACI L
SPARBEL, APRIL
SPIEGEL, TINA
STACHOVAK, AMY E
STACHOVAK, LUKE V
STADLER, REBECCA A
STASHEK, JACQUELINE M
STEAD, HEATHER ELLA
STINGL, JACOB M
STOFFEL, ERIN E
STORTECKY, LISA MARIE
STRAHOTA, BARBARA J
STRAND, SCOTT ALLEN
STREHLOW, TIMOTHY A
STREHLOW, VICKI A
STREMKOWSKI, JAYCIE SUE
STREVELER, TAMMY L
STRICK, ANGELA S
STRICK, JEFFREY W
SWENSON, KATELYN MARIE
SYBELDON, THERESA H
TABOR, PETER A
TAYLOR, JULIANN M
TESCH, KAYLEE J
THAO, PANYIA Y
THEISS, HEATHER M
THOMPSON, CHAD M
THOMPSON, SARAH A
THORPE, PETER J
TINJUM, DONALD D
TORGERSON, WENDY K
TREANKLER, STEVEN M
TREPTOW, FELECITY
TRETTER, TODD N
TRIMNER, SARAH E
TRZEBIATOWSKI, TAMMY L
ULRICH, JOSHUA S
UMLAUF, BETH A
VAN ALSTINE, AMY LYNN
VANDERWYST, AMY J
VANGALDER, KIMBERLY ANN
VANSLYKE, DANIEL P
VANSLYKE, KENDRA KAY
VESPER, WENDY L
VINJE, MICHELE M
VIRLAN, SHARA A
VOLLMER, MEREDITH PATRICE
WANTA, DAVID J
WARDALL, MARIE J
WEBER, LAUREN R
WEGNER, SARAH A
WEGNER, SARAH E
WELLER, JULIE M
WENDORF, BROOKE A
WENDORF, MICHAEL L
WESTERGARD, KATHLEEN M
WESTFALL, AJAY MCKENZY
WHELAN, KIMBERLY ANN
WHITSETT, DAWN OLSTAD
WIDMANN, SARA L
WIERNIK, ANN
WILICHOWSKI, KIM M
WISTROM, LISA M
WOCHINSKI, KATHRYN LYNN
WODALSKI, CHELSE ROSE
WOLFE, MICHAEL K

WOLLERSHEIM, KATHRYN C
WRIGHT, JOSHUA CHRISTOPHER
XIONG, KANG BAO
YIRKOVSKY, DEIDRE L
ZELL, BRIAN W
ZELL, CASSIE A
ZIEGELBAUER, KELLY ANN
ZIMMERMAN, BRENDA L
ZOROMSKI, BRIAN LEE

2016 Administrators

ABEL, SCOT F
BELOTT, JEFFREY J
BOHM, TODD J
GILMORE, KRISTINE A
GOETSCH, DIANE L
HALL, KIMBERLY DORELL
HELLER, CHRISTOPHER J
HOFFMAN, AARON M
JOHANSEN, THOMAS W
KAMPMANN, KEVIN J
KITCHELL, LEEANN
KOEPKE, RICHARD L
LECHNER, MARY JO
LEHMAN, GINA L
LEHRKE, FRITZ M
MCBRIDE, EMMETT J
MCFARLANE, JASON ROBERT
MILLER, CRAIG ALAN
MULL, AARON W
NELSON, AARON P
NYE, CASEY J
PHALEN, PATRICK J
POPHAL, STEVEN S
SABEY, RENA SUE
SCHIELD, PAULINE P
SCHOMMER, MARK A
STOSKOPF, JACK E
THOMPSON, KELLY A
WEGGE, KAREN A
WELLER, RANDY M
WELSH, CHRISTINE L
ZYNDA, JENNIFER LEIGH

Summer School Teachers 2016

Ackley, Megan
Adamus, Amy
Aldrich, Alissa
Aleckson, Andrew
Almario, Lauren
Archiquette, Jeanne
Atkinson, Scott
Bahr, Michelle
Beitzel, Erik
Borysiak, Marlene
Branton, Michelle
Brecke, Chad
Brost, Tonya
Buska, Amanda
Card, Mari
Coenen, Wendy
Cornish, Susan
Dennis, Kathleen
Eisenman, Cheryl
Ellis, Corinthia
Fisher, Leah
Fox, Gretchen
Franck, Suzanne
Fritsche, Ashley
Fritsche, Joshua
Frystak, Joy
Gipp, Jennifer
Glynn, John
Haase, Theresa
Harvanek, Angela
Heeren, Eric
Heinzen, Ann
Heise, Stacy
Hoenisch, Benjamin
Hughes, Jaymi
Hughes, Patrick
Jensen, Joshua
Johanek, Amanda
Johnson, Beth
Johnson, Tracy
Kelly, Heather
Kirschling, Alexia
Kowalke, Kathleen
Lamb, Amanda
Lancelle, Garrett
Lekie, Joshua
Luedke, Ernest
Mcclellan, Heather
Mergendahl, Wendy
Moore, Kathlyne
Nye, Sarah
Pagel, Adria
Pagel, Justin
Palmquist, Hannah
Pickar, Tony
Podeweltz, Kevin
Pozorski, Kathleen
Prahl, Tina
Quevillon, April
Radloff, Dustin
Rainville, Susan

Rheinschmidt, Amy
Rochester, Timothy
Salzman, Jamie
Samuelson, Kally
Schmitz, April
Schneck, Trina
Schueller, Dawneen
Schultz, Lindsey
Searing, Rebecca
Stead, Heather
Strahota, Barbara
Strand, Scott
Tesch, Kaylee
Torgerson, Wendy
Traber, William
Trzebiatowski, Tammy
Vanderloop, Susan
Vesper, Wendy
Wegner, Sarah
Wendorf, Michael
Wilson, Shantese
Wochinski, Kathryn
Wolfe, Noreen
Zell, Cassie
Ziegelbauer, Kelly

D.C. EVEREST AREA SCHOOL DISTRICT

6300 ALDERSON STREET, WESTON, WI 54476

TREASURER'S REPORT

MAY 18, 2016

CASH BALANCE AS OF APRIL 19, 2016	($96,186.95)	
INVESTMENT ACCOUNT TRANSFERS		$3,518,849.93
RECEIPTS CR#22043 - CR#22233	$5,381,556.67	
CHECKS FOR APPROVAL #216543 - #216722 ACH: #151602081- # 151602360		$1,774,522.37
VOIDS:		
#216100, #216342, #216588, #216630	$668.97	
CASH BALANCE AS OF MAY 18, 2016		($7,333.61)
	$5,286,038.69	$5,286,038.69

DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (4/19/2016-05/18/2016)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
216543	MINCH, KATIE	MINCH2016	4/20/2016	60.00
216544	CONCORDIAN LANGUAGE VILLAGES	41516	4/22/2016	75.00
216545	OJER, MICHELE	Ojer Retirement	4/22/2016	100.00
216546	POSTMASTER SCHOFIELD	Postmaster Schofield	4/22/2016	300.00
216547	AUTOMATIC ENTRANCES OF WI INC	1951069	4/22/2016	2,120.00
216548	AWARDS UNLIMITED, INC.	406002	4/22/2016	13.80
216549	CHARLIES HARDWARE	9067	4/22/2016	133.49
216550	COLBY SCHOOL DISTRICT	42461	4/22/2016	14.50
216551	COLLINS, HEATHER	42430	4/22/2016	22.73
216552	DEAN FOODS OF WISCONSIN, INC.	3312016	4/22/2016	21,028.57
216553	ECOLAB, INC.	1512640	4/22/2016	1,162.97
216554	FEDEX, INC.	5-382-97614	4/22/2016	25.00
216555	GREENHECK FIELD HOUSE	11494	4/22/2016	150.00
216556	HAYES GRAPHICS LLC	16359	4/22/2016	98.60
216557	HER, PIA	42430	4/22/2016	47.88
216558	INSTRUMENTALIST AWARDS LLC	54476E 1601	4/22/2016	189.00
216559	JOHN BENNETT CREATIVE SRVS	22122-141-216	4/22/2016	495.00
216560	LLOYD, GAVIN	NOV2015 REISSUE	4/22/2016	8.00
216561	MALBRIT MECHANICAL INC	6127	4/22/2016	520.00
216561	MALBRIT MECHANICAL INC	6128	4/22/2016	4,700.00
216561	MALBRIT MECHANICAL INC	6129	4/22/2016	4,700.00
216562	MIDLAND PLASTIC INC	171904	4/22/2016	231.30
216563	MOUNTAIN BAY ELEMENTARY	Color Run	4/22/2016	125.00
216564	NANOTEK DEVICE REPAIR LLC	78	4/22/2016	1,189.00
216565	NASSP/NJHS	9000770911	4/22/2016	385.00
216566	NELCO INC	5179572 RI	4/22/2016	669.20
216567	PATTY'S MUSIC	20160321BAND	4/22/2016	91.35
216567	PATTY'S MUSIC	20160311BAND	4/22/2016	41.80
216568	RINK SYSTEMS, INC.	1104751	4/22/2016	2,560.40
216569	ROBLE, KELLY	roble41816	4/22/2016	138.00
216570	STANKE, DARRIN & JENNY	20160415STANKE	4/22/2016	275.00
216571	TEACHER DIRECT	P461560300038	4/22/2016	191.79
216572	WAUSAU & MARA CTY PARKS	MCPC41516	4/22/2016	103.16
216573	WI MATHEMATICS COUNCIL	5189	4/22/2016	35.00
216573	WI MATHEMATICS COUNCIL	5175	4/22/2016	35.00
216573	WI MATHEMATICS COUNCIL	5193	4/22/2016	35.00
216574	WI TAXPAYERS ALLIANCE	WI Taxpayers Allianc	4/22/2016	48.00
216575	WILDLANDS SCHOOL	1	4/22/2016	250.00
216576	WOLFGRAM, CURT	Mar 16/Apr 16	4/22/2016	563.16
216577	FONTANA, HOLLY	42430	4/29/2016	4.50
216578	PENROSE, RYAN	42430	4/29/2016	3.50
216579	POSTMASTER WAUSAU/DISTRIBUTION	SRYRBK	4/29/2016	75.91
216580	VITERBO UNIVERSITY	42616	4/29/2016	5,280.00
216581	SKYWARD INC	42461	4/29/2016	200.00
216582	ABT WATER TREATMENT INC	15545	4/29/2016	399.74

DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (4/19/2016-05/18/2016)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
216583	ADAMS, GEORGE	NATL HIS DAY 2016	4/29/2016	500.00
216584	BODETTE, TIM	TB, PR, 4/12	4/29/2016	40.00
216585	BOSI, MIKE	NATL HIS DAY 2016	4/29/2016	500.00
216586	BRANDT, LAVERN	LB, PR, 4/7	4/29/2016	40.00
216587	CITY OF SCHOFIELD	2014 TAX CHRG BACK	4/29/2016	63.11
216588	DC EVEREST AREA SCHOOLS	63	4/29/2016	120.00
216589	DREAM SYSTEMS	4150	4/29/2016	3,500.00
216590	ENTERPRISE	9234579	4/29/2016	60.49
216591	FEDEX, INC.	5-390-58065	4/29/2016	33.54
216592	GORDON FOOD SERVICE INC	169663233	4/29/2016	355.44
216593	HABECK, MIKE	MH, PR, 4/7	4/29/2016	50.00
216594	JOSTENS, INC.	18642328	4/29/2016	32.04
216595	KEMPA	20160426EVERETTE	4/29/2016	125.00
216595	KEMPA	20160426THEJET	4/29/2016	65.00
216596	LANGBEHN, DALE	DL, PR, 4/12	4/29/2016	115.00
216597	LONDERVILLE ENTERPRISES	430099	4/29/2016	188.61
216598	MARQUARDT STAMP AND SIGN	46861	4/29/2016	23.90
216599	MOUNTAIN BAY BANQUET-DALES WESTOI	0425-ASbk001757000	4/29/2016	5,699.28
216600	OTIS ELEVATOR CO	65086516	4/29/2016	975.00
216601	REMI'S ACADEMY OF DEFENSE	1	4/29/2016	390.00
216602	ROMA, BRENDA	roma41516	4/29/2016	14.75
216603	SADDLEBACK EDUCATIONAL, INC.	0651033-IN	4/29/2016	582.34
216604	SCHMITZ, KURT	KS, PR, 4/12	4/29/2016	115.00
216605	SIGN HERE INTERPRETING LLC	DCE160420	4/29/2016	912.50
216605	SIGN HERE INTERPRETING LLC	DCE160125	4/29/2016	825.00
216606	STOWELL, JESSICA	15452	4/29/2016	80.00
216607	TNT CONSULTING LLC	Feb-Apr 2016	4/29/2016	969.87
216608	TRAIN 4 YOUR BEST	1601 / 1602	4/29/2016	355.00
216608	TRAIN 4 YOUR BEST	1501	4/29/2016	400.00
216608	TRAIN 4 YOUR BEST	1502	4/29/2016	400.00
216608	TRAIN 4 YOUR BEST	1701, 1702	4/29/2016	600.00
216609	WAUSAU AWARDS AND ENGRAVING	Gavel	4/29/2016	25.32
216610	WDSPS- INDUSTRY SERVICES INVOICING	405038	4/29/2016	100.00
216610	WDSPS- INDUSTRY SERVICES INVOICING	405039	4/29/2016	200.00
216611	WESTON AQUATIC CENTER	42616	4/29/2016	500.00
216612	WODALSKI, ED	EW, PR, 4/12	4/29/2016	115.00
216613	ALLIANCE COLLECTION AGENCY	4/29/2016A	4/29/2016	172.38
216614	MARK HARRING STANDING CHAPTER 13 T	4/29/2016A	4/29/2016	1,294.62
216615	UNITED WAY OF MARATHON CNTY	20160429ADUWAY	4/29/2016	704.40
216616	ZYNDA, JENNIFER	42430	4/29/2016	48.60
216616	ZYNDA, JENNIFER	42461	4/29/2016	48.60
216616	ZYNDA, JENNIFER	FEB/MAR/APR2016	4/29/2016	114.32
216617	GOAL LINE, INC.	8474	5/6/2016	700.00
216618	KRUG BUS SERVICE, INC.	9201	5/6/2016	600.00
216619	LAMERS BUS LINES, INC.	488592	5/6/2016	550.00

DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (4/19/2016-05/18/2016)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
216619	LAMERS BUS LINES, INC.	488593	5/6/2016	575.00
216620	ABT WATER TREATMENT INC	15994	5/6/2016	415.63
216621	ANDERSON, CHARLES	CA, PR, 4/29	5/6/2016	40.00
216622	BETHLEHEM COMM-RO.,INC.	BETH-4K-APR16	5/6/2016	6,937.38
216623	BODETTE, TIM	TB, PR, 4/21	5/6/2016	40.00
216624	BRANDT, LAVERN	LB, PR, 4/29	5/6/2016	110.00
216625	BURKE, JOHN	JB, PR, 4/22	5/6/2016	75.00
216626	CELLCOM - WAUSAU	825460	5/6/2016	626.28
216627	COLLINS, HEATHER	42461	5/6/2016	72.90
216628	COMPLETE OFFICE OF WISCONSIN	119475	5/6/2016	3,872.00
216629	FEDEX, INC.	5-398-20121	5/6/2016	86.64
216630	GLASS ON WHEELS OF C WI	042761C	5/6/2016	388.97
216631	GLOBAL EQUIPMENT COMPANY	109379339	5/6/2016	44.50
216632	GORDON FOOD SERVICE INC	43016JH	5/6/2016	10,922.92
216632	GORDON FOOD SERVICE INC	46016MS	5/6/2016	34,568.70
216633	HABECK, MIKE	MH, PR, 4/22	5/6/2016	110.00
216634	HAWKINS, ASH CPA'S LLP	3035838	5/6/2016	3,700.00
216635	HEIL, KAITLIN	15601	5/6/2016	35.00
216636	HOLZEM, LEANNA	LH, PR, 4/29	5/6/2016	55.00
216637	LANGBEHN, DALE	DL, PR, 4/21	5/6/2016	115.00
216638	LARSON, DAN	20160222	5/6/2016	175.00
216639	LEIDER, DAN	4272016	5/6/2016	100.00
216640	MALBRIT MECHANICAL INC	6131	5/6/2016	6,450.00
216640	MALBRIT MECHANICAL INC	175097	5/6/2016	890.62
216640	MALBRIT MECHANICAL INC	175068	5/6/2016	85.71
216640	MALBRIT MECHANICAL INC	175069	5/6/2016	170.00
216641	MARA CTY PUBLIC HEALTH	HLI00009297	5/6/2016	24.00
216642	NAPA AUTO PARTS, INC.	DEC103-FEB/MARCH	5/6/2016	928.95
216643	NEFF COMPANY, INC.	2439181	5/6/2016	316.27
216644	PAGEL, ANN	42491	5/6/2016	80.00
216645	PATTY'S MUSIC	20160310CHOIR	5/6/2016	77.90
216646	PETERSON, GARY	4272016	5/6/2016	100.00
216647	PREISIG, MONICA	Preisig22916	5/6/2016	97.00
216647	PREISIG, MONICA	preisig33116	5/6/2016	121.25
216648	SCHABER, MONICA	MS, PR, 4/22	5/6/2016	40.00
216649	SCHMITZ, KURT	KS, PR, 4/21	5/6/2016	195.00
216650	SCHOOL HOUSE	749220	5/6/2016	69.92
216651	SCHOOL NUTRITION ASSN	468658-16	5/6/2016	44.50
216652	ST JOHN LUTHERAN SCHOOL	STJO-4K-APR16	5/6/2016	2,569.40
216653	STERLING WATER INC	342X05136000	5/6/2016	1,274.95
216654	STUDER EDUCATION	Studer	5/6/2016	355.00
216655	TEACHER DIRECT	P461936400025	5/6/2016	48.45
216655	TEACHER DIRECT	P461962000012	5/6/2016	38.15
216656	THE READING WAREHOUSE	159590	5/6/2016	72.69
216657	THOMPSON, MELINDA	MT, PR, 4/22	5/6/2016	80.00

DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (4/19/2016-05/18/2016)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
216658	TRAIN 4 YOUR BEST	1503	5/6/2016	400.00
216658	TRAIN 4 YOUR BEST	1603	5/6/2016	885.00
216659	TROTZER, WILLIAM	BT, PR, 4/22	5/6/2016	55.00
216660	WESTON MUNICIPAL UTILITIES	JAN-APR2016	5/6/2016	3,485.89
216661	WODALSKI, ED	EW, PR, 4/21	5/6/2016	115.00
216662	BARWICK, JOCELYN	42461	5/6/2016	70.68
216663	FONTANA, HOLLY	42461	5/13/2016	5.00
216664	LAMERS BUS LINES, INC.	488370	5/13/2016	600.00
216665	MOUNT OLIVE LUTHERAN CHURCH	APTESTS16	5/13/2016	690.00
216666	NORTHCENTRAL TECH COLLEGE	4720-762-93400-6062	5/13/2016	20.00
216667	PENROSE, RYAN	42461	5/13/2016	3.50
216668	SECURIAN FINANCIAL GROUP, INC.	42522	5/13/2016	15,546.90
216669	SECURITY HEALTH PLAN	JUN 2016-HLTH-JE	5/13/2016	833.33
216670	SECURITY HEALTH PLAN	42522	5/13/2016	841,913.32
216671	ALLIANT UTILITIES/WP&L	9269310000 APR2016	5/13/2016	1,043.66
216672	ASPIRUS WAUSAU HOSPITAL	KJ72	5/13/2016	1,318.72
216672	ASPIRUS WAUSAU HOSPITAL	KJ71	5/13/2016	4,242.18
216673	BIG UNIVERSE, INC.	12237	5/13/2016	1,799.00
216674	CENTURY LINK	1374088801	5/13/2016	181.52
216675	CESA #8	504612	5/13/2016	300.00
216676	COCA COLA REFRESHMENTS, INC	542016	5/13/2016	1,398.00
216677	COMPLETE OFFICE OF WISCONSIN	572143	5/13/2016	11.94
216678	DC EVEREST DECA CHAPTER	16-02-19-012	5/13/2016	100.00
216679	DC EVEREST SENIOR HIGH SCHOOL	42916	5/13/2016	1,035.00
216680	DEAN FOODS OF WISCONSIN, INC.	4302016	5/13/2016	21,122.91
216681	ENTERPRISE RENT-A-CAR CO WI L	6.50013E+11	5/13/2016	60.49
216682	FEDEX, INC.	5-405-61176	5/13/2016	28.26
216683	FRONEK, AMY	42430	5/13/2016	198.64
216683	FRONEK, AMY	JAN/FEB/MAR/APR20	5/13/2016	359.89
216684	GORDON FOOD SERVICE INC	43016HS	5/13/2016	20,387.77
216685	GUARDIAN PEST CONTROL, INC.	42461	5/13/2016	410.65
216686	HER, PIA	42461	5/13/2016	71.82
216687	HERDRICH, LEAH	herdrich33116	5/13/2016	340.50
216687	HERDRICH, LEAH	herdrich13116	5/13/2016	200.25
216687	HERDRICH, LEAH	herdrich22916	5/13/2016	339.75
216688	HIORNS PIANO SERVICE	20160428	5/13/2016	45.00
216689	KANITZ, CHERYL	CK41316	5/13/2016	70.00
216689	KANITZ, CHERYL	592016	5/13/2016	245.00
216690	KING & SONS EXCAVATING, MITCH	2836	5/13/2016	540.00
216691	KNOEDLER, JENNA	42461	5/13/2016	43.09
216692	KYLES CONSULTING LLC	42461	5/13/2016	200.00
216693	LAMERS BUS LINES, INC.	489436	5/13/2016	1,515.00
216693	LAMERS BUS LINES, INC.	489435	5/13/2016	1,250.00
216694	MARA CTY SOCIAL SERVICES	42339	5/13/2016	75.00
216695	MARATHON FEED INC	76278	5/13/2016	5,285.00

DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (4/19/2016-05/18/2016)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
216696	MARQUARDT STAMP AND SIGN	46904	5/13/2016	28.00
216697	NANOTEK DEVICE REPAIR LLC	83	5/13/2016	1,450.00
216698	NAPA AUTO PARTS, INC.	APRIL-DCE-1103	5/13/2016	40.89
216698	NAPA AUTO PARTS, INC.	DCE-103-APRIL	5/13/2016	1,116.34
216699	NEOFUNDS BY NEOPOST INC.	42461	5/13/2016	2,000.00
216700	NEOLA, INC	65438	5/13/2016	1,095.00
216701	PATTY'S MUSIC	20160427BAND	5/13/2016	20.69
216701	PATTY'S MUSIC	4272016	5/13/2016	192.60
216702	PHONAK LLC	5153685768	5/13/2016	100.00
216703	ROBLE, KELLY	roble5316	5/13/2016	179.00
216704	ROTHSCHILD WATERWORKS	2016 JAN-APR	5/13/2016	2,081.80
216705	SCHOEPKE, JANE	42461	5/13/2016	54.40
216706	SCHOLASTIC INC	13036870	5/13/2016	1,099.04
216707	STAPLES ADVANTAGE	3301350404	5/13/2016	1,085.47
216707	STAPLES ADVANTAGE	3301350353	5/13/2016	529.47
216707	STAPLES ADVANTAGE	3301350419	5/13/2016	55.99
216707	STAPLES ADVANTAGE	3301350447	5/13/2016	54.05
216707	STAPLES ADVANTAGE	3301350364	5/13/2016	133.10
216707	STAPLES ADVANTAGE	3301350380	5/13/2016	30.58
216707	STAPLES ADVANTAGE	3301350302	5/13/2016	22.47
216707	STAPLES ADVANTAGE	3301350307	5/13/2016	43.79
216707	STAPLES ADVANTAGE	3301350311	5/13/2016	11.15
216707	STAPLES ADVANTAGE	3301350324	5/13/2016	49.27
216707	STAPLES ADVANTAGE	3301350338	5/13/2016	48.87
216707	STAPLES ADVANTAGE	3301350352	5/13/2016	40.02
216707	STAPLES ADVANTAGE	3301350357	5/13/2016	15.33
216707	STAPLES ADVANTAGE	3301350360	5/13/2016	12.84
216707	STAPLES ADVANTAGE	3301350361	5/13/2016	6.44
216707	STAPLES ADVANTAGE	3301350363	5/13/2016	230.61
216707	STAPLES ADVANTAGE	3301350340	5/13/2016	706.69
216707	STAPLES ADVANTAGE	3301350348	5/13/2016	12.10
216707	STAPLES ADVANTAGE	3301350349	5/13/2016	20.99
216707	STAPLES ADVANTAGE	3301350381	5/13/2016	24.51
216707	STAPLES ADVANTAGE	3301350394	5/13/2016	77.30
216707	STAPLES ADVANTAGE	3301350396	5/13/2016	23.24
216707	STAPLES ADVANTAGE	3301350397	5/13/2016	158.90
216707	STAPLES ADVANTAGE	3301350433	5/13/2016	64.36
216707	STAPLES ADVANTAGE	3301350441	5/13/2016	76.86
216707	STAPLES ADVANTAGE	3301350446	5/13/2016	26.13
216707	STAPLES ADVANTAGE	3301350455	5/13/2016	56.05
216707	STAPLES ADVANTAGE		5/13/2016	0.00
216707	STAPLES ADVANTAGE		5/13/2016	0.00
216708	SUN HARVESTER INC	42381	5/13/2016	4,830.00
216709	TEUKE, PATTI	PT, PR, 4/22	5/13/2016	80.00
216710	THOMPSON, MIKE	MT, PR, 4/22	5/13/2016	110.00

DC EVEREST AREA SCHOOL DISTRICT
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216711	TRAIN 4 YOUR BEST	1703	5/13/2016	300.00
216711	TRAIN 4 YOUR BEST	1604	5/13/2016	52.50
216712	UW STEVENS POINT-CNTRL WI ENVIRON. S	50616	5/13/2016	105.00
216713	WAUSAU TILE, INC.	502970	5/13/2016	1,134.00
216714	WI SCHOOL PSYCHOLOGISTS ASSN, INC- W	Posting 2016	5/13/2016	75.00
216715	ALLIANCE COLLECTION AGENCY	5/13/2016A	5/13/2016	192.72
216716	MARK HARRING STANDING CHAPTER 13 T	05/13/2016A	5/13/2016	1,294.62
216717	UNITED WAY OF MARATHON CNTY	20160513ADUWAY	5/13/2016	704.40
216718	BOESEL, SCOTT	51116	5/16/2016	100.00
216719	JOHNSON, PAUL	51116	5/16/2016	100.00
216720	PETERSON, KRIS	51116	5/16/2016	125.00
216721	SCHULT, ALICIA	51116	5/16/2016	300.00
216722	TESSMANN, DICK	51116	5/16/2016	300.00
151602081	ABLE DISTRIBUTING CO INC	s010785228.001	4/22/2016	839.40
151602082	ADVANCED DISPOSAL	D2061308 MAR2016	4/22/2016	5,429.73
151602083	ALECKSON, SARAH	ForStJudge'16-1	4/22/2016	100.00
151602084	AMERICAN WELDING & GAS INC	3981689	4/22/2016	148.95
151602085	BOHM, DAWN	42430	4/22/2016	87.66
151602086	BRAUNEL, CRAIG	42461	4/22/2016	128.52
151602087	BRECKE, CHAD	JAN/FEB/MAR2016	4/22/2016	103.69
151602088	CESA 9, INC.	71425/178-6	4/22/2016	100.00
151602089	CHAPMAN, DEBORAH	2468	4/22/2016	56.28
151602090	DEMUTH, BOBBI	FEB/APR2016	4/22/2016	34.00
151602091	DORAN, CASSANDRA	JAN/MAR2016	4/22/2016	50.00
151602092	EISENBARTH STRING INSTRUMENT REPAIR	454299	4/22/2016	19.00
151602092	EISENBARTH STRING INSTRUMENT REPAIR	454298	4/22/2016	18.00
151602092	EISENBARTH STRING INSTRUMENT REPAIR	454301	4/22/2016	143.00
151602093	ENGEN, TERI	42430	4/22/2016	42.82
151602094	ETCO ELECTRIC SUPPLY INC	3220125	4/22/2016	206.14
151602094	ETCO ELECTRIC SUPPLY INC	3220126	4/22/2016	260.00
151602095	FAMILY SERVICE MADISON, INC.	11067	4/22/2016	2,028.62
151602096	FIRST STUDENT INC	11209391	4/22/2016	138.37
151602096	FIRST STUDENT INC	11188851	4/22/2016	112.53
151602097	FOLLETT SCHOOL SOLUTIONS, INC	327325A-0	4/22/2016	1,802.40
151602097	FOLLETT SCHOOL SOLUTIONS, INC	324325-1	4/22/2016	2,414.91
151602097	FOLLETT SCHOOL SOLUTIONS, INC	349777-0	4/22/2016	2,367.35
151602097	FOLLETT SCHOOL SOLUTIONS, INC	320054F-5	4/22/2016	16.03
151602098	FOX, GRETCHEN	MAR2016B	4/22/2016	43.20
151602099	GILMORE, KRISTINE	MAR/APR2016	4/22/2016	198.72
151602100	GLYNN, JOHN	NOV2015A	4/22/2016	12.96
151602100	GLYNN, JOHN	DEC2015A	4/22/2016	69.66
151602101	HEEREN, WILLIAM	42461	4/22/2016	4.18
151602102	HEID MUSIC COMPANY, INC.	1670449	4/22/2016	16.24
151602103	HORAK REFRIGERATION INC	32460	4/22/2016	137.50
151602104	JOHNSON, KATHLEEN	Quilt PD Ctr Wall	4/22/2016	210.24

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151602105	LUKASKO, TIFFANY	42430	4/22/2016	127.06
151602106	MARTIN, ANNA	42430	4/22/2016	63.00
151602107	MATTHIAE, ROSALIE	42461	4/22/2016	36.88
151602108	MID WISCONSIN BEVERAGE	312539	4/22/2016	359.53
151602109	NEGRI, NANETTE	22916	4/22/2016	3,315.00
151602109	NEGRI, NANETTE	3312016	4/22/2016	3,055.00
151602110	NELSON, JILL	ForStJudge'16-2	4/22/2016	100.00
151602111	NORTHCENTRAL TECH COLLEGE	BIS-001662	4/22/2016	2,795.00
151602112	OLSON, JULIE	42430	4/22/2016	271.32
151602113	OMNI GLASS & PAINT INC	0117238-IN	4/22/2016	13,779.00
151602114	OVER THE TOP ROOFING REPAIR & MNT.	415201633	4/22/2016	132.00
151602115	PODEWELTZ, KEVIN	MAR/APR2016	4/22/2016	235.88
151602116	QUALITY DOOR AND HARDWARE INC.	718443	4/22/2016	243.00
151602117	R & R SPECIALTIES INC	59611-IN	4/22/2016	2,834.00
151602118	REALLY GOOD STUFF, INC.	5479224	4/22/2016	70.93
151602119	REINDERS INC	1625882-00	4/22/2016	18.03
151602120	REINHART FOODS INC	741216	4/22/2016	413.40
151602120	REINHART FOODS INC	746829	4/22/2016	92.10
151602120	REINHART FOODS INC	748888	4/22/2016	896.60
151602120	REINHART FOODS INC	754284	4/22/2016	144.08
151602121	RETTINGER, FERLYN	rettinger41716	4/22/2016	115.00
151602122	RIB MOUNTAIN GLASS INC	49988	4/22/2016	168.48
151602122	RIB MOUNTAIN GLASS INC	50087	4/22/2016	304.50
151602123	SCHOOL SPECIALTY	2.08116E+11	4/22/2016	35.50
151602123	SCHOOL SPECIALTY	3.08102E+11	4/22/2016	3,072.84
151602123	SCHOOL SPECIALTY	2.05812E+12	4/22/2016	70.41
151602124	SCHULTZ, LINDSEY	42430	4/22/2016	259.90
151602125	SHAR PRODUCTS CO	P156266800014	4/22/2016	1,149.00
151602126	SKYWARD INC	178027	4/22/2016	7,235.00
151602127	TIERNEY BROTHERS	multiple	4/22/2016	4,441.48
151602128	TOKARZ, MARCIA	42461	4/22/2016	107.50
151602129	UMLAUF, BETH	42430	4/22/2016	91.58
151602130	USIC LOCATING SERVICES INC	172308	4/22/2016	95.02
151602131	WEBB, HERSHEL	42430	4/22/2016	165.89
151602131	WEBB, HERSHEL	MAR2016A	4/22/2016	18.48
151602132	WELLER, RANDY	RWELLER CREDITS 201	4/22/2016	220.00
151602133	WESTERGARD, KATHLEEN	42461	4/22/2016	155.00
151602134	WHSFA	FORST04152016	4/22/2016	190.00
151602135	WISCNET	7397	4/22/2016	2,400.00
151602136	XIONG, PETER	42430	4/22/2016	94.12
151602137	ZELL, CASSIE	42461	4/22/2016	8.99
151602138	ABLE DISTRIBUTING CO INC	S010808910.001	4/29/2016	110.15
151602138	ABLE DISTRIBUTING CO INC	S010816359.001	4/29/2016	19.22
151602139	AMERICAN WELDING & GAS INC	03097361-000	4/29/2016	117.48
151602140	ASSOCIATED TRUST COMPANY	3402	4/29/2016	363.00

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151602140	ASSOCIATED TRUST COMPANY	3401	4/29/2016	121.00
151602141	BAER, CHELSEA	vaer41516	4/29/2016	25.00
151602142	BAILEY, JOANNA	MAR2016A	4/29/2016	58.32
151602143	BUNNELL, DANIELLE	42461	4/29/2016	15.12
151602144	CHRISTIANSON, VICKIE	christianson42016	4/29/2016	596.25
151602144	CHRISTIANSON, VICKIE	christianson3816	4/29/2016	525.00
151602145	COENEN, LUKE	NATL HIS DAY 2016	4/29/2016	500.00
151602146	CUMMINGS, LONA	NATL HIS DAY 2016	4/29/2016	500.00
151602147	DAVIES, ELYSE	42430	4/29/2016	44.93
151602148	ELECTRONIC INNOVATIONS INC	20160989	4/29/2016	75.00
151602149	ETCO ELECTRIC SUPPLY INC	3217654	4/29/2016	77.43
151602150	FERGUSON ENTERPRISE INC	3337402	4/29/2016	82.58
151602151	FIRST STUDENT INC	11209270	4/29/2016	456.86
151602151	FIRST STUDENT INC	11209381	4/29/2016	131.55
151602151	FIRST STUDENT INC	11212936	4/29/2016	848.50
151602151	FIRST STUDENT INC	11212966	4/29/2016	69.82
151602151	FIRST STUDENT INC	DCE Bus Travel	4/29/2016	4,238.13
151602151	FIRST STUDENT INC	11209358	4/29/2016	46.89
151602152	FOLLETT SCHOOL SOLUTIONS, INC	349777F-6	4/29/2016	617.10
151602152	FOLLETT SCHOOL SOLUTIONS, INC	365400F-5	4/29/2016	1,378.84
151602153	GAULKE, ESTHER	42430	4/29/2016	15.00
151602154	GEBERT, SAMANTHA	42430	4/29/2016	57.40
151602155	GLEISNER, MARY ANN	42461	4/29/2016	5.62
151602156	GOETSCH, DIANE	MAR2016A	4/29/2016	76.09
151602157	GRAFF, CHRISTOPHER	42461	4/29/2016	17.06
151602158	HEEREN, CAROL	42430	4/29/2016	76.03
151602159	HELLER, CHRISTOPHER	42430	4/29/2016	49.19
151602160	HOBBINS, STEPHANIE	42461	4/29/2016	29.91
151602161	HUDDLESTON, DUDLEY	42445	4/29/2016	14.48
151602162	JOHNSON, ANN	42430	4/29/2016	43.74
151602163	LB MEDWASTE INC	62392	4/29/2016	12.64
151602164	MAXWELL MEDALS & AWARDS INC.	3122311	4/29/2016	533.96
151602165	MIDLAND PAPER COMPANY, INC.	IN00368825	4/29/2016	4,144.44
151602166	NATZKE, ANDREW	42430	4/29/2016	34.56
151602167	OVER THE TOP ROOFING REPAIR & MNT.	420201638	4/29/2016	327.40
151602167	OVER THE TOP ROOFING REPAIR & MNT.	420201639	4/29/2016	282.51
151602167	OVER THE TOP ROOFING REPAIR & MNT.	424201642	4/29/2016	189.00
151602167	OVER THE TOP ROOFING REPAIR & MNT.	29 & 15	4/29/2016	313.00
151602168	OVERGAARD, JACK	JO, PR, 4/7	4/29/2016	40.00
151602169	PAVLOVICH, JENNIFER	42430	4/29/2016	28.46
151602169	PAVLOVICH, JENNIFER	42461	4/29/2016	526.69
151602170	PER MAR SECURITY SERVICES, INC.	1511350	4/29/2016	3,400.00
151602171	PETERSON, STACY	42461	4/29/2016	34.62
151602172	POPHAL, STEVEN	42461	4/29/2016	73.75
151602173	PRAHL, TINA	42430	4/29/2016	32.40

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151602174	RAINVILLE, SUSAN	42430	4/29/2016	43.73
151602175	REALLY GOOD STUFF, INC.	5472298	4/29/2016	136.26
151602176	REISER, ALLISON	reiser42516	4/29/2016	155.25
151602177	RESOURCES FOR READING INC	K474485	4/29/2016	110.91
151602178	ROCHESTER, TIMOTHY	42430	4/29/2016	47.74
151602179	RUDER WARE AND MICHLER	211969	4/29/2016	2,556.50
151602180	SCHOOL SPECIALTY	3.08102E+11	4/29/2016	135.16
151602180	SCHOOL SPECIALTY	3.08102E+11	4/29/2016	596.61
151602180	SCHOOL SPECIALTY	2.08116E+11	4/29/2016	29.55
151602180	SCHOOL SPECIALTY	3.08102E+11	4/29/2016	106.34
151602181	THOMPSON, CHAD	42461	4/29/2016	112.00
151602182	TRABER, WILLIAM	42461	4/29/2016	47.62
151602183	WASB-WI ASSN OF SCHL BOARDS	33127	4/29/2016	166.50
151602184	WENNING GRINDING SUPPLY INC., J	91568	4/29/2016	172.00
151602185	WIESNESKI, RENAE	4262016	4/29/2016	138.00
151602186	ABLE DISTRIBUTING CO INC	S010821298.001	5/6/2016	70.10
151602187	ALPHA BAKING CO., INC.	4302016HS	5/6/2016	783.04
151602187	ALPHA BAKING CO., INC.	4302016JH	5/6/2016	365.90
151602187	ALPHA BAKING CO., INC.	4302016MS	5/6/2016	1,288.05
151602188	AMERICAN WELDING & GAS INC	4001824	5/6/2016	219.45
151602188	AMERICAN WELDING & GAS INC	4014784	5/6/2016	61.95
151602188	AMERICAN WELDING & GAS INC	401270	5/6/2016	15.00
151602189	ANDERSON, NICOLE	42461	5/6/2016	49.68
151602190	ASPIRUS YMCA CHILD DEV CTR	YMCA-4K-APR16	5/6/2016	25,950.94
151602191	AURICO	260594	5/6/2016	573.30
151602192	BAIER, TERESE	42461	5/6/2016	31.33
151602192	BAIER, TERESE	APR2016A	5/6/2016	186.30
151602193	BAUDHUIN, LATICIA	42461	5/6/2016	17.50
151602194	BECKER, LISA	42461	5/6/2016	12.94
151602195	BOBS ELECTRIC, INC	38552	5/6/2016	153.28
151602195	BOBS ELECTRIC, INC	38544	5/6/2016	171.04
151602196	BOUCHE, EMILY	JAN/MAR/APR2016	5/6/2016	146.02
151602197	BR BLEACHERS, INC.	6651	5/6/2016	9,558.00
151602198	BROST, TONYA	42461	5/6/2016	155.00
151602199	DAHLGREN, JAMES	42401	5/6/2016	25.11
151602199	DAHLGREN, JAMES	42430	5/6/2016	33.21
151602200	DAMROW, CYNTHIA	42430	5/6/2016	116.10
151602200	DAMROW, CYNTHIA	42461	5/6/2016	70.20
151602201	DAVIES, THOMAS	42461	5/6/2016	27.25
151602202	DEVINE-SCHWANTES, JODI	42461	5/6/2016	75.00
151602203	ETCO ELECTRIC SUPPLY INC	3221308	5/6/2016	124.63
151602203	ETCO ELECTRIC SUPPLY INC	3221602	5/6/2016	302.74
151602204	FERGUSON ENTERPRISE INC	3355639	5/6/2016	47.38
151602204	FERGUSON ENTERPRISE INC	3344711	5/6/2016	22.39
151602204	FERGUSON ENTERPRISE INC	3349873	5/6/2016	12.77

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151602205	FIRST STUDENT INC	11212952	5/6/2016	261.14
151602205	FIRST STUDENT INC	11212942	5/6/2016	43.60
151602205	FIRST STUDENT INC	11217234	5/6/2016	276,709.63
151602205	FIRST STUDENT INC	11209080	5/6/2016	55.06
151602205	FIRST STUDENT INC	11211465	5/6/2016	88.18
151602205	FIRST STUDENT INC	11211453	5/6/2016	177.49
151602206	FOSTER, BRYAN	42461	5/6/2016	26.91
151602207	FRANCE PROPANE SERVICE	218133	5/6/2016	381.23
151602208	FREY SCIENTIFIC COMPANY-SCHOOL SPECI	3.025E+11	5/6/2016	1,274.98
151602209	GILBERTSON, MOLLIE	42461	5/6/2016	127.33
151602210	GRESSER, PAMELA	42461	5/6/2016	102.60
151602211	HANKE, MICHAEL	42461	5/6/2016	43.87
151602212	HEINZEN, ANN	42461	5/6/2016	155.00
151602213	HEISE, STACY	42461	5/6/2016	111.09
151602214	HORAK REFRIGERATION INC	32681	5/6/2016	1,280.00
151602214	HORAK REFRIGERATION INC	32692	5/6/2016	959.54
151602215	JAKUBEK, JACQUE	42461	5/6/2016	76.68
151602215	JAKUBEK, JACQUE	APR2016A	5/6/2016	30.00
151602216	JAKUSZ, LISA	42461	5/6/2016	61.95
151602217	JOHNSON CONTROLS INC	1-31838477524	5/6/2016	2,500.00
151602218	JOHNSON, EO, INC.	CNIN845397	5/6/2016	2,631.39
151602218	JOHNSON, EO, INC.	CNIN845397a	5/6/2016	20,396.50
151602218	JOHNSON, EO, INC.	CNIN845397-MS	5/6/2016	9,023.90
151602218	JOHNSON, EO, INC.	CNIN845408	5/6/2016	489.88
151602218	JOHNSON, EO, INC.	cnin845397FS	5/6/2016	94.87
151602219	KEY TO LIFE CHILDCARE CENTER, INC.	KYLF-4K-APR16	5/6/2016	9,352.08
151602220	KINDERCARE LEARNING CTR, INC.	KIND-4K-APR16	5/6/2016	7,604.62
151602221	KNAACK, ROBERT	04282016 HEARING O	5/6/2016	180.00
151602222	KOLODZIEJ, HEIDI	42461	5/6/2016	85.43
151602223	LAWSON, LYNN	42461	5/6/2016	59.60
151602223	LAWSON, LYNN	MAR/APR2016	5/6/2016	150.73
151602224	LIGHTBODY, LLC	bretl5316	5/6/2016	173.50
151602225	LIGHTING DESIGN SOLUTIONS LLC	11248	5/6/2016	1,575.00
151602225	LIGHTING DESIGN SOLUTIONS LLC	11254	5/6/2016	1,334.00
151602225	LIGHTING DESIGN SOLUTIONS LLC	11255	5/6/2016	2,488.00
151602226	LOPEZ, LISA	lopez5316	5/6/2016	162.50
151602227	MARA CTY CHILD DEVELOPMENT	MCCDA-4K-APR16	5/6/2016	3,597.16
151602228	MCCLELLAN, HEATHER	42430	5/6/2016	44.49
151602229	MCMILLAN-HEHIR, HEATHER	42461	5/6/2016	60.64
151602230	MEP SOLUTIONS, LLC	16-046MP	5/6/2016	760.00
151602231	MILLER, JANE	42506	5/6/2016	521.16
151602232	MOON, DANIELLE	42430	5/6/2016	25.98
151602233	MOUNT OLIVE 4K PROGRAM	MTOL-4K-APR16	5/6/2016	12,590.06
151602234	NASCO INC - EDUCATION	930383	5/6/2016	566.85
151602234	NASCO INC - EDUCATION	925089	5/6/2016	51.39

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151602235	NEWMAN CATHOLIC-ST MARK	STMA-4K-APR16	5/6/2016	6,358.26
151602236	NEWMAN CATHOLIC-ST THERESE	STTH-4K-APR16	5/6/2016	9,015.78
151602237	OVERGAARD, JACK	JO, PR, 4/22	5/6/2016	110.00
151602238	PARDE, KATHY	42461	5/6/2016	22.03
151602239	PER MAR SECURITY SERVICES, INC.	1512540	5/6/2016	234.95
151602240	POZORSKI, KATHLEEN	42461	5/6/2016	102.60
151602241	SCHOOL SPECIALTY	2.08116E+11	5/6/2016	46.35
151602241	SCHOOL SPECIALTY	3.08102E+11	5/6/2016	132.03
151602241	SCHOOL SPECIALTY	2.08116E+11	5/6/2016	27.52
151602241	SCHOOL SPECIALTY	2.08116E+11	5/6/2016	82.46
151602242	SEELEY, CAITLIN	42461	5/6/2016	35.67
151602243	SENDELBACH, MICHELLE	42461	5/6/2016	155.00
151602244	SUN PRINTING INC	80839	5/6/2016	712.00
151602245	TESCH, KAYLEE	42461	5/6/2016	38.02
151602246	TEUKE, MICHAEL	MT, PR, 4/22	5/6/2016	110.00
151602247	TREANKLER, STEVEN	42461	5/6/2016	85.00
151602248	TRETTER, TODD	42461	5/6/2016	31.91
151602249	TRIMNER, SARAH	42461	5/6/2016	110.38
151602250	VAN ERT ELECTRIC COMPANY INC.	96899	5/6/2016	1,489.50
151602251	WAUSAU CHILD CARE-CEDAR CR,INC.	WACC-4K-APR16	5/6/2016	5,228.26
151602252	WELSH, CHRISTINE	42461	5/6/2016	55.94
151602253	WI PUBLIC SERVICE	1632729428-00000	5/6/2016	64,200.79
151602253	WI PUBLIC SERVICE	1632729428-00000GA	5/6/2016	4,601.62
151602254	WSMA	121462	5/6/2016	1,205.00
151602254	WSMA	10740-2016	5/6/2016	92.50
151602255	ZOESCH, DANIELLE	42461	5/6/2016	41.26
151602256	1ST PLACE TROPHY & ENGRAVING	816	5/13/2016	75.00
151602257	ABLE DISTRIBUTING CO INC	SO10844193.002	5/13/2016	6.77
151602257	ABLE DISTRIBUTING CO INC	SO10844193.001	5/13/2016	106.21
151602258	AMERICAN WELDING & GAS INC	03999499-501-401439	5/13/2016	134.64
151602258	AMERICAN WELDING & GAS INC	4014269	5/13/2016	4.62
151602259	ARAMARK UNIFORM SERVICES, INC	APR2016 FOOD	5/13/2016	684.20
151602259	ARAMARK UNIFORM SERVICES, INC	APR2016 CUSTODIAL	5/13/2016	3,076.60
151602260	ATKINSON, SCOTT	42461	5/13/2016	63.50
151602261	BAER, CHELSEA	baer43016	5/13/2016	110.00
151602262	BAND INSTRMT REPR SPEC INC	28420	5/13/2016	170.00
151602263	BARTLING, SHARON	42461	5/13/2016	18.36
151602264	BASSETT MECHANICAL, INC.	6026933C	5/13/2016	1,620.00
151602265	BECKER, LISA	42491	5/13/2016	90.00
151602266	BELOTT, JEFFREY	42461	5/13/2016	127.71
151602267	BLASER, TRACEY	42491	5/13/2016	111.41
151602268	BORYSIAK, MARLENE	42461	5/13/2016	19.12
151602269	BRECKE, ROXANNE	brecke43016	5/13/2016	28.00
151602269	BRECKE, ROXANNE	brecke41416	5/13/2016	22.25
151602270	BROST, TONYA	FEB2016A	5/13/2016	217.08

DC EVEREST AREA SCHOOL DISTRICT
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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
151602271	BUEGE, AMANDA	42461	5/13/2016	8.10
151602272	CARRICO AQUATIC RESOURCES, INC	20161131	5/13/2016	682.50
151602273	CHRISTIANSON, VICKIE	christianson5416	5/13/2016	486.25
151602274	CONSTELLATION ENERGY SERVICES	1663588-01	5/13/2016	17,271.74
151602275	DAHLGREN, JAMES	42461	5/13/2016	74.28
151602276	DAIGLE, STACEY	42461	5/13/2016	71.23
151602277	DAVIES, ELYSE	42461	5/13/2016	47.74
151602278	ETCO ELECTRIC SUPPLY INC	3221756	5/13/2016	7.25
151602278	ETCO ELECTRIC SUPPLY INC	3221966	5/13/2016	114.68
151602279	FERGUSON ENTERPRISE INC	3360955	5/13/2016	197.03
151602280	FIRST STUDENT INC	11217325	5/13/2016	3,752.72
151602280	FIRST STUDENT INC	11212960	5/13/2016	38.49
151602280	FIRST STUDENT INC	11212948	5/13/2016	34.64
151602280	FIRST STUDENT INC	11209376	5/13/2016	575.64
151602280	FIRST STUDENT INC	11217345	5/13/2016	271.84
151602280	FIRST STUDENT INC	11192964	5/13/2016	58.10
151602281	FOLLETT SCHOOL SOLUTIONS, INC	384195F-1	5/13/2016	1,027.43
151602281	FOLLETT SCHOOL SOLUTIONS, INC	395481F-3	5/13/2016	92.87
151602281	FOLLETT SCHOOL SOLUTIONS, INC	386670-2	5/13/2016	454.72
151602281	FOLLETT SCHOOL SOLUTIONS, INC	386670F-1	5/13/2016	47.04
151602281	FOLLETT SCHOOL SOLUTIONS, INC	CV133194	5/13/2016	-105.75
151602282	FORMS SPECIALISTS INC	39774	5/13/2016	200.00
151602283	FOX, GRETCHEN	42461	5/13/2016	38.88
151602283	FOX, GRETCHEN	APR2016A	5/13/2016	6.47
151602284	GARTZKE, DIANA	42461	5/13/2016	123.28
151602285	GAULKE, ESTHER	42461	5/13/2016	17.00
151602286	GLYNN, JOHN	42461	5/13/2016	39.96
151602287	GULDAN, DONNA	42461	5/13/2016	17.98
151602287	GULDAN, DONNA	APR2016A	5/13/2016	101.52
151602288	HAAS, RHONDA	42461	5/13/2016	10.79
151602289	HEEREN, WILLIAM	APR2016A	5/13/2016	58.46
151602290	HEID MUSIC COMPANY, INC.	1687967	5/13/2016	243.10
151602290	HEID MUSIC COMPANY, INC.	1680039	5/13/2016	111.93
151602291	HOFFMANN, YVONNE	42461	5/13/2016	39.01
151602292	JOHNSON, ANN	42461	5/13/2016	46.17
151602293	JOHNSON, EO, INC.	CNIN854408 SENIOR H	5/13/2016	11,880.17
151602293	JOHNSON, EO, INC.	CNIN845408 JH	5/13/2016	7,431.88
151602293	JOHNSON, EO, INC.	CNIN845408 JH ADMII	5/13/2016	245.14
151602294	KAMPMANN, KEVIN	42461	5/13/2016	259.03
151602295	KENITZER, ROXANNE	42461	5/13/2016	322.75
151602296	KOEPKE, RICHARD	42461	5/13/2016	36.72
151602296	KOEPKE, RICHARD	42430	5/13/2016	30.24
151602296	KOEPKE, RICHARD	FEB2016A	5/13/2016	29.16
151602297	KRISS PREMIUM PROD INC	145190	5/13/2016	1,004.29
151602298	KRUEGER FLORAL & GIFTS INC	30910	5/13/2016	50.00

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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
151602299	KRUG BUS SERVICE, INC.	9389	5/13/2016	686.00
151602300	KWICK, SARAH	42461	5/13/2016	155.00
151602301	KWIK TRIP INC	00054784 APR2016	5/13/2016	1,255.67
151602302	LAMB, AMANDA	42461	5/13/2016	155.00
151602303	LAWRENCE, BARBARA	42461	5/13/2016	133.65
151602304	LAWSON, LYNN	APR2016A	5/13/2016	53.93
151602305	LEADER PRINTING	15769	5/13/2016	591.48
151602306	LEE, CHEE	APR-MAY2016	5/13/2016	33.86
151602307	LEHRKE, CAROLYN	42461	5/13/2016	90.00
151602308	LIGHTBODY, LLC	bretl41316	5/13/2016	437.50
151602308	LIGHTBODY, LLC	bretl43016	5/13/2016	422.50
151602308	LIGHTBODY, LLC	bretl33016	5/13/2016	912.50
151602309	LIGHTING DESIGN SOLUTIONS LLC	11257	5/13/2016	2,644.05
151602309	LIGHTING DESIGN SOLUTIONS LLC	11269	5/13/2016	3,975.00
151602310	LUEDKE, ERNEST	42461	5/13/2016	26.61
151602311	LUKASKO, TIFFANY	42461	5/13/2016	171.39
151602312	MACIAZ, KENNETH	FEB/MAR2016	5/13/2016	78.51
151602313	MCCLELLAN, HEATHER	MAR2016A	5/13/2016	174.92
151602314	MID WISCONSIN BEVERAGE	5216	5/13/2016	189.71
151602315	MILLER, CRAIG	42461	5/13/2016	106.11
151602316	MMG EMPLOYER SOLUTIONS, INC.	115420	5/13/2016	1,732.50
151602317	MONTAG, ERIC	42461	5/13/2016	7.37
151602318	MULL, AARON	42461	5/13/2016	154.44
151602319	NASCO INC - EDUCATION	917762	5/13/2016	189.00
151602319	NASCO INC - EDUCATION	928547	5/13/2016	107.04
151602319	NASCO INC - EDUCATION	935544	5/13/2016	22.31
151602320	NATL ELEVATOR INSPECTION SVC, INC.	230578	5/13/2016	103.00
151602320	NATL ELEVATOR INSPECTION SVC, INC.	230601	5/13/2016	103.00
151602321	NATZKE, ANDREW	MAR2016A	5/13/2016	32.40
151602322	O'BRIEN, RENEE	42461	5/13/2016	114.10
151602323	OVER THE TOP ROOFING REPAIR & MNT.	5092016	5/13/2016	536.50
151602324	PARKIN, KELSEY	42461	5/13/2016	22.63
151602325	PER MAR SECURITY SERVICES, INC.	1513048	5/13/2016	3,250.00
151602326	PETERSON, JODI	35726005-US-0	5/13/2016	1,216.93
151602327	POINDEXTER, BRADLEY	42491	5/13/2016	914.98
151602328	POPHAL, STEVEN	APR2016A	5/13/2016	79.38
151602329	PRAHL, TINA	42461	5/13/2016	45.79
151602330	REALLY GOOD STUFF, INC.	5501492	5/13/2016	62.97
151602331	REIF, JESSA	42461	5/13/2016	270.33
151602332	REINHART FOODS INC	760138	5/13/2016	520.56
151602332	REINHART FOODS INC	762289	5/13/2016	59.14
151602332	REINHART FOODS INC	754908	5/13/2016	1,329.30
151602333	RIGGS SITE CONSULTING LLC	4372	5/13/2016	800.00
151602334	SCHNEIDER, PATRICIA	MAR/APR2016	5/13/2016	60.80
151602335	SCHOOL SPECIALTY	2.08116E+11	5/13/2016	261.77

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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
151602335	SCHOOL SPECIALTY	2.08116E+11	5/13/2016	1,768.75
151602335	SCHOOL SPECIALTY	2.08116E+11	5/13/2016	42.35
151602336	SCHUELLER, DAWNEEN	42461	5/13/2016	21.17
151602337	SCHULTZ, LINDSEY	42461	5/13/2016	278.16
151602338	SELLE, SUZANNE	42461	5/13/2016	69.34
151602339	SHAR PRODUCTS CO	P1563486	5/13/2016	2,518.00
151602340	STEIG, LINDSAY	42461	5/13/2016	108.22
151602341	STOSKOPF, JACK	42461	5/13/2016	24.03
151602341	STOSKOPF, JACK	APR-MAY2016	5/13/2016	170.64
151602342	SUN PRINTING INC	80483	5/13/2016	172.25
151602343	TAYLOR, JULIANN	42461	5/13/2016	256.44
151602344	TESKE, STEFANIE	42461	5/13/2016	45.36
151602344	TESKE, STEFANIE	APR2016A	5/13/2016	33.10
151602345	THE COSTUMER, INC	324447.1.2	5/13/2016	540.73
151602346	THOMPSON, CHAD	APR2016A	5/13/2016	166.71
151602347	THOMPSON, KELLY	42461	5/13/2016	39.58
151602348	UMLAUF, BETH	42461	5/13/2016	103.84
151602349	USIC LOCATING SERVICES INC	176723	5/13/2016	95.02
151602350	VAN ERT ELECTRIC COMPANY INC.	97808	5/13/2016	235.17
151602350	VAN ERT ELECTRIC COMPANY INC.	97806	5/13/2016	638.31
151602351	VANSLYKE, DANIEL	42461	5/13/2016	42.34
151602352	WASILCZUK, MIKE	42461	5/13/2016	61.63
151602353	WEBB, HERSHEL	42461	5/13/2016	89.10
151602354	WEBKO EMBROIDERY & SCREEN PRINTING	187570	5/13/2016	390.00
151602355	WENDORF, BROOKE	42461	5/13/2016	123.79
151602356	WENDORF, MICHAEL	42461	5/13/2016	52.00
151602357	WHELAN, KIMBERLY	42461	5/13/2016	214.61
151602358	XIONG, PETER	42461	5/13/2016	72.68
151602359	YANG, YAUO	42461	5/13/2016	13.61
151602360	WASILCZUK, MIKE	MAR-APR2016	5/17/2016	365.16
				1,774,522.37

Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Func Prj DeptJob	Beginning Balance	2015-16 FYTD Credits	2015-16 FYTD Debits	Ending Balance
10 A 000 000 711000 000 000 000	GENERAL FUND/CLAIM ON CASH	-2,451,107.06	106,422,098.11	110,875,453.64	2,002,248.47
10 A 000 000 711100 000 000 000	GENERAL FUND/PAYROLL CLEARANCE ACCOUNT	0.00	30,569,721.35	30,569,721.35	0.00
10 A 000 000 711105 000 000 000	GENERAL FUND/A/P ACH Cash Account Intercity	0.00	0.00	0.00	0.00
10 A 000 000 711200 000 000 000	GENERAL FUND/PETTY CASH	1,430.00	0.00	0.00	1,430.00
10 A 000 000 712000 000 000 000	GENERAL FUND/INVESTMENTS	14,809,376.53	95,865,067.18	88,643,258.71	7,587,568.06
10 A 000 000 713100 000 000 000	GENERAL FUND/TAXES RECEIVABLE	6,951,431.55	19,313,241.04	19,528,908.19	7,167,098.70
10 A 000 000 713200 000 000 000	GENERAL FUND/ACCOUNTS RECEIVABLE	73,475.63	115,273.52	41,797.89	0.00
10 A 000 000 713207 000 000 000	GENERAL FUND/SCOREBOARDS RECEIVABLE	0.00	0.00	0.00	0.00
10 A 000 000 713210 000 000 000	GENERAL FUND/TRACK RENOVATION PROJECT	0.00	0.00	0.00	0.00
10 A 000 000 714100 000 000 000	GENERAL FUND/DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
10 A 000 000 715500 000 000 000	GENERAL FUND/DUE FROM STATE GOVERNMENT	831,200.10	1,646,024.10	814,824.00	0.00
10 A 000 000 715600 000 000 000	GENERAL FUND/DUE FROM FED GOVERNMENT	46,337.17	46,337.17	0.00	0.00
10 A 000 000 717001 000 000 000	GENERAL FUND/PREPAID EXPENSE - IN TECH	0.00	0.00	0.00	0.00
10 A 000 000 751000 000 000 000	GENERAL FUND/FIXED ASSETS-SITES	0.00	0.00	0.00	0.00
10 A 000 000 753000 000 000 000	GENERAL FUND/FIXED ASSETS-BUILDINGS	0.00	0.00	0.00	0.00
10 A 000 000 754000 000 000 000	GENERAL FUND/FIXED ASSETS-EQUIPMENT	0.00	0.00	0.00	0.00
10 A 000 000 754100 000 000 000	GENERAL FUND/EQUIP MENT ACCUM DEPRECIATION	0.00	0.00	0.00	0.00
10 L 000 000 000000 000 000 000	GENERAL FUND/N/A	0.00	0.00	0.00	0.00
10 L 000 000 811100 000 000 000	GENERAL FUND/TEMPORARY NOTES PAYABLE	-5,300,000.00	4,490,499.14	5,300,499.14	-4,490,000.00
10 L 000 000 811200 000 000 000	GENERAL FUND/ACCOUNTS PAYABLE	-1,137,310.40	17,419,982.92	18,557,293.32	0.00
10 L 000 000 811555 000 000 000	GENERAL FUND/AP P-CARD	0.00	499.14	499.14	0.00
10 L 000 000 811558 000 000 000	GENERAL FUND/AP STAPLES	0.00	0.00	0.00	0.00
10 L 000 000 811610 000 000 000	GENERAL FUND/MEDICARE	-47,718.15	1,079,356.34	1,127,074.49	0.00
10 L 000 000 811611 000 000 000	GENERAL FUND/FICA	-216,339.68	4,599,553.50	4,815,893.18	0.00
10 L 000 000 811612 000 000 000	GENERAL FUND/FEDERAL INCOME TAX	0.00	3,522,607.01	3,522,607.01	0.00
10 L 000 000 811613 000 000 000	GENERAL FUND/STATE INCOME TAX	-59,447.62	2,062,960.58	2,122,408.20	0.00
10 L 000 000 811620 000 000 000	GENERAL FUND/RETIREMENT DEDUCTION	-627,630.65	5,348,099.07	5,790,084.60	-185,645.12
10 L 000 000 811622 000 000 000	GENERAL FUND/HDHP - 4K / 8K	0.00	676,174.66	666,997.93	-9,176.73
10 L 000 000 811624 000 000 000	GENERAL FUND/HDHP-40 EMPLOYEE DEDUCTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811626 000 000 000	GENERAL FUND/HSA - EMPLOYEE DEDUCTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811628 000 000 000	GENERAL FUND/HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
10 L 000 000 811630 000 000 000	GENERAL FUND/DENTAL-PPO CONTRIBUTION	0.00	447,800.73	428,759.56	-19,041.17
10 L 000 000 811631 000 000 000	GENERAL FUND/HEALTH INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10 L 000 000 811632 000 000 000	GENERAL FUND/DENTAL INSURANCE DEDUCT	0.00	0.00	0.00	0.00
10 L 000 000 811633 000 000 000	GENERAL FUND/DISABILITY INS DEDUCTION	-13,419.32	123,574.71	130,881.11	-6,112.92
10 L 000 000 811634 000 000 000	GENERAL FUND/SPOUSE/DEP'DT LIFE INSURANCE	-1,729.22	10,300.59	10,649.63	-1,380.18
10 L 000 000 811635 000 000 000	GENERAL FUND/DEPENDENT CARE - CHPT125	-23,828.81	106,663.35	108,914.68	-21,577.48
10 L 000 000 811636 000 000 000	GENERAL FUND/DENTAL-PPO CHAPTER 125	0.00	55,225.58	52,829.98	-2,395.60
10 L 000 000 811637 000 000 000	GENERAL FUND/HEALTH-CHAPTER 125	0.00	0.00	0.00	0.00
10 L 000 000 811638 000 000 000	GENERAL FUND/DENTAL-CHAPTER 125	0.00	32,054.26	30,669.22	-1,385.04

Fd T Loc Obj Func Prj DeptJob		Beginning Balance	2015-16 FYTD Credits	2015-16 FYTD Debits	Ending Balance
10 L 000 000 811639 000 000 000	GENERAL FUND/ADDITIONAL LIFE INSURANCE	-11,541.48	62,078.07	64,313.34	-9,306.21
10 L 000 000 811640 000 000 000	GENERAL FUND/UNITED WAY	0.00	18,205.09	18,205.09	0.00
10 L 000 000 811641 000 000 000	GENERAL FUND/OTHER MEDICAL - CHPT 125	4,930.43	51,973.68	47,043.25	0.00
10 L 000 000 811642 000 000 000	GENERAL FUND/EBC - FLEX CLAIMS TAIL	0.00	0.00	0.00	0.00
10 L 000 000 811643 000 000 000	GENERAL FUND/HEALTH INS. - SELF PAY	0.00	202,575.58	185,246.19	-17,329.39
10 L 000 000 811644 000 000 000	GENERAL FUND/DENTAL INS. - SELF PAY	0.00	9,478.99	0.00	-9,478.99
10 L 000 000 811645 000 000 000	GENERAL FUND/LIFE INS - EMPLOYER CONTR	-13,045.68	69,695.53	84,372.59	1,631.38
10 L 000 000 811647 000 000 000	GENERAL FUND/LIMITED FLEX PLAN-CHAPTER 125	0.00	5,197.71	3,945.18	-1,252.53
10 L 000 000 811648 000 000 000	GENERAL FUND/SUPPLEMENTAL LIFE INSURANCE	-6,776.82	31,316.39	32,515.43	-5,577.78
10 L 000 000 811650 000 000 000	GENERAL FUND/UNION DUES DEDUCTION	0.00	0.00	0.00	0.00
10 L 000 000 811652 000 000 000	GENERAL FUND/GREENHECK FIELDHOUSE MEMBERSHP	0.00	7,463.90	7,463.90	0.00
10 L 000 000 811665 000 000 000	GENERAL FUND/ROTH 403(b)	0.00	43,294.34	43,294.34	0.00
10 L 000 000 811670 000 000 000	GENERAL FUND/TSA'S	0.00	690,200.51	690,200.51	0.00
10 L 000 000 811673 000 000 000	GENERAL FUND/RETIREE HEALTH	0.00	542,859.30	0.00	-542,859.30
10 L 000 000 811674 000 000 000	GENERAL FUND/RETIREE DENTAL	0.00	10,097.90	0.00	-10,097.90
10 L 000 000 811675 000 000 000	GENERAL FUND/RETIREE LIFE	0.00	7,057.90	0.00	-7,057.90
10 L 000 000 811699 000 000 000	GENERAL FUND/MISCELLANEOUS	0.00	106,492.83	106,492.83	0.00
10 L 000 000 811700 000 000 000	GENERAL FUND/INTEREST PAYABLE	-35,814.18	83,388.32	52,411.00	-66,791.50
10 L 000 000 811810 000 000 000	GENERAL FUND/NET PAYROLL PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 811815 000 000 000	GENERAL FUND/NET EFT PAYABLE	0.00	54,506,827.34	54,506,827.34	0.00
10 L 000 000 811820 000 000 000	GENERAL FUND/VOUCHERS PAYABLE	-3,580,643.80	101,857.10	3,682,500.90	0.00
10 L 000 000 812000 000 000 000	GENERAL FUND/DUE TO OTHER FUNDS	-200,000.00	0.00	200,000.00	0.00
10 L 000 000 815100 000 000 000	GENERAL FUND/SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
10 L 000 000 815901 000 000 000	GENERAL FUND/OPEB 73	0.00	1,090,991.00	1,090,991.00	0.00
10 L 000 000 816000 000 000 000	GENERAL FUND/DEFERRED REVENUES	0.00	0.00	0.00	0.00
10 L 000 000 816910 000 000 000	GENERAL FUND/DEF. REV. - IN TECH	0.00	0.00	0.00	0.00
10 L 000 000 817100 000 000 000	GENERAL FUND/HEALTH-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 817101 000 000 000	GENERAL FUND/SECURITY PREMIUM PAYABLE	-680,937.91	8,819,613.90	10,553,620.32	1,053,068.51
10 L 000 000 817150 000 000 000	GENERAL FUND/HRA PAYABLE	-418,720.41	1,261,869.97	1,681,084.78	494.40
10 L 000 000 817200 000 000 000	GENERAL FUND/DENTAL-CLAIMS PAYABLE	-145,571.16	746,922.85	847,106.66	-45,387.35
10 L 000 000 819107 000 000 000	GENERAL FUND/CONF ROOM A - ED IMPROVEMENT	0.00	0.00	0.00	0.00
10 L 000 000 842300 000 000 000	GENERAL FUND/LONG-TERM BONDS PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 842350 000 000 000	GENERAL FUND/38 FUND TAXABLE BONDS	0.00	0.00	0.00	0.00
10 Q 000 000 000000 000 000 000	GENERAL FUND/N/A	0.00	0.00	0.00	0.00
10 Q 000 000 911000 000 000 000	GENERAL FUND/FIXED ASSETS - L.T.D.	0.00	0.00	0.00	0.00
10 Q 000 000 912000 000 000 000	GENERAL FUND/FIXED ASSETS - TAX LEVY	0.00	0.00	0.00	0.00
10 Q 000 000 914000 000 000 000	GENERAL FUND/FIXED ASSETS-ACCUM DEPRECIATN	0.00	0.00	0.00	0.00
10 Q 000 000 916000 000 000 000	GENERAL FUND/FIXED ASSETS - DONATIONS	0.00	0.00	0.00	0.00
10 Q 000 000 931000 000 000 000	GENERAL FUND/FUND BALANCE-RESERVED	0.00	35,822,709.46	34,098,701.47	-1,724,007.99
10 Q 000 000 931700 000 000 000	GENERAL FUND/FUND BALANCE - L.T.D.	0.00	0.00	0.00	0.00

Fd T Loc Obj Func Prj DeptJob		Beginning Balance	2015-16 FYTD Credits	2015-16 FYTD Debits	Ending Balance
10 Q 000 000 932000 000 000 000	GENERAL FUND/FUND BALANCE-CASH FLOW	0.00	0.00	0.00	0.00
10 Q 000 000 936120 000 000 000	GENERAL FUND/Cont Oblig-Restricted Fund Bal	-340,000.00	0.00	0.00	-340,000.00
10 Q 000 000 936320 000 000 000	GENERAL FUND/Debt Service Retirement	0.00	0.00	0.00	0.00
10 Q 000 000 936500 000 000 000	GENERAL FUND/Food Service Fund Balance	0.00	0.00	0.00	0.00
10 Q 000 000 936900 000 000 000	GENERAL FUND/Fund Balance-Restricted Other	0.00	0.00	0.00	0.00
10 Q 000 000 938900 000 000 000	GENERAL FUND/Assigned Fund Balance	0.00	0.00	0.00	0.00
10 Q 000 000 939200 000 000 000	GENERAL FUND/WORKING CAPITAL (CASH FLOW)	0.00	82,249,998.75	71,952,320.31	-10,297,678.44
10 Q 000 000 939900 000 000 000	GENERAL FUND/Unassigned Fund Balance	-7,406,599.06	12,662,583.92	20,069,182.98	0.00
10 - --- --- ------ --- --- ---		0.00	493,157,864.38	493,157,864.38	0.00

Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Func Prj DeptJob	Beginning Balance	2015-16 FYTD Credits	2015-16 FYTD Debits	Ending Balance
27 A 000 000 711000 000 000 000	SPECIAL EDUCATION FUND/CLAIM ON CASH	700,365.40	7,442,403.70	2,607,215.28	-4,134,823.02
27 A 000 000 711100 000 000 000	SPECIAL EDUCATION FUND/PAYROLL CLEARANCE ACCOUNT	0.00	7,277,730.56	7,277,730.56	0.00
27 A 000 000 711105 000 000 000	SPECIAL EDUCATION FUND/A/P ACH Cash Account Intercity	0.00	0.00	0.00	0.00
27 A 000 000 712000 000 000 000	SPECIAL EDUCATION FUND/INVESTMENTS	0.00	2,424,055.85	2,424,055.85	0.00
27 A 000 000 713200 000 000 000	SPECIAL EDUCATION FUND/ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
27 A 000 000 714100 000 000 000	SPECIAL EDUCATION FUND/DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
27 A 000 000 715420 000 000 000	SPECIAL EDUCATION FUND/DUE FROM CESA	0.00	0.00	0.00	0.00
27 A 000 000 715600 000 000 000	SPECIAL EDUCATION FUND/DUE FROM FED GOVERNMENT	104,581.11	104,581.11	0.00	0.00
27 L 000 000 000000 000 000 000	SPECIAL EDUCATION FUND/N/A	0.00	0.00	0.00	0.00
27 L 000 000 811200 000 000 000	SPECIAL EDUCATION FUND/ACCOUNTS PAYABLE	-7,959.07	650,159.23	658,118.30	0.00
27 L 000 000 811558 000 000 000	SPECIAL EDUCATION FUND/AP STAPLES	0.00	0.00	0.00	0.00
27 L 000 000 811610 000 000 000	SPECIAL EDUCATION FUND/MEDICARE	-7,997.33	261.20	8,258.53	0.00
27 L 000 000 811611 000 000 000	SPECIAL EDUCATION FUND/FICA	-34,195.05	1,116.83	35,311.88	0.00
27 L 000 000 811620 000 000 000	SPECIAL EDUCATION FUND/RETIREMENT DEDUCTION	-39,206.97	1,273.03	40,480.00	0.00
27 L 000 000 811628 000 000 000	SPECIAL EDUCATION FUND/HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
27 L 000 000 811630 000 000 000	SPECIAL EDUCATION FUND/DENTAL-PPO CONTRIBUTION	-7,704.44	195.90	7,900.34	0.00
27 L 000 000 811633 000 000 000	SPECIAL EDUCATION FUND/DISABILITY INS DEDUCTION	-2,015.24	68.84	2,084.08	0.00
27 L 000 000 811645 000 000 000	SPECIAL EDUCATION FUND/LIFE INS - EMPLOYER CONTR	-839.19	43.74	882.93	0.00
27 L 000 000 811815 000 000 000	SPECIAL EDUCATION FUND/NET EFT PAYABLE	0.00	9,302,042.74	9,302,042.74	0.00
27 L 000 000 811820 000 000 000	SPECIAL EDUCATION FUND/VOUCHERS PAYABLE	-576,528.89	18,721.38	595,250.27	0.00
27 L 000 000 812000 000 000 000	SPECIAL EDUCATION FUND/DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
27 L 000 000 815100 000 000 000	SPECIAL EDUCATION FUND/SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
27 L 000 000 817101 000 000 000	SPECIAL EDUCATION FUND/SECURITY PREMIUM PAYABLE	-124,504.49	4,306.53	128,811.02	0.00
27 L 000 000 817150 000 000 000	SPECIAL EDUCATION FUND/HRA PAYABLE	0.00	0.00	0.00	0.00
27 L 000 000 817200 000 000 000	SPECIAL EDUCATION FUND/DENTAL-CLAIMS PAYABLE	-3,995.84	202.08	4,197.92	0.00
27 Q 000 000 000000 000 000 000	SPECIAL EDUCATION FUND/N/A	0.00	0.00	0.00	0.00
27 Q 000 000 931000 000 000 000	SPECIAL EDUCATION FUND/FUND BALANCE-RESERVED	0.00	5,326,695.40	5,318,407.19	-8,288.21
27 Q 000 000 932000 000 000 000	SPECIAL EDUCATION FUND/FUND BALANCE-CASH FLOW	0.00	0.00	0.00	0.00
27 Q 000 000 936120 000 000 000	SPECIAL EDUCATION FUND/Cont Oblig-Restricted Fund Bal	0.00	0.00	0.00	0.00
27 Q 000 000 936320 000 000 000	SPECIAL EDUCATION FUND/Debt Service Retirement	0.00	0.00	0.00	0.00
27 Q 000 000 936500 000 000 000	SPECIAL EDUCATION FUND/Food Service Fund Balance	0.00	0.00	0.00	0.00
27 Q 000 000 936900 000 000 000	SPECIAL EDUCATION FUND/Fund Balance-Restricted Other	0.00	0.00	0.00	0.00
27 Q 000 000 938900 000 000 000	SPECIAL EDUCATION FUND/Assigned Fund Balance	0.00	0.00	0.00	0.00
27 Q 000 000 939200 000 000 000	SPECIAL EDUCATION FUND/WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
27 Q 000 000 939900 000 000 000	SPECIAL EDUCATION FUND/Unassigned Fund Balance	0.00	9,283,802.11	13,426,913.34	4,143,111.23
27 - --- --- ------ --- --- ---		0.00	41,837,660.23	41,837,660.23	0.00

Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Func Prj DeptJob	Beginning Balance	2015-16 FYTD Credits	2015-16 FYTD Debits	Ending Balance
50 A 000 000 711000 000 000 000	FOOD SERVICE FUND/CLAIM ON CASH	744,048.11	1,884,447.86	1,877,975.47	737,575.72
50 A 000 000 711100 000 000 000	FOOD SERVICE FUND/PAYROLL CLEARANCE ACCOUNT	0.00	1,038,161.73	1,038,161.73	0.00
50 A 000 000 711105 000 000 000	FOOD SERVICE FUND/A/P ACH Cash Account Intercity	0.00	0.00	0.00	0.00
50 A 000 000 711200 000 000 000	FOOD SERVICE FUND/PETTY CASH	200.00	0.00	0.00	200.00
50 A 000 000 712000 000 000 000	FOOD SERVICE FUND/INVESTMENTS	0.00	876,530.33	876,530.33	0.00
50 A 000 000 713200 000 000 000	FOOD SERVICE FUND/ACCOUNTS RECEIVABLE	1,237.30	11,442.76	10,205.46	0.00
50 A 000 000 714100 000 000 000	FOOD SERVICE FUND/DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
50 A 000 000 715600 000 000 000	FOOD SERVICE FUND/DUE FROM FED GOVERNMENT	64,038.72	64,038.72	0.00	0.00
50 L 000 000 000000 000 000 000	FOOD SERVICE FUND/N/A	0.00	0.00	0.00	0.00
50 L 000 000 811200 000 000 000	FOOD SERVICE FUND/ACCOUNTS PAYABLE	-1,708.38	937,216.40	938,924.78	0.00
50 L 000 000 811558 000 000 000	FOOD SERVICE FUND/AP STAPLES	0.00	0.00	0.00	0.00
50 L 000 000 811610 000 000 000	FOOD SERVICE FUND/MEDICARE	-259.85	2.33	262.18	0.00
50 L 000 000 811611 000 000 000	FOOD SERVICE FUND/FICA	-1,111.16	9.92	1,121.08	0.00
50 L 000 000 811620 000 000 000	FOOD SERVICE FUND/RETIREMENT DEDUCTION	-1,254.85	11.79	1,266.64	0.00
50 L 000 000 811630 000 000 000	FOOD SERVICE FUND/DENTAL-PPO CONTRIBUTION	-83.88	0.00	83.88	0.00
50 L 000 000 811633 000 000 000	FOOD SERVICE FUND/DISABILITY INS DEDUCTION	-38.10	0.00	38.10	0.00
50 L 000 000 811645 000 000 000	FOOD SERVICE FUND/LIFE INS - EMPLOYER CONTR	-56.55	0.00	56.55	0.00
50 L 000 000 811815 000 000 000	FOOD SERVICE FUND/NET EFT PAYABLE	0.00	1,167,924.90	1,167,924.90	0.00
50 L 000 000 811820 000 000 000	FOOD SERVICE FUND/VOUCHERS PAYABLE	-18,317.68	173.17	18,490.85	0.00
50 L 000 000 812000 000 000 000	FOOD SERVICE FUND/DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
50 L 000 000 815000 000 000 000	FOOD SERVICE FUND/DEPOSITS PAYABLE-FAMILY BALANC	0.00	0.00	0.00	0.00
50 L 000 000 815100 000 000 000	FOOD SERVICE FUND/SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
50 L 000 000 815900 000 000 000	FOOD SERVICE FUND/OTHER DEPOSITS PAYABLE	-65,522.28	0.00	0.00	-65,522.28
50 L 000 000 817101 000 000 000	FOOD SERVICE FUND/SECURITY PREMIUM PAYABLE	-805.50	0.00	805.50	0.00
50 L 000 000 817150 000 000 000	FOOD SERVICE FUND/HRA PAYABLE	0.00	0.00	0.00	0.00
50 L 000 000 817200 000 000 000	FOOD SERVICE FUND/DENTAL-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
50 Q 000 000 000000 000 000 000	FOOD SERVICE FUND/N/A	0.00	0.00	0.00	0.00
50 Q 000 000 931000 000 000 000	FOOD SERVICE FUND/FUND BALANCE-RESERVED	0.00	106,399.54	105,781.81	-617.73
50 Q 000 000 932000 000 000 000	FOOD SERVICE FUND/FUND BALANCE-CASH FLOW	0.00	0.00	0.00	0.00
50 Q 000 000 936120 000 000 000	FOOD SERVICE FUND/Cont Oblig-Restricted Fund Bal	0.00	0.00	0.00	0.00
50 Q 000 000 936320 000 000 000	FOOD SERVICE FUND/Debt Service Retirement	0.00	0.00	0.00	0.00
50 Q 000 000 936500 000 000 000	FOOD SERVICE FUND/Food Service Fund Balance	-720,365.90	2,047,497.08	2,096,227.27	-671,635.71
50 Q 000 000 936900 000 000 000	FOOD SERVICE FUND/Fund Balance-Restricted Other	0.00	0.00	0.00	0.00
50 Q 000 000 938900 000 000 000	FOOD SERVICE FUND/Assigned Fund Balance	0.00	0.00	0.00	0.00
50 Q 000 000 939200 000 000 000	FOOD SERVICE FUND/WORKING CAPITAL (CASH FLOW)	0.00	0.00	0.00	0.00
50 Q 000 000 939900 000 000 000	FOOD SERVICE FUND/Unassigned Fund Balance	0.00	0.00	0.00	0.00
50 - --- --- ------ --- --- ---		0.00	8,133,856.53	8,133,856.53	0.00

Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Func Prj DeptJob	Beginning Balance	2015-16 FYTD Credits	2015-16 FYTD Debits	Ending Balance
80 A 000 000 711000 000 000 000	COMMUNITY SERVICE FUND/CLAIM ON CASH	106,287.29	1,085,256.99	1,094,954.91	115,985.21
80 A 000 000 711100 000 000 000	COMMUNITY SERVICE FUND/PAYROLL CLEARANCE ACCOUNT	0.00	586,691.82	586,691.82	0.00
80 A 000 000 711105 000 000 000	COMMUNITY SERVICE FUND/A/P ACH Cash Account Intercity	0.00	0.00	0.00	0.00
80 A 000 000 711200 000 000 000	COMMUNITY SERVICE FUND/PETTY CASH	1,000.00	0.00	0.00	1,000.00
80 A 000 000 711300 000 000 000	COMMUNITY SERVICE FUND/HOLDING ACCOUNT-CASH	0.00	0.00	0.00	0.00
80 A 000 000 712000 000 000 000	COMMUNITY SERVICE FUND/INVESTMENTS	0.00	2,186.00	2,186.00	0.00
80 A 000 000 713100 000 000 000	COMMUNITY SERVICE FUND/TAXES RECEIVABLE	0.00	150,000.00	150,000.00	0.00
80 A 000 000 713200 000 000 000	COMMUNITY SERVICE FUND/ACCOUNTS RECEIVABLE	71,011.10	70,086.34	0.00	924.76
80 A 000 000 714100 000 000 000	COMMUNITY SERVICE FUND/DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
80 L 000 000 000000 000 000 000	COMMUNITY SERVICE FUND/N/A	0.00	0.00	0.00	0.00
80 L 000 000 811200 000 000 000	COMMUNITY SERVICE FUND/ACCOUNTS PAYABLE	-40,037.00	353,312.56	393,349.56	0.00
80 L 000 000 811225 000 000 000	COMMUNITY SERVICE FUND/CMTY ED CK ACCT PAYABLE	0.00	0.00	0.00	0.00
80 L 000 000 811558 000 000 000	COMMUNITY SERVICE FUND/AP STAPLES	0.00	0.00	0.00	0.00
80 L 000 000 811610 000 000 000	COMMUNITY SERVICE FUND/MEDICARE	-124.09	0.00	124.09	0.00
80 L 000 000 811611 000 000 000	COMMUNITY SERVICE FUND/FICA	-2,116.92	0.00	2,116.92	0.00
80 L 000 000 811620 000 000 000	COMMUNITY SERVICE FUND/RETIREMENT DEDUCTION	-682.13	0.00	682.13	0.00
80 L 000 000 811628 000 000 000	COMMUNITY SERVICE FUND/HSA - EMPLOYER CONTRIBUTIONS	0.00	0.00	0.00	0.00
80 L 000 000 811630 000 000 000	COMMUNITY SERVICE FUND/DENTAL-PPO CONTRIBUTION	0.00	0.00	0.00	0.00
80 L 000 000 811633 000 000 000	COMMUNITY SERVICE FUND/DISABILITY INS DEDUCTION	0.00	0.00	0.00	0.00
80 L 000 000 811645 000 000 000	COMMUNITY SERVICE FUND/LIFE INS - EMPLOYER CONTR	0.00	0.00	0.00	0.00
80 L 000 000 811815 000 000 000	COMMUNITY SERVICE FUND/NET EFT PAYABLE	0.00	647,301.85	647,301.85	0.00
80 L 000 000 811820 000 000 000	COMMUNITY SERVICE FUND/VOUCHERS PAYABLE	-29,761.58	0.00	29,761.58	0.00
80 L 000 000 812000 000 000 000	COMMUNITY SERVICE FUND/DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
80 L 000 000 816900 000 000 000	COMMUNITY SERVICE FUND/DEFER.REV.-SCHL.AGE CARE	-2,625.53	4,912.29	2,625.53	-4,912.29
80 L 000 000 816901 000 000 000	COMMUNITY SERVICE FUND/DEFER.REV.-YOUTH ACTIVITY FEES	-27,933.93	24,231.93	27,933.93	-24,231.93
80 L 000 000 816902 000 000 000	COMMUNITY SERVICE FUND/DEFER.REV.-ADULT & FAMILY FEES	-1,776.00	40.00	1,776.00	-40.00
80 L 000 000 816903 000 000 000	COMMUNITY SERVICE FUND/DEFER.REV.-VARIOUS CAMPS	-14,193.78	4,640.88	14,193.78	-4,640.88
80 L 000 000 816904 000 000 000	COMMUNITY SERVICE FUND/Deferred Revenue Preschool Fee	0.00	0.00	0.00	0.00
80 L 000 000 816905 000 000 000	COMMUNITY SERVICE FUND/Deferred Revenue-Other Ice Use	-7,490.00	0.00	7,490.00	0.00
80 L 000 000 816906 000 000 000	COMMUNITY SERVICE FUND/DEFERRED REV. - CARE CORNER	0.00	0.00	0.00	0.00
80 L 000 000 816907 000 000 000	COMMUNITY SERVICE FUND/DEF.REV.-POOL ACTIVITY FEES	-660.91	0.00	660.91	0.00
80 L 000 000 816908 000 000 000	COMMUNITY SERVICE FUND/DEF.REV.-GFH BUILDING RENTAL	-1,379.00	800.00	1,379.00	-800.00
80 L 000 000 816909 000 000 000	COMMUNITY SERVICE FUND/DEF.REV.-HS HOCKEY	-1,560.00	0.00	1,560.00	0.00
80 L 000 000 816911 000 000 000	COMMUNITY SERVICE FUND/DEF. REVENUE - MEMBERSHIPS	-18,260.37	0.00	18,260.37	0.00
80 L 000 000 816913 000 000 000	COMMUNITY SERVICE FUND/REF. REV.-GHF CONCESSIONS	-960.15	49.24	960.15	-49.24
80 L 000 000 817101 000 000 000	COMMUNITY SERVICE FUND/SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00
80 L 000 000 817200 000 000 000	COMMUNITY SERVICE FUND/DENTAL-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
80 Q 000 000 000000 000 000 000	COMMUNITY SERVICE FUND/N/A	0.00	0.00	0.00	0.00
80 Q 000 000 931000 000 000 000	COMMUNITY SERVICE FUND/FUND BALANCE-RESERVED	0.00	64,213.52	64,213.52	0.00
80 Q 000 000 931896 000 000 000	COMMUNITY SERVICE FUND/TOURNAMENT ACTIVITY	0.00	0.00	0.00	0.00

Fd	T	Loc	Obj	Func	Prj	DeptJob		Beginning Balance	2015-16 FYTD Credits	2015-16 FYTD Debits	Ending Balance
80	Q	000	000	932000	000	000	000	0.00	0.00	0.00	0.00
80	Q	000	000	936120	000	000	000	0.00	0.00	0.00	0.00
80	Q	000	000	936320	000	000	000	0.00	0.00	0.00	0.00
80	Q	000	000	936500	000	000	000	0.00	0.00	0.00	0.00
80	Q	000	000	936900	000	000	000	-28,737.00	1,195,328.67	1,140,830.04	-83,235.63
80	Q	000	000	938900	000	000	000	0.00	0.00	0.00	0.00
80	Q	000	000	939200	000	000	000	0.00	0.00	0.00	0.00
80	Q	000	000	939900	000	000	000	0.00	0.00	0.00	0.00
80	-	---	---	------	---	---	---	0.00	4,189,052.09	4,189,052.09	0.00

Fd T Loc Obj Func Prj DeptJob Fd T Loc Obj Func Prj DeptJob	Beginning Balance	2015-16 FYTD Credits	2015-16 FYTD Debits	Ending Balance
Grand Asset Totals	22,054,912.95	276,995,376.24	268,419,671.19	13,479,207.90
Grand Liability Totals	-13,559,210.99	121,563,828.54	130,626,184.11	-4,496,855.42
Grand Equity Totals	-8,495,701.96	148,759,228.45	148,272,577.93	-8,982,352.48
Grand Totals	0.00	547,318,433.23	547,318,433.23	0.00

Number of Accounts: 207

********** End of report **********

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                  REPORT SPECIFICATIONS
    DISTRICT:       D.C. Everest Area S.D.
    REPORT TITLE:   GENERAL INPUT BUDGET TRANSFERS
    REQUESTED BY:   ggadke        DATE:               05/18/16
    PROGRAM NAME:   fin/3amgip01. TIME:               10:00:48 AM
    COPIES:         1             LPI:                6
    RUN ON SERVER:  yes           CREATE ASCII FILE:  NO
**********************************************************************
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BATCHES SELECTED:	POST DATE	BATCH #	DESCRIPTION
	05/17/2016	15-00441	Transfer money for Surface Pro for Yauo Yang
	05/17/2016	15-00440	Dues & Fees
	05/17/2016	15-00439	Replacement strings needed for school instrum
	05/17/2016	15-00438	Not enough funds in account. Skyward did not
	05/17/2016	15-00437	Not enough funds in account. Skyward did not
	05/17/2016	15-00436	New Folders for Middle School Choir. Did not
	05/17/2016	15-00435	New folders for SH Choirs.
	05/17/2016	15-00434	Tr to cover overage in printing expenses
	05/13/2016	15-00433	Pupil Travel for 400 Block Concert and Memori
	05/13/2016	15-00432	Tr for to cover overage for music performance
	05/13/2016	15-00431	funds reallocated for pottery wheel
	05/13/2016	15-00430	student copies surplus due to iPad usage - re
	05/13/2016	15-00429	Hotel fee for upcoming seminar
	05/13/2016	15-00428	Adv Day surplus realocated for office furnish
	05/13/2016	15-00427	funds not used for LMS this year realocated f
	05/11/2016	15-00426	Cover higher than anticipated cost of subs fo
	05/11/2016	15-00425	transfer to pay for general supplies from cor
	05/10/2016	15-00424	To Cover On-going Expenses of Adventure Care
	05/10/2016	15-00423	Transfer to pay for digital scales from corre
	05/10/2016	15-00422	NEOLA Policy Update Vol. 25 #2
	05/10/2016	15-00421	PBIS gifts for April-June 2016
	05/09/2016	15-00420	to cover printing
	05/09/2016	15-00419	Transfer funds to balance accounts
	05/09/2016	15-00418	Transfer to pay for Jim Dahlgren for FBLA foo
	05/09/2016	15-00417	LA - SH - Communications - Trsfr from Dues &
	05/09/2016	15-00391	FA - SH - Orchestra - Trsfr from Sheet Music
	05/06/2016	15-00416	Transfer to pay for hotel room at WSST confer
	05/06/2016	15-00415	WL - JH - Trsfr from Instr Comp Supplies to G
	05/06/2016	15-00414	G/T Classroom Materials

BATCHES SELECTED:

POST DATE	BATCH #	DESCRIPTION
05/06/2016	15-00413	Transfer for unexpected conference registrati
05/06/2016	15-00412	transfer to pay for district vehicle from cor
05/06/2016	15-00411	To transfer to Non Capital Equipment
05/06/2016	15-00410	To transfer to Non Capital Equipment
05/06/2016	15-00409	LA - SH - Communications - Trsfr from Student
05/06/2016	15-00408	Transfer to pay for classroom materials from
05/06/2016	15-00407	Transfer to pay for teacher mileage for class
05/06/2016	15-00406	Transfer to pay for classroom expenses from c
05/06/2016	15-00405	to Cover Shipping
05/06/2016	15-00404	Transfer Funds to Purchase Lucy Calkins Class
05/06/2016	15-00403	Transfer Funds to Purchase Lucy Calkins Class
05/06/2016	15-00402	Transfer Funds to Purchase Lucy Calkins Class
05/05/2016	15-00401	Balance Accounts
05/04/2016	15-00400	Transfering money to cover remaining Lion Kin
05/04/2016	15-00399	Team used to buy student whiteboards as when
05/04/2016	15-00398	Rentals were processed out of Revenue Account
05/04/2016	15-00397	Transfer to cover PT compensatory services (E
05/04/2016	15-00396	WL - JH - Trsfr from Other Books to General S
05/04/2016	15-00395	LA - SH - Communications - Trsfr from Dues &
05/04/2016	15-00394	To cover scoot pad subscription
05/04/2016	15-00393	to cover scootpad subscription
05/04/2016	15-00392	To cover scoot pad subscription
05/04/2016	15-00390	Transfer to pay for food from correct account
05/04/2016	15-00389	Transfer to pay for replacement Algebra books
05/04/2016	15-00388	trx to cover EOJ invoice for Jan 24-Apr 24, 2
05/04/2016	15-00387	trx to cover balance of prof dev books for 7X
04/29/2016	15-00386	Tr to computer supplies to cover keyboard exp
04/29/2016	15-00385	Tr to cover overage in gen supplies
04/29/2016	15-00384	Tr to cover overage in pupil travel
04/28/2016	15-00383	Tr for staff food expense
04/28/2016	15-00381	LA - SH - English - Trsfr from General Suppli
04/28/2016	15-00380	LA - JH - Eng&Rdg - Trsfr from Dues & Fees to
04/28/2016	15-00379	LA - MS - Reading - Trsfr from General Suppli
04/28/2016	15-00378	Trsfr from General Supplies and Other Books t
04/28/2016	15-00377	Money not used in our food account
04/28/2016	15-00376	To cover costs
04/28/2016	15-00375	FA - JH - Orchestra - Trsfr from Pupil Travel

BATCHES SELECTED:

POST DATE	BATCH #	DESCRIPTION
04/27/2016	15-00374	Transfer to pay for Astronomy students transp
04/27/2016	15-00373	Vacation Fun Day had to take an additional fi
04/27/2016	15-00372	Transfer to pay for student trip to CTech fro
04/26/2016	15-00371	Tr for kindergarten general supplies
04/26/2016	15-00370	Transfer to pay for white boards from correct
04/26/2016	15-00369	transfer to food for staff picnic
04/26/2016	15-00368	Transfer to pay for SMART Team members meal i
04/26/2016	15-00367	Transfer to pay for Tom Davies food at WSST c
04/26/2016	15-00366	LA - MS - English - Trsfrs to Tech Supplies
04/26/2016	15-00365	Beth requested transfer from Dues and Fees Ac
04/26/2016	15-00364	Additional funds needed to pay hockey invoice
04/26/2016	15-00363	Transfer to pay for WSST registration from co
04/25/2016	15-00362	Fund needed for G/T classroom purchases
04/25/2016	15-00361	Transfer to pay for band saws from correct ac
04/25/2016	15-00360	Transfer to cover higher than anticipated cos
04/25/2016	15-00359	FA - SH - Art - Trsfr from Pupil Travel to Ge
04/25/2016	15-00358	field house video upgrade for grad ceremony,
04/25/2016	15-00357	Transfer to pay for Jim Dahlgren food purchas
04/25/2016	15-00356	transfer to cover faculty meeting cookie bill
04/25/2016	15-00355	Transfer to cover building furniture improvem
04/25/2016	15-00328	Trx to reimb IMC purch of earbuds for testing
04/20/2016	15-00354	Transfer to pay for district vehicle to WSST
04/19/2016	15-00353	Transfer to pay for AG student field trips fr
04/19/2016	15-00352	Revising transfer from 4/18 - computer purcha
04/19/2016	15-00351	FA - SH - Drama - Trsfr from Advertising to G
04/19/2016	15-00350	Transfer to pay for classroom supplies from c

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00441	Transfer money for Surface Pro for Yauo Yang	2015-2016	05/17/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Employee staff travel	10 E 809 342 221300 391 809 000	05/17/2016	0.00	1,000.00
2		Non Capital Equipment	10 E 809 440 171000 391 809 000	05/17/2016	1,000.00	0.00
				TOTALS	1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00440	Dues & Fees	2015-2016	05/17/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Dues & Fees; Employees	10 E 103 940 110000 000 241 000	05/16/2016	89.00	0.00
2		Dues & Fees, Office of the Principal	10 E 103 940 241000 000 241 000	05/16/2016	0.00	89.00
				TOTALS	89.00	89.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00439	Replacement strings needed for school instrum	2015-2016	05/17/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Replacement strings needed for school instruments. Used music from current library and did not need to purchase as much new music this year.	10 E 300 473 125003 000 125 000	05/13/2016	0.00	215.00
2		Replacement strings needed for school instruments. Used music from current library and did not need to purchase as much new music this year.	10 E 300 411 125003 000 125 000	05/13/2016	215.00	0.00
				TOTALS	215.00	215.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00438	Not enough funds in account. Skyward did not	2015-2016	05/17/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Not enough funds in account. Skyward did not notifiy that funds were not available when paying last of musical bills for Lion King.	10 E 300 940 125001 000 125 000	05/13/2016	0.00	69.84
2		Not enough funds in account. Skyward did not notifiy that funds were not available when paying last of musical bills for Lion King.	10 E 300 411 122600 000 125 000	05/13/2016	69.84	0.00
				TOTALS	69.84	69.84

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00437	Not enough funds in account. Skyward did not	2015-2016	05/17/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Not enough funds in account. Skyward did not notifiy that funds were not available when paying last of musical bills for Lion King.	10 E 200 413 125001 000 125 000	05/13/2016	0.00	29.32
2		Not enough funds in account. Skyward did not notifiy that funds were not available when paying last of musical bills for Lion King.	10 E 200 411 122600 000 125 000	05/13/2016	29.32	0.00
				TOTALS	29.32	29.32

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00436	New Folders for Middle School Choir. Did not	2015-2016	05/17/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		New Folders for Middle School Choir. Did not attend a conference this year, funds being reallocated	10 E 200 342 125004 000 125 000	05/13/2016	0.00	142.85
2		New Folders for Middle School Choir. Did not attend a conference this year, funds being reallocated	10 E 200 411 125004 000 125 000	05/13/2016	142.85	0.00
				TOTALS	142.85	142.85

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00435	New folders for SH Choirs.	2015-2016	05/17/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		New folders for SH Choirs. Used more music from current music library than expected this year.	10 E 400 473 125004 000 125 000	05/13/2016	0.00	480.70
2		New folders for SH Choirs. Used more music from current music library than expected this year.	10 E 400 411 125004 000 125 000	05/13/2016	480.70	0.00
3		New folders for SH Choirs. Used more music from current music library than expected this year.	10 E 400 342 125004 000 125 000	05/13/2016	0.00	54.54
4		New folders for SH Choirs. Used more music from current music library than expected this year.	10 E 400 411 125004 000 125 000	05/13/2016	54.54	0.00
				TOTALS	535.24	535.24

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00434	Tr to cover overage in printing expenses	2015-2016	05/17/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr from 342 to cover printing overage	10 E 108 342 241000 000 241 000	05/13/2016	0.00	600.00
2		Tr from 411 to cover printing overage	10 E 108 411 241000 000 241 000	05/13/2016	0.00	594.44
3		Tr to cover printing overage	10 E 108 354 110000 000 241 000	05/13/2016	1,194.44	0.00
				TOTALS	1,194.44	1,194.44

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00433	Pupil Travel for 400 Block Concert and Memori	2015-2016	05/13/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Pupil Travel for 400 Block Concert and Memorial Day Parade - extra instrument repair money available	10 E 400 310 125002 000 125 000	05/13/2016	0.00	300.00
2		Pupil Travel for 400 Block Concert and Memorial Day Parade - extra instrument repair money available	10 E 400 341 256742 000 125 000	05/13/2016	300.00	0.00
				TOTALS	300.00	300.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00432	Tr for to cover overage for music performance	2015-2016	05/13/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr from 479 to 411 acct for music performance kit expense	10 E 108 479 125000 000 125 000	05/12/2016	0.00	105.00
2		Tr from 479 to 411 acct for music performance kit expense	10 E 108 411 125000 000 125 000	05/12/2016	105.00	0.00
				TOTALS	105.00	105.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00431	funds reallocated for pottery wheel	2015-2016	05/13/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds reallocated for pottery wheel	10 E 300 310 121000 000 121 000	05/11/2016	0.00	100.00
2		funds reallocated for pottery wheel	10 E 300 342 121000 000 121 000	05/11/2016	0.00	200.00
3		funds reallocated for pottery wheel	10 E 300 411 121000 000 121 000	05/11/2016	0.00	305.00
4		funds reallocated for pottery wheel	10 E 300 417 121000 000 121 000	05/11/2016	0.00	210.00
5		funds reallocated for pottery wheel	10 E 300 440 121000 000 121 000	05/11/2016	815.00	0.00
				TOTALS	815.00	815.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00430	student copies surplus due to iPad usage - re	2015-2016	05/13/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		student copies surplus due to iPad usage - reallocate funds to personalized furniture, pottery wheel	10 E 300 354 120000 000 241 000	05/11/2016	0.00	5,700.00
2		student copies surplus due to iPad usage - reallocate funds to personalized furniture, pottery wheel	10 E 300 440 241000 000 241 000	05/11/2016	5,700.00	0.00
				TOTALS	5,700.00	5,700.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00429	Hotel fee for upcoming seminar	2015-2016	05/13/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Hotel fee for upcoming seminar	10 E 300 480 213000 000 213 000	05/11/2016	0.00	80.00
2		Hotel fee for upcoming seminar	10 E 300 342 213000 000 213 000	05/11/2016	80.00	0.00
				TOTALS	80.00	80.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00428	Adv Day surplus realocated for office furnish	2015-2016	05/13/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Adv Day surplus realocated for office furnishings	10 E 300 341 256770 000 241 000	05/11/2016	0.00	440.00
2		Adv Day surplus realocated for office furnishings	10 E 300 411 241000 000 241 000	05/11/2016	440.00	0.00
				TOTALS	440.00	440.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00427	funds not used for LMS this year realocated f	2015-2016	05/13/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds not used for LMS this year realocated for pantry shelving	10 E 300 435 120000 000 241 000	05/11/2016	0.00	920.00
2		funds not used for LMS this year realocated for pantry shelving	10 E 300 411 241000 000 241 000	05/11/2016	920.00	0.00
				TOTALS	920.00	920.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00426	Cover higher than anticipated cost of subs fo	2015-2016	05/11/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover higher than anticipated cost for subs for interpreters	27 E 809 411 158000 341 809 000	05/11/2016	0.00	245.00
2		Transfer to cover higher than anticipated cost for subs for interpreters	27 E 809 310 436000 341 809 000	05/11/2016	245.00	0.00
				TOTALS	245.00	245.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00425	transfer to pay for general supplies from cor	2015-2016	05/11/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to pay for general supplies from correct account	10 E 400 341 256770 000 121 000	05/10/2016	0.00	12.47
2		transfer to pay for general supplies from correct account	10 E 400 411 121000 000 121 000	05/10/2016	12.47	0.00
3		transfer to pay for general supplies from correct account	10 E 400 310 121000 000 121 000	05/10/2016	0.00	85.42
4		transfer to pay for general supplies from correct account	10 E 400 411 121000 000 121 000	05/10/2016	85.42	0.00
5		transfer to pay for general supplies from correct account	10 E 400 413 121000 000 121 000	05/10/2016	0.00	86.00
6		transfer to pay for general supplies from correct account	10 E 400 411 121000 000 121 000	05/10/2016	86.00	0.00
7		transfer to pay for general supplies from correct account	10 E 400 434 121000 000 121 000	05/10/2016	0.00	78.64
8		transfer to pay for general supplies from correct account	10 E 400 411 121000 000 121 000	05/10/2016	78.64	0.00
9		transfer to pay for general supplies from correct account	10 E 400 440 121000 000 121 000	05/10/2016	0.00	437.00
10		transfer to pay for general supplies from correct account	10 E 400 411 121000 000 121 000	05/10/2016	437.00	0.00
				TOTALS	699.53	699.53

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00424	To Cover On-going Expenses of Adventure Care	2015-2016	05/10/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Attended fewer Conferences this YEar.	80 E 862 940 391000 000 391 000	05/10/2016	0.00	128.00
2		New Adventure Care Staff T-shirts. Had Greater Staff Turnover than in Past Years.	80 E 863 420 391000 000 392 000	05/10/2016	128.00	0.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00424	To Cover On-going Expenses of Adventure Care	2015-2016	05/10/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED						
3		Did not Print Community Services Brochures this Year, Went Electronic.	80 E 862 354 391000 000 391 000	05/10/2016	0.00	1,894.64
4		Lacrosse Equipment to Start New Youth Program.	80 E 862 411 393000 000 340 000	05/10/2016	1,894.64	0.00
				TOTALS	2,022.64	2,022.64

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00423	Transfer to pay for digital scales from corre	2015-2016	05/10/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for digital scales from correct account	10 E 300 434 126000 000 126 000	05/10/2016	0.00	419.08
2		Transfer to pay for digital scales from correct account	10 E 300 411 126000 000 126 000	05/10/2016	419.08	0.00
				TOTALS	419.08	419.08

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00422	NEOLA Policy Update Vol. 25 #2	2015-2016	05/10/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds needed for NEOLA Update Vol. 25 #2 due to unexpected cost of policy copies earlier.	10 E 811 351 231100 000 231 000	05/10/2016	0.00	1,100.00
2		Funds needed for NEOLA Update Vol. 25 #2 due to unexpected cost of policy copies earlier.	10 E 811 310 231100 000 231 000	05/10/2016	1,100.00	0.00
				TOTALS	1,100.00	1,100.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00421	PBIS gifts for April-June 2016	2015-2016	05/10/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		PBIS gifts for April-June 2016, held Forensic subdistricts so extra money in account	10 E 400 940 122512 000 241 000	05/10/2016	0.00	162.50
2		PBIS gifts for April-June 2016, didn't budget enough	10 E 400 999 120000 000 241 000	05/10/2016	162.50	0.00
				TOTALS	162.50	162.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00420	to cover printing	2015-2016	05/09/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover EOY printing of CICO sheets	10 E 102 417 110000 000 241 000	05/09/2016	0.00	51.82
2		To cover EOY printing of CICO sheets	10 E 102 354 110000 000 241 000	05/09/2016	51.82	0.00
				TOTALS	51.82	51.82

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00419	Transfer funds to balance accounts	2015-2016	05/09/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to 3-4-5 travel expense	10 E 101 940 241000 000 241 000	05/06/2016	0.00	200.00
2		Transfer from Principal dues & fees	10 E 101 341 256770 000 102 000	05/06/2016	200.00	0.00
3		Transfer to Office General Supplies & Postage	10 E 101 342 241000 000 241 000	05/06/2016	0.00	478.10
4		Transfer from Employee Travel	10 E 101 411 241000 000 241 000	05/06/2016	437.49	0.00
5		Transfer from Employee Travel	10 E 101 353 263000 000 241 000	05/06/2016	40.61	0.00
				TOTALS	678.10	678.10

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00418	Transfer to pay for Jim Dahlgren for FBLA foo	2015-2016	05/09/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for Jim Dahlgren for FBLA food from correct account	10 E 400 342 132000 000 132 000	05/06/2016	0.00	42.44
2		Transfer to pay for Jim Dahlgren for FBLA food from correct account	10 E 400 415 132000 000 132 000	05/06/2016	42.44	0.00
				TOTALS	42.44	42.44

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00417	LA - SH - Communications - Trsfr from Dues &	2015-2016	05/09/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trsfr to cover Staples order of AA Batteries - Kemp	10 E 400 940 122435 000 122 000	05/06/2016	0.00	15.10
2		Trsfr to cover Staples order of AA Batteries - Kemp	10 E 400 413 122435 000 122 000	05/06/2016	15.10	0.00
				TOTALS	15.10	15.10

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00391	FA - SH - Orchestra - Trsfr from Sheet Music	2015-2016	05/09/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trsfr to cover purchase of two cellos - Johnson	10 E 400 473 125003 000 125 000	05/06/2016	0.00	476.47
2		Trsfr to cover purchase of two cellos - Johnson	10 E 400 440 125003 000 125 000	05/06/2016	476.47	0.00
3		Trsfr to cover purchase of two cellos - Johnson	10 E 400 411 125003 000 125 000	05/06/2016	0.00	41.53
4		Trsfr to cover purchase of two cellos - Johnson	10 E 400 440 125003 000 125 000	05/06/2016	41.53	0.00
				TOTALS	518.00	518.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00416	Transfer to pay for hotel room at WSST confer	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for hotel room at WSST conference from correct account	10 E 200 411 126000 000 126 000	05/06/2016	0.00	260.20
2		Transfer to pay for hotel room at WSST conference from correct account	10 E 200 342 126000 000 126 000	05/06/2016	260.20	0.00
				TOTALS	260.20	260.20

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00415	WL - JH - Trsfr from Instr Comp Supplies to G	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trsfr to cover Amazon purchase & Teachers Discovery - Alger & Kindlarski	10 E 300 435 123000 000 123 000	05/06/2016	0.00	83.73
2		Trsfr to cover Amazon Jenga purchase & Teachers Discovery Supplies - Alger & Kindlarski	10 E 300 411 123000 000 123 000	05/06/2016	83.73	0.00
3		Trsfr to Cover Amazon mouse purchase - Alger	10 E 300 435 123000 000 123 000	05/06/2016	0.00	58.43
4		Trsfr to Cover Amazon mouse purchase - Alger	10 E 300 413 123000 000 123 000	05/06/2016	58.43	0.00
				TOTALS	142.16	142.16

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00414	G/T Classroom Materials	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Classroom Materials--K. Whelan	10 E 103 411 172000 000 172 000	05/06/2016	115.18	0.00
2		Funds needed for G/T Materials	10 E 103 411 110000 000 101 000	05/06/2016	0.00	115.18
				TOTALS	115.18	115.18

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00413	Transfer for unexpected conference registrati	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover cost of Reading Research Symposium-J.Weller	27 E 809 411 158000 517 809 000	05/06/2016	0.00	209.00
2		Transfer to cover cost of Reading Research Symposium-J.Weller	27 E 809 310 221300 517 809 000	05/06/2016	209.00	0.00
				TOTALS	209.00	209.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00412	transfer to pay for district vehicle from cor	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to pay for district vehicle from correct account	10 E 400 411 126000 000 126 000	05/06/2016	0.00	178.65
2		transfer to pay for district vehicle from correct account	10 E 400 342 126000 000 126 000	05/06/2016	178.65	0.00
				TOTALS	178.65	178.65

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00411	To transfer to Non Capital Equipment	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To transfer to Non Capital Equipment	10 E 102 411 241000 000 241 000	05/05/2016	0.00	600.00
2		To transfer to Non Capital Equipment	10 E 102 440 110000 000 241 000	05/05/2016	600.00	0.00
				TOTALS	600.00	600.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00410	To transfer to Non Capital Equipment	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To transfer to Non Capital Equipment	10 E 102 342 241000 000 241 000	05/05/2016	0.00	210.00
2		To transfer to Non Capital Equipment	10 E 102 440 110000 000 241 000	05/05/2016	210.00	0.00
				TOTALS	210.00	210.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00409	LA - SH - Communications - Trsfr from Student	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trsfr to cover Amazon purchase of cameral lens caps - Fike	10 E 400 341 256740 000 122 000	05/05/2016	0.00	6.44
2		Trsfr to cover Amazon purchase of cameral lens caps - Fike	10 E 400 413 122435 000 122 000	05/05/2016	6.44	0.00
				TOTALS	6.44	6.44

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00408	Transfer to pay for classroom materials from	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for classroom materials from correct account	10 E 400 440 131000 000 131 000	05/05/2016	0.00	282.92
2		Transfer to pay for classroom materials from correct account	10 E 400 411 131000 000 131 000	05/05/2016	282.92	0.00
				TOTALS	282.92	282.92

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00407	Transfer to pay for teacher mileage for class	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for teacher mileage for classroom purchases - Glynn	10 E 400 440 131000 000 131 000	05/05/2016	0.00	39.96
2		Transfer to pay for teacher mileage for classroom purchases - Glynn	10 E 400 342 131000 000 131 000	05/05/2016	39.96	0.00
				TOTALS	39.96	39.96

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00406	Transfer to pay for classroom expenses from c	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for classroom expenses from correct account - Glynn	10 E 400 417 136230 000 136 000	05/05/2016	0.00	72.31
2		Transfer to pay for classroom expenses from correct account - Glynn	10 E 400 411 136230 000 136 000	05/05/2016	72.31	0.00
				TOTALS	72.31	72.31

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00405	to Cover Shipping	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover Fed Ex Bill	10 E 102 411 241000 000 241 000	05/05/2016	0.00	124.32
2		To cover Fed Ex Bill	10 E 102 353 263000 000 241 000	05/05/2016	124.32	0.00
				TOTALS	124.32	124.32

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00404	Transfer Funds to Purchase Lucy Calkins Class	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer Funds to Purchase Lucy Calkins Classroom Sets	10 E 829 940 221201 000 210 000	05/05/2016	0.00	1,470.92

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00404	Transfer Funds to Purchase Lucy Calkins Class	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED						
2		Transfer Funds to Purchase Lucy Calkins Classroom Sets	10 E 829 411 221201 000 210 000	05/05/2016	1,470.92	0.00
3		Transfer Funds to Purchase Lucy Calkins Classroom Sets	10 E 829 490 221201 000 210 000	05/05/2016	0.00	200.00
4		Transfer Funds to Purchase Lucy Calkins Classroom Sets	10 E 829 411 221201 000 210 000	05/05/2016	200.00	0.00
5		Transfer Funds to Purchase Lucy Calkins Classroom Sets	10 E 829 342 221201 000 210 000	05/05/2016	0.00	2,000.00
6		Transfer Funds to Purchase Lucy Calkins Classroom Sets	10 E 829 411 221201 000 210 000	05/05/2016	2,000.00	0.00
				TOTALS	3,670.92	3,670.92

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00403	Transfer Funds to Purchase Lucy Calkins Class	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer Funds to Purchase Lucy Calkins Classroom Sets	10 E 827 342 122115 000 809 000	05/05/2016	0.00	1,550.18
2		Transfer Funds to Purchase Lucy Calkins Classroom Sets	10 E 827 411 122115 000 809 000	05/05/2016	1,550.18	0.00
3		Transfer Funds to Purchase Lucy Calkins Classroom Sets	10 E 827 479 122115 000 809 000	05/05/2016	0.00	301.46
4		Transfer Funds to Purchase Lucy Calkins Classroom Sets	10 E 827 411 122115 000 809 000	05/05/2016	301.46	0.00
5		Transfer Funds to Purchase Lucy Calkins Classroom Sets	10 E 827 940 122115 000 809 000	05/05/2016	0.00	500.00
6		Transfer Funds to Purchase Lucy Calkins Classroom Sets	10 E 827 411 122115 000 809 000	05/05/2016	500.00	0.00
				TOTALS	2,351.64	2,351.64

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00402	Transfer Funds to Purchase Lucy Calkins Class	2015-2016	05/06/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer Funds to Purchase Lucy Calkins Classroom Sets	10 E 821 940 122110 000 210 000	05/05/2016	0.00	963.00
2		Transfer Funds to Purchase Lucy Calkins Classroom Sets	10 E 821 411 122110 000 210 000	05/05/2016	963.00	0.00
				TOTALS	963.00	963.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00401	Balance Accounts	2015-2016	05/05/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Balance Accounts	50 E 834 480 257000 000 257 000	05/04/2016	0.00	6,000.00
2		Balance Accounts	50 E 834 411 257000 000 257 000	05/04/2016	6,000.00	0.00
				TOTALS	6,000.00	6,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00400	Transfering money to cover remaining Lion Kin	2015-2016	05/04/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfering money to cover remaining Lion King Jr. Expenses	10 E 300 351 122600 000 125 000	05/03/2016	0.00	190.00
2		Transfering money to cover remaining Lion King Jr. Expenses	10 E 300 411 122600 000 125 000	05/03/2016	190.00	0.00
3		Transfering money to cover remaining Lion King Jr. Expenses	10 E 300 571 122600 000 125 000	05/03/2016	0.00	500.00
4		Transfering money to cover remaining Lion King Jr. Expenses	10 E 300 411 122600 000 125 000	05/03/2016	500.00	0.00
				TOTALS	690.00	690.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00399	Team used to buy student whiteboards as when	2015-2016	05/04/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Team used to buy student whiteboards as when planning in May of 2015 didn't know if building or district would be purchasing apps	10 E 104 435 110000 000 102 000	05/03/2016	0.00	300.00
2		Team used to buy student whiteboards as when planning in May of 2015 didn't know if building or district would be purchasing apps	10 E 104 411 110000 000 241 000	05/03/2016	300.00	0.00
				TOTALS	300.00	300.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00398	Rentals were processed out of Revenue Account	2015-2016	05/04/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Rentals Account	80 E 860 940 393000 000 340 000	05/03/2016	0.00	2,718.00
2		Offered More Group Fitness Classes and add Train 4 Your Best, thus resulting in higher pay outs.	80 E 860 310 310000 000 320 000	05/03/2016	2,718.00	0.00
				TOTALS	2,718.00	2,718.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00397	Transfer to cover PT compensatory services (E	2015-2016	05/04/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover unexpected cost of PT services	27 E 809 310 218100 011 809 000	05/03/2016	0.00	150.00
2		Transfer to cover unexpected cost of PT services	27 E 809 310 218200 011 809 000	05/03/2016	150.00	0.00
				TOTALS	150.00	150.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00396	WL - JH - Trsfr from Other Books to General S	2015-2016	05/04/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trsfr to cover TeachersDiscovery order - Stachovak	10 E 300 479 123000 000 123 000	05/02/2016	0.00	132.85
2		Trsfr to cover TeachersDiscovery order - Stachovak	10 E 300 411 123000 000 123 000	05/02/2016	132.85	0.00
				TOTALS	132.85	132.85

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00395	LA - SH - Communications - Trsfr from Dues &	2015-2016	05/04/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trsfr to cover camera purchase for Yearbook - Kemp	10 E 400 940 122435 000 122 000	05/02/2016	0.00	255.36
2		Trsfr to cover camera purchase for Yearbook - Kemp	10 E 400 413 122435 000 122 000	05/02/2016	255.36	0.00
				TOTALS	255.36	255.36

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00394	To cover scoot pad subscription	2015-2016	05/04/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover scoot pad subscription	10 E 102 413 110000 000 241 000	05/02/2016	0.00	700.00
2		To cover scoot pad subscription	10 E 102 435 110000 000 241 000	05/02/2016	700.00	0.00
				TOTALS	700.00	700.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00393	to cover scootpad subscription	2015-2016	05/04/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover scoot pad subscription	10 E 102 417 110000 000 241 000	05/02/2016	0.00	200.00
2		To cover scoot pad subscription	10 E 102 435 110000 000 241 000	05/02/2016	200.00	0.00
				TOTALS	200.00	200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00392	To cover scoot pad subscription	2015-2016	05/04/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover scoot pad subscription	10 E 102 354 110000 000 241 000	05/02/2016	0.00	1,500.00
2		To cover scoot pad subscription	10 E 102 435 110000 000 241 000	05/02/2016	1,500.00	0.00
				TOTALS	1,500.00	1,500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00390	Transfer to pay for food from correct account	2015-2016	05/04/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for food from correct account for DECA Nationals	10 E 400 342 133000 000 133 000	05/02/2016	0.00	160.59
2		Transfer to pay for food from correct account for DECA Nationals	10 E 400 415 133000 000 133 000	05/02/2016	160.59	0.00
				TOTALS	160.59	160.59

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00389	Transfer to pay for replacement Algebra books	2015-2016	05/04/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for replacement Algebra books from correct account	10 E 400 415 124000 000 124 000	04/29/2016	0.00	184.33
2		Transfer to pay for replacement Algebra books from correct account	10 E 400 479 124000 000 124 000	04/29/2016	184.33	0.00
3		Transfer to pay for replacement Algebra books from correct account	10 E 400 940 124000 000 124 000	04/29/2016	0.00	25.50
4		Transfer to pay for replacement Algebra books from correct account	10 E 400 479 124000 000 124 000	04/29/2016	25.50	0.00
5		Transfer to pay for replacement Algebra books from correct account	10 E 400 413 124000 000 124 000	04/29/2016	0.00	102.37
6		Transfer to pay for replacement Algebra books from correct account	10 E 400 479 124000 000 124 000	04/29/2016	102.37	0.00
7		Transfer to pay for replacement Algebra books from correct account	10 E 400 411 124000 000 124 000	04/29/2016	0.00	256.37
8		Transfer to pay for replacement Algebra books from correct account	10 E 400 479 124000 000 124 000	04/29/2016	256.37	0.00
				TOTALS	568.57	568.57

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00388	trx to cover EOJ invoice for Jan 24-Apr 24, 2	2015-2016	05/04/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		trx to cover EOJ invoice for Jan 24-Apr 24, 2016	10 E 200 411 241000 000 241 000	04/29/2016	0.00	277.37
2		trx to cover EOJ invoice for Jan 24-Apr 24, 2016	10 E 200 354 120000 000 241 000	04/29/2016	277.37	0.00
				TOTALS	277.37	277.37

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00387	trx to cover balance of prof dev books for 7X	2015-2016	05/04/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		trx to cover balance of prof dev books for 7X team	10 E 200 411 241000 000 241 000	04/29/2016	0.00	206.71
2		trx to cover balance of prof dev books for 7X team	10 E 200 490 241000 000 241 000	04/29/2016	206.71	0.00
				TOTALS	206.71	206.71

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00386	Tr to computer supplies to cover keyboard exp	2015-2016	04/29/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr from inst book to computer supplies to cover overage	10 E 108 479 110000 000 102 000	04/28/2016	0.00	350.00
2		Tr from inst book to computer supplies to cover overage	10 E 108 413 110000 000 102 000	04/28/2016	350.00	0.00
				TOTALS	350.00	350.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00385	Tr to cover overage in gen supplies	2015-2016	04/29/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr from inst books to gen supplies to cover overage	10 E 108 479 110000 000 102 000	04/28/2016	0.00	240.00
2		Tr from inst books to gen supplies to cover overage	10 E 108 411 110000 000 102 000	04/28/2016	240.00	0.00
				TOTALS	240.00	240.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00384	Tr to cover overage in pupil travel	2015-2016	04/29/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr from gen supplies to pupil travel	10 E 108 411 110000 000 103 000	04/28/2016	0.00	146.50
2		Tr from gen supplies to pupil travel	10 E 108 341 256770 000 103 000	04/28/2016	146.50	0.00
				TOTALS	146.50	146.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00383	Tr for staff food expense	2015-2016	04/28/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr from paper to food expense	10 E 108 417 110000 000 241 000	04/28/2016	0.00	271.82
2		Tr from paper to food expense	10 E 108 415 241000 000 241 000	04/28/2016	271.82	0.00
				TOTALS	271.82	271.82

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00381	LA - SH - English - Trsfr from General Suppli	2015-2016	04/28/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trsfr to cover iPad Keyboards for teachers - Thompson	10 E 400 411 122000 000 122 000	04/28/2016	0.00	349.87
2		Trsfr to cover iPad Keyboards for teachers - Thompson	10 E 400 413 122000 000 122 000	04/28/2016	349.87	0.00
				TOTALS	349.87	349.87

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00380	LA - JH - Eng&Rdg - Trsfr from Dues & Fees to	2015-2016	04/28/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trsfr to cover iPad Keyboards for teachers - Thompson	10 E 300 940 122000 000 122 000	04/28/2016	0.00	305.00
2		Trsfr to cover iPad Keyboards for teachers - Thompson	10 E 300 413 122000 000 122 000	04/28/2016	305.00	0.00
				TOTALS	305.00	305.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00379	LA - MS - Reading - Trsfr from General Suppli	2015-2016	04/28/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trsfr to cover logitec keyboards - Thompson	10 E 200 411 122110 000 122 000	04/28/2016	0.00	111.04
2		Trsfr to cover logitec keyboards - Thompson	10 E 200 413 122110 000 122 000	04/28/2016	111.04	0.00
3		Trsfr to cover logitec keyboards - Thompson	10 E 200 435 122110 000 122 000	04/28/2016	0.00	209.96
4		Trsfr to cover logitec keyboards - Thompson	10 E 200 413 122110 000 122 000	04/28/2016	209.96	0.00
				TOTALS	321.00	321.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00378	Trsfr from General Supplies and Other Books t	2015-2016	04/28/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trsfr to Cover Nearpod App Purchase - Gajewski	10 E 300 411 127000 000 127 000	04/28/2016	0.00	7.30
2		Trsfr to Cover Nearpod App Purchase - Gajewski	10 E 300 413 127000 000 127 000	04/28/2016	7.30	0.00
3		Trsfr to Cover Nearpod App Purchase - Gajewski	10 E 300 479 127000 000 127 000	04/28/2016	0.00	14.50
4		Trsfr to Cover Nearpod App Purchase - Gajewski	10 E 300 413 127000 000 127 000	04/28/2016	14.50	0.00
				TOTALS	21.80	21.80

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00377	Money not used in our food account	2015-2016	04/28/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Money not needed for the 15-16 school year	10 E 200 415 221300 000 213 000	04/28/2016	0.00	65.05
2		Need additional end of year items for students	10 E 200 411 213000 000 213 000	04/28/2016	65.05	0.00
				TOTALS	65.05	65.05

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00376	To cover costs	2015-2016	04/28/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover costs	10 E 832 411 254200 000 253 000	04/28/2016	0.00	4,800.00
2		To cover costs	10 E 832 411 254300 000 253 000	04/28/2016	4,800.00	0.00
3		To cover costs	10 E 832 348 253500 000 253 000	04/28/2016	0.00	2,500.00
4		To cover costs	10 E 832 324 254490 000 253 000	04/28/2016	2,500.00	0.00
				TOTALS	7,300.00	7,300.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00375	FA - JH - Orchestra - Trsfr from Pupil Travel	2015-2016	04/28/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trsfr to cover Neff Invoice - Goetsch	10 E 300 341 256743 000 125 000	04/27/2016	0.00	158.13
2		Trsfr to cover Neff Invoice - Goetsch	10 E 300 411 125003 000 125 000	04/27/2016	158.13	0.00
				TOTALS	158.13	158.13

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00374	Transfer to pay for Astronomy students transp	2015-2016	04/27/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for Astronomy students transportation to UWSP Planetarium from correct account	10 E 400 411 126000 000 126 000	04/27/2016	0.00	261.14
2		Transfer to pay for Astronomy students transportation to UWSP Planetarium from correct account	10 E 400 341 256770 000 126 000	04/27/2016	261.14	0.00
				TOTALS	261.14	261.14

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00373	Vacation Fun Day had to take an additional fi	2015-2016	04/27/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Over Budgeted for Food	80 E 862 415 391000 000 391 000	04/27/2016	0.00	46.89
2		Additional field trip required.	80 E 862 341 256790 000 391 000	04/27/2016	46.89	0.00
				TOTALS	46.89	46.89

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00372	Transfer to pay for student trip to CTech fro	2015-2016	04/27/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for student trip to CTech from correct account	10 E 400 417 136230 000 136 000	04/27/2016	0.00	43.60
2		Transfer to pay for student trip to CTech from correct account	10 E 400 341 256770 000 136 000	04/27/2016	43.60	0.00
				TOTALS	43.60	43.60

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00371	Tr for kindergarten general supplies	2015-2016	04/26/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr for kindergarten general supplies	10 E 108 413 110000 000 101 000	04/26/2016	0.00	103.00
2		Tr for kindergarten general supplies	10 E 108 411 110000 000 101 000	04/26/2016	103.00	0.00
				TOTALS	103.00	103.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00370	Transfer to pay for white boards from correct	2015-2016	04/26/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for white boards from correct account	10 E 400 310 124000 000 124 000	04/26/2016	0.00	569.59

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00370	Transfer to pay for white boards from correct	2015-2016	04/26/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED						
2		Transfer to pay for white boards from correct account	10 E 400 440 124000 000 124 000	04/26/2016	569.59	0.00
3		Transfer to pay for white boards from correct account	10 E 400 413 124000 000 124 000	04/26/2016	0.00	513.56
4		Transfer to pay for white boards from correct account	10 E 400 440 124000 000 124 000	04/26/2016	513.56	0.00
				TOTALS	1,083.15	1,083.15

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00369	transfer to food for staff picnic	2015-2016	04/26/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to food for staff picnic	10 E 300 310 120000 000 241 000	04/26/2016	0.00	250.00
2		transfer to food for staff picnic	10 E 300 415 241000 000 241 000	04/26/2016	250.00	0.00
				TOTALS	250.00	250.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00368	Transfer to pay for SMART Team members meal i	2015-2016	04/26/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for SMART Team members meal in Milwaukee	10 E 400 411 126000 000 126 000	04/26/2016	0.00	58.46
2		Transfer to pay for SMART Team members meal in Milwaukee	10 E 400 415 126000 000 126 000	04/26/2016	58.46	0.00
				TOTALS	58.46	58.46

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00367	Transfer to pay for Tom Davies food at WSST c	2015-2016	04/26/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for Tom Davies food at WSST conference from correct account	10 E 400 411 126000 000 126 000	04/26/2016	0.00	27.25
2		Transfer to pay for Tom Davies food at WSST conference from correct account23	10 E 400 415 126000 000 126 000	04/26/2016	27.25	0.00
				TOTALS	27.25	27.25

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00366	LA - MS - English - Trsfrs to Tech Supplies	2015-2016	04/26/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trsfr to cover iPad Keyboard purchase - Thompson	10 E 200 342 122000 000 122 000	04/26/2016	0.00	130.05
2		Trsfr to cover iPad Keyboard purchase - Thompson	10 E 200 413 122000 000 122 000	04/26/2016	130.05	0.00
3		Trsfr to cover iPad Keyboard purchase - Thompson	10 E 200 411 122000 000 122 000	04/26/2016	0.00	83.11
4		Trsfr to cover iPad Keyboard purchase - Thompson	10 E 200 413 122000 000 122 000	04/26/2016	83.11	0.00
5		Trsfr to cover iPad Keyboard purchase - Thompson	10 E 200 415 122000 000 122 000	04/26/2016	0.00	40.00
6		Trsfr to cover iPad Keyboard purchase - Thompson	10 E 200 413 122000 000 122 000	04/26/2016	40.00	0.00
				TOTALS	253.16	253.16

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00365	Beth requested transfer from Dues and Fees Ac	2015-2016	04/26/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Beth requested transfer from Dues and Fees Acct #940 to Supplies Acct #411	10 E 200 940 222200 000 220 000	04/26/2016	0.00	46.00
2		Beth requested transfer from Dues and Fees Acct #940 to Supplies Acct #411	10 E 200 411 222200 000 220 000	04/26/2016	46.00	0.00
				TOTALS	46.00	46.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00364	Additional funds needed to pay hockey invoice	2015-2016	04/26/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Additional funds needed to pay hockey invoice.	10 E 400 342 162000 000 160 000	04/26/2016	0.00	700.00
2		Additional funds needed to pay hockey invoice.	10 E 400 411 162000 000 160 000	04/26/2016	700.00	0.00
				TOTALS	700.00	700.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00363	Transfer to pay for WSST registration from co	2015-2016	04/26/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for WSST registration from correct account	10 E 200 411 126000 000 126 000	04/26/2016	0.00	85.00
2		Transfer to pay for WSST registration from correct account	10 E 200 940 126000 000 126 000	04/26/2016	85.00	0.00
				TOTALS	85.00	85.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00362	Fund needed for G/T classroom purchases	2015-2016	04/25/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds needed for classroom materials purchase--G. Lorge	10 E 103 411 172000 000 172 000	04/25/2016	2.17	0.00
2		Excess in budgert	10 E 103 411 110000 000 101 000	04/25/2016	0.00	2.17
				TOTALS	2.17	2.17

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00361	Transfer to pay for band saws from correct ac	2015-2016	04/25/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for band saws from correct account	10 E 200 434 136000 000 136 000	04/22/2016	0.00	50.00
2		Transfer to pay for band saws from correct account	10 E 200 440 136000 000 136 000	04/22/2016	50.00	0.00
				TOTALS	50.00	50.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00360	Transfer to cover higher than anticipated cos	2015-2016	04/25/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover higher than anticipated costs related to subs for district DHH interpreters	27 E 809 140 159200 341 809 207	04/21/2016	0.00	880.00
2		Transfer to cover higher than anticipated costs related to subs for district DHH interpreters	27 E 809 310 436000 341 809 000	04/21/2016	880.00	0.00
				TOTALS	880.00	880.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00359	FA - SH - Art - Trsfr from Pupil Travel to Ge	2015-2016	04/25/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trsfr to cover Dick Blick backorder shipment of Raw Umber paint - Clay Reissmann	10 E 400 341 256770 000 121 000	04/21/2016	0.00	45.44
2		Trsfr to cover Dick Blick backorder shipment of Raw Umber paint - Clay Reissmann	10 E 400 411 121000 000 121 000	04/21/2016	45.44	0.00
				TOTALS	45.44	45.44

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00358	field house video upgrade for grad ceremony,	2015-2016	04/25/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		field house video upgrade for grad ceremony, IMC furniture, from foyer furniture	10 E 400 440 120000 000 241 000	04/21/2016	16,086.76	0.00
2		iPad apps money not used, Learning Management System money not needed	10 E 400 435 120000 000 241 000	04/21/2016	0.00	6,600.00
3		white and colored paper money not used	10 E 400 417 120000 000 241 000	04/21/2016	0.00	3,000.00
4		miscellaneous maintenance money not needed this year	10 E 400 324 254490 000 241 000	04/21/2016	0.00	1,575.56
5		presenter money not used	10 E 400 310 221300 000 241 000	04/21/2016	0.00	2,911.20
6		employee travel not used (didn't attend conferences as in the past)	10 E 400 342 241000 000 241 000	04/21/2016	0.00	2,000.00
				TOTALS	16,086.76	16,086.76

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00357	Transfer to pay for Jim Dahlgren food purchas	2015-2016	04/25/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for Jim Dahlgren food purchases at FBLA State competition	10 E 400 342 132000 000 132 000	04/21/2016	0.00	74.28
2		Transfer to pay for Jim Dahlgren food purchases at FBLA State competition	10 E 400 415 132000 000 132 000	04/21/2016	74.28	0.00
				TOTALS	74.28	74.28

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00356	transfer to cover faculty meeting cookie bill	2015-2016	04/25/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to cover faculty meeting cookie bill-appr CN	10 E 200 411 241000 000 241 000	04/20/2016	0.00	105.97
2		transfer to cover faculty meeting cookie bill-appr CN	10 E 200 415 221300 000 241 000	04/20/2016	105.97	0.00
				TOTALS	105.97	105.97

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00355	Transfer to cover building furniture improvem	2015-2016	04/25/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover building furniture improvements and additions	10 E 200 440 241000 000 241 000	04/20/2016	7,508.00	0.00
2		Transfer to cover building furniture improvements and additions	10 E 200 360 241000 000 241 000	04/20/2016	0.00	3,070.05
3		Transfer to cover building furniture improvements and additions	10 E 200 417 120000 000 241 000	04/20/2016	0.00	2,500.00
4		Transfer to cover building furniture improvements and additions	10 E 200 490 241000 000 241 000	04/20/2016	0.00	1,237.95
5		Transfer to cover building furniture improvements and additions	10 E 200 341 256770 000 241 000	04/20/2016	0.00	700.00
				TOTALS	7,508.00	7,508.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00328	Trx to reimb IMC purch of earbuds for testing	2015-2016	04/25/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trx to reimb IMC purch of earbuds for testing made on 4-6-16	10 E 200 411 241000 000 241 000	04/22/2016	0.00	159.98
2		Trx to reimb IMC purch of earbuds for testing made on 4-6-16	10 E 200 411 222200 000 220 000	04/22/2016	159.98	0.00
				TOTALS	159.98	159.98

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00354	Transfer to pay for district vehicle to WSST	2015-2016	04/20/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for district vehicle to WSST conference from correct account	10 E 200 411 126000 000 126 000	04/20/2016	0.00	140.00
2		Transfer to pay for district vehicle to WSST conference from correct account	10 E 200 342 126000 000 126 000	04/20/2016	140.00	0.00
				TOTALS	140.00	140.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00353	Transfer to pay for AG student field trips fr	2015-2016	04/19/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for AG student field trips from correct account	10 E 400 440 131000 000 131 000	04/19/2016	0.00	229.87
2		Transfer to pay for AG student field trips from correct account	10 E 400 341 256770 000 131 000	04/19/2016	229.87	0.00
				TOTALS	229.87	229.87

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00352	Revising transfer from 4/18 - computer purcha	2015-2016	04/19/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Revising transfer from 4/18 - computer purchases need to come out of 551 - trans	10 E 400 440 222200 000 220 000	04/19/2016	0.00	11,916.00
2		Revising transfer from 4/18 - computer purchases need to come out of 551 - trans	10 E 400 551 222200 000 220 000	04/19/2016	11,916.00	0.00
				TOTALS	11,916.00	11,916.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00351	FA - SH - Drama - Trsfr from Advertising to G	2015-2016	04/19/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Trsfr for Items purchased for musical - will be used again by the SH Productions in future years - Goetsch	10 E 400 351 122600 000 125 000	04/19/2016	0.00	263.84
2		Trsfr for Items purchased for musical - will be used again by the SH Productions in future years - Goetsch	10 E 400 411 122600 000 125 000	04/19/2016	263.84	0.00
				TOTALS	263.84	263.84

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00350	Transfer to pay for classroom supplies from c	2015-2016	04/19/2016	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for classroom supplies from correct account	10 E 300 479 124000 000 124 000	04/19/2016	0.00	200.00
2		Transfer to pay for classroom supplies from correct account	10 E 300 411 124000 000 124 000	04/19/2016	200.00	0.00
				TOTALS	200.00	200.00

********** **End of report** **********

Wisconsin Department of Public Instruction
SCHOOL BUS ACCIDENT REPORT
s. 121.53(6)
PI-3110 (Rev.12-11)

INSTRUCTIONS: Complete both sides and return to appropriate school board.

Section 121.53(6) of the Wisconsin Statutes reads as follows: "Within 10 days after its occurrence, **every** accident involving a motor vehicle providing transportation under this subchapter shall be reported to the appropriate school board.

GENERAL INFORMATION

School Middle/Jr. High/Sr. High	School District DC Everest School District	School Code 4970
Bus Owner First Student	Address of Owner, *Street, City, State, Zip* 6206 Alderson St	

ChassisMake Thomas	Model Year 2014	Body Make C2	Student Capacity 71

DRIVER INFORMATION

Name of Driver Corey Curtis	Sex X Male ☐ Female	Age 40	Years of Experience as Bus Driver 5

Has your driver had the recommended training in first aid? ☐ Yes ☐ No	When did driver last attend a state-sponsored bus driver training session? N/A

ACCIDENT DESCRIPTION

Date of Accident 05/06/2016	Time 3:20 AM X PM	Location of Accident Feith Ave and Ryan Road, Weston, WI

Weather Conditions Sunny	Type of Road and General Conditions Dry

Speed of Bus 35MPH	Speed of Other Vehicle(s) Unknown	Was a Citation Issued? No ☐ Yes *If yes, to whom?*

If no citation was issued, who, in your opinion was responsible for the accident and why? The OV struck back end of School bus as it was stopping to let child off bus.

If driver was not legally responsible, could she/he have prevented the accident by driving defensively? *Explain. OV did not stop for reds on Ryan Road as bus was turning cornor and dropping off student.*

Describe the cause and results of the accident in detail. *Itemize injuries and property damage on reverse. School Bus was turning left off Feith Ave onto Ryan Road. He activated his red lights to drop off student on Ryan Road. OV rear ended School Bus.*

Were there students in the bus at the time of the accident? ☐ No—*If no, skip next two questions* X Yes—*If yes, complete all questions*	How did students exit? *Check all that apply.* X Front Door ☐ Rear Door ☐ Windows ☐ Didn't Exit ☐ Other _____

Had the riders been instructed and drilled in bus evacuation/emergency exits?	Was a fire extinguisher used?	Was a first aid kit used?
X Yes ☐ No	☐ Yes X No	☐ Yes X No

INJURIES/FATALITIES

Names of Students Injured	Nature of Injuries
NA – No students were reported injured	

Names of Other People Injured	Nature of Injuries
NA	

PROPERTY DAMAGE

Describe Damage to School Bus has scratches on rear bumper, exhaust cap bent down.	Estimated Repair Cost 500.00 $
Describe Damage to Property of Other Vehicle has body damage to front hood, bumber.	Estimated Repair Cost Unknown $

RECOMMENDATIONS

As a result of this accident, what suggestions do you have to offer for the improvement of the following:

Bus Safety Regulations or Laws

NA

School Bus Standards

NA

Bus Driver Training

NA

CERTIFICATION

If an accident results in injury to or death of any person or total property damage to an apparent extent of $200 or more, a report must also be filed with the local or state enforcement officer [Wisconsin Statute 346.70(1)] and the Department of Transportation [Wisconsin Statute 346.70(2)].

I CERTIFY that this accident has been reported to the local or state enforcement officer and to the Department of Transportation, if required by law.

Name of Persons Completing Form Nancy Aschbrenner	Position Location Manager

Signature ➤	Date Signed *Mo./Day/Yr.*
[signature]	5/9/16

4704 CAMP PHILLIPS ROAD • WESTON, WI 54476
715.359.1040 | ideacharterschool.com

To: Dr. Kristine Gilmore & D.C. Everest School Board

From: Jane Miller, D.C. Everest Idea School Secretary

Date: May 6, 2016

The DC Everest Idea School requests permission to take an End of Year field trip to The Mall of America in Minneapolis, MN on June 3, 2016. It is a one day trip.

Thank you for your consideration of this request.

D.C. Everest Area School District
6300 Alderson Street
Weston, WI 54476
Phone 715-359-4221

Aaron Nelson
Finance Manager

MISSION STATEMENT
D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Kristine Gilmore, Superintendent
Dr. Jack E. Stoskopf, Jr., Assistant Superintendent Business/Personnel Services

FROM: Aaron Nelson, Finance Manager

RE: 2015-16 School Year Budget Revision

DATE: 5/9/2016

The district has been awarded a Federal Transition Improvement Grant distributed through CESA 11 in the amount of $1,500. The proceeds will be used to help identify local employers to hire graduating students with special needs.

Please see the attached document for further review.

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
15-00007	Transition Grant	2015-2016	05/09/2016	Web Batch Entry	Batch

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transition Improvement Grant	27 R 809 517 500000 518 000 000	05/09/2016	0.00	1,500.00
2		Transition Grant Supplies	27 E 809 411 221300 518 809 000	05/09/2016	850.00	0.00
3		Transition Grant Food	27 E 809 415 221300 518 809 000	05/09/2016	500.00	0.00
4		Transition Grant Dues & Fees	27 E 809 940 221300 518 809 000	05/09/2016	150.00	0.00
				TOTALS	1,500.00	1,500.00

********** End of report **********

AFFILIATE OF
SHRM®
SOCIETY FOR HUMAN RESOURCE MANAGEMENT

Chapter # 0138
centralwisconsin.shrm.org

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Carol Howard
Melissa Colombo, SPHR
Co-Conference Chairs
choward@abrjobs.com
Melissa.columbo@Lactalis.us

CWSHRM

Central Wisconsin Chapter
Society for Human Resource Management

May 10, 2016

Kristine A. Gilmore
Superintendent
DC Everest Area School District
6300 Alderson Street
Weston, WI 54476

Re: Mock Interviews – 6th and 7th Grade FACE Students

Dear Ms. Gilmore:

We had several CWSHRM members participate in the DC Everest Middle School mock interviews. All members from our organization that were involved felt that it was an outstanding and well-organized program. The students were very impressive and presented themselves very well. As human resource managers, we all realize what it takes to put a program like this together. Congratulations to your teachers; Dallas Rennie and Angela Strick for their efforts in providing the students a "hands on" opportunity to see what is all involved in applying for a job.

We look forward to assisting in the program in years ahead.

Sincerely,

Linda M Huss

Linda M. Huss
Past President CWSHRM

"Providing information, education, leadership, and networking opportunities to promote excellence and professionalism in Human Resource Management."

D.C. Everest Area
SCHOOL DISTRICT

6300 Alderson Street
Weston WI 54476

TO: Dr. Gilmore
FROM: Steven Pophal, Director of Secondary Education
RE: Laney Hughes, YEA National Finalist
DATE: May 17, 2016

I am excited to report Laney Hughes, a Senior High student was chosen as one of seven finalists to advance to America's Small Business Summit as a 2016 Young Entrepreneurs Academy Saunders Scholars Finalist. Laney is the CEO of Shallocat, an apparel company that produces a variety of one-of-a-kind items and accessories that are based off Laney's original designs. For more information about Laney's company (or to place an order), go to shallocat.com.

To qualify Laney was selected by a panel of community-based judges in a local competition on March 22, 2016. Winning the local competition qualified Laney to compete at a regional competition held in Rochester, N.Y., on May 5-6, 2016, where she was selected as a national finalist. The national finalists will compete in Washington D.C. on June 13-15, 2016, to select the national winner and crown the nation's best young entrepreneur.

The Young Entrepreneurs Academy is in its first year of operation at D.C. Everest and is a partnership between the district and the Chamber of Commerce to offer the program for students.

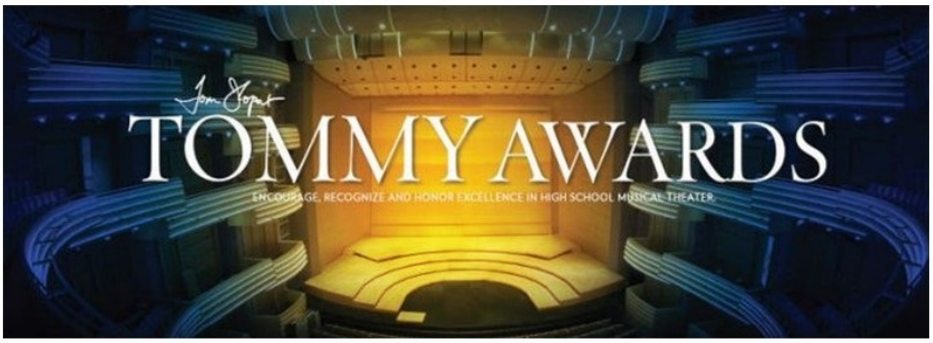
Congratulations and good luck Laney!

D.C. Everest Area SCHOOL DISTRICT
6300 Alderson Street
Weston WI 54476

To: D.C. Everest School Board
From: Dr. Kristine Gilmore
Subject: Central WI Metal Manufacturing Alliance Welding Competition
Date: May 19, 2016

On Friday, May 13, DCE Senior Kyle Kasten was awarded 1st Place and DCE Sophomore Nate King was awarded 2nd Place in the Central Wisconsin Metal Manufacturing Alliance Welding Competition! Over 800 students from 12 high schools initially participated in a Virtual Welder competition at each high school. The students took home amazing prizes and earned an $1800 Miller MIG Welder for our High School! Kyle also won a $500 scholarship for his efforts. We are incredibly proud of the way these two young men represented D.C. Everest Career and Technical Education!





Congratulations D C Everest High School

Your production has been awarded the following 2016 Tommy Awards

Outstanding Supporting Performance	Logan Wehmeyer (Jack Scott)
Outstanding Overall Design	Wendy Vesper & Scott Atkinson
Scenic & Lighting Designer	Joey Hart
Costume Designer	Amy Fronek
Sound Designer	Josh Ulrich

From: **Kristine Gilmore** kgilmore@dce.k12.wi.us
Subject: U.S. Departments of Education and Justice Release Joint Guidance to Help Schools Ensure the Civil Rights of Transgender Students
Date: May 13, 2016 at 1:49 PM
To: kgilmore@dce.k12.wi.us

Dear Colleagues,

The U.S. Departments of Education and Justice released joint guidance today to help provide educators the information they need to ensure that all students, including transgender students, can attend school in an environment free from discrimination based on sex.

Recently, questions have arisen from school districts, colleges and universities, and others about transgender students and how to best ensure these students, and non-transgender students, can all enjoy a safe and discrimination-free environment.

Under Title IX of the Education Amendments of 1972, schools receiving federal money may not discriminate based on a student's sex, including a student's transgender status. The guidance makes clear that both federal agencies treat a student's gender identity as the student's sex for purposes of enforcing Title IX.

The guidance explains that when students or their parents, as appropriate, notify a school that a student is transgender, the school must treat the student consistent with the student's gender identity. A school may not require transgender students to have a medical diagnosis, undergo any medical treatment, or produce a birth certificate or other identification document before treating them consistent with their gender identity.

The guidance also explains schools' obligations to:

- Respond promptly and effectively to sex-based harassment of all students, including harassment based on a student's actual or perceived gender identity, transgender status, or gender transition;
- Treat students consistent with their gender identity even if their school records or identification documents indicate a different sex;
- Allow students to participate in sex-segregated activities and access sex-segregated facilities consistent with their gender identity; and
- Protect students' privacy related to their transgender status under Title IX and the Family Educational Rights and Privacy Act.

At the same time, the guidance makes clear that schools can provide additional privacy options to any student for any reason. The guidance does not require any student to use shared bathrooms or changing spaces, when, for example, there are other appropriate options available; and schools can also take steps to increase privacy within shared facilities.

In addition to the Departments' joint Title IX guidance, the Department of Education's Office of Elementary and Secondary Education also released *Examples of Policies and Emerging Practices for Supporting Transgender Students*, a compilation of policies and practices that schools across the country are already using to support transgender students. The document shares some common questions on topics such as school records, privacy, and terminology, and then explains how some state and school district policies have answered these questions, which may be useful for other states and school districts that are considering these issues. In this document, the Education Department does not endorse any particular policy, but offers examples from actual policies to help educators develop policies and practices for their own schools.

Many parents, schools, and districts have raised questions about this area of civil rights law. Together, these documents will help navigate what may be a new terrain for some. Government resources for transgender and gender-nonconforming students are available here.

Thank you,

U.S. Department of Education, Office for Civil Rights

Ed.gov Questions? Contact Us

D.C. Everest Area School District
6300 Alderson Street
Weston, WI 54476
Phone 715-359-4221

MISSION STATEMENT
D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

Dear State Superintendent Tony Evers,

We agree, as district leaders, that preparing our students for success beyond graduation is one of our most important tasks. The newest version of ESEA, the Every Student Succeed Act (ESSA), provides states and districts with the flexibility to select their own performance measures and goals and to make decisions about what happens when schools miss the mark.

As statewide testing windows come to a close for the 2015 – 2016 school year, we feel compelled to share feedback from administrators, teachers, parents and students regarding the efficiency and integrity of state-wide testing measures that are currently mandated.

Forward Test

- Student upload was outdated when using 1st Friday count. The 2nd Friday count should be used.
- 10%-15% of student body were kicked out of test one or more times.
- The iPad app did not function well, resulting in loss of instructional time and student frustration.
- Grade 10 Social Studies-two sessions should be condensed to one.
- DRC recommended time allotment for secondary test sessions was too long. Vast majority of students completing tests well ahead of scheduled time causing additional loss of instructional time.
- ELA 8th grade sessions were mislabeled, causing confusion and loss of additional instructional time.
- Text to speech VERY problematic on iPads affecting the neediest students who required this accommodation.
- DRC support inconsistent from one helpdesk person to the next.
- Fluidity between sessions needs improvement.
- Technology requirements need to be finalized and distributed earlier to districts.
- Overall loss of instructional time due to testing.
- Do we need to have students with accommodations on a separate TSM-how many can we have on a TSM if they have accommodations?

Access Testing

- Test frequently crashed or froze for students with accommodations. (One student was kicked-out of the test over ten times.)
- Test crashed or froze with iPads and Chromebooks.
- Tests locked frequently.
- Support was inconsistent from one DRC help desk person to the next.

Work Keys

- Do not schedule Work Keys and ACT tests back-to-back.
- The business community across much of Wisconsin is either unfamiliar with or not using Work Keys. Hence, there is little application for students taking this assessment. Either there has to be a big initiative by the state to build awareness and interest in using Work Keys or this assessment should be abandoned as a state requirement.

ACT

- Student upload was outdated when using 1st Friday count. The 2nd Friday count should be used.

ACT Aspire

- Support from ACT Aspire help desk was inconsistent and in some circumstances gave the wrong information to schools.
- Students repeatedly kicked-out of testing sessions that resulted in additional loss of instructional time.

Standardized test scores – which have traditionally been used as the primary readiness indicator for student success - do not always provide an accurate representation of our students' potential. We urge you to consider Response to Intervention (RtI) screeners, which are mandated three times a year, be used as our primary academic readiness indicator. This data drives instruction and measures student's progress throughout the year vs. the one-size-fits-all provision of the current mandated state testing.

We are more than willing to be a resource, working in partnership with the Department of Public Instruction, to improve accountability systems on behalf of our learners.

Respectfully,

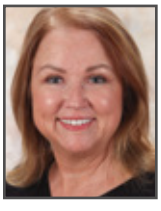
Kristine Gilmore *Mary Jo Lechner*

Kristine Gilmore, Ed.D
Superintendent
D.C. Everest School District

Mary Jo Lechner, Ed.D.
Assistant Superintendent
D.C. Everest School District



SCHOOL BOARD MEMBERS



Mary Jo Rozmenoski is president of the School District of Black River Falls Board of Education. She is WASB Region 6 director and 2nd vice president for the WASB.



Gary Vose is president of the Kettle Moraine School District School Board. He has served on the school board since 1987.

Is there something you wish you had known as a new board member?

Rozmenoski: I wish I would have known more about the time commitment and importance of professional development opportunities. Once I was elected and attended trainings on governance topics, I was hooked on wanting to learn more and continued to learn through informal and formal education. There are wide-open opportunities for school board members to be involved at all levels and I adjusted my work and personal life to include regular advancement and growth and continuous improvement at every level.

Vose: As a new school board member, I found myself trying to get immersed in all of the details and questioning areas that were of little importance. Instead, looking back, I wish I would have spent more time speaking to administrators and teachers to learn what was really important to them, how the board could better support the students and staff, and understanding the long-term vision and needs of the district. I have found it helpful to always tell myself, 'students first.' I also believe it is important for new board members to better understand the impact the state Legislature has on education and spend time developing a good relationship and being able to influence them.

What can a school board member do to increase student achievement?

Rozmenoski: Our school board is committed to student success and the goal that all students will increase their achievement and attain annual personal growth goals in order to reach their highest potential. While there are many factors impacting student achievement that we as a school board cannot control, we positively impact student outcomes by our governance practices including:

- Engaging in formal and informal board development and training;
- Governing effectively in partnership with our superintendent;
- Being open, honest and

Tips for NEW SCHOOL BOARD MEMBERS

Veteran school board members, administrators and business managers discuss school leadership

LAST MONTH, hundreds of new school board members joined school boards across the state. The WASB welcomes our new members and thanks them for taking on the important duty of serving on their local school board.

The WASB posed questions to experienced school board members, district administrators and business managers and asked them their take on school board governance.

We hope this insight is helpful for new and experienced school board members alike. ***Thank you for your service.***

respecting each other and appreciating each other's strengths;

- Proactively engaging with our community; and
- Understanding and committing to our strategic plan.

Vose: First of all, understand what really does influence the increase of student achievement (*e.g.*, how to motivate individual students, how to motivate staff to motivate individual students and how to engage parents in the process). After really understanding these factors, speak to staff to get their input and buy-in to practical ways of defining, developing and implementing processes and programs designed to individualize the learning for students based on their needs and interests in order to maximize their overall achievement. Board members need to champion and support the changes identified and do so in a way that encourages creativity and ownership of the learning without becoming overly critical of current practices — it is called leadership not dictatorship.

What are some of the bigger issues or challenges that you face as a school board member?

Rozmenoski: The most challenging times are times of change and I feel that public education has become a divided political issue at many levels. I look at change from a positive perspective. It is constant and is an opportunity to take the best of the past and move forward. In our work as locally elected officials responsible for balancing budgets, we face difficult choices in a challenging fiscal environment. There is great concern over the dollar cuts to public education and we are charged with keeping the high standard and responsibility to fund public education at levels sufficient to ensure all students an equal opportunity to learn. Our budgets are stretched to the limit and we must continue to keep a strong public education system as part of Wisconsin heritage by bringing innovative instruction to

Looking back, I wish I would have spent more time speaking to administrators and teachers to learn what was really important to them and how the board could better support the students and staff. *— Gary Vose*



our students. Difficult decisions affecting people's lives are sometimes necessary.

Vose: Change within school districts is slower than within the private sector — a board member needs patience and a focus on the longer term rather than what you, as an individual, would like to see happen tomorrow. Another major challenge can be other board members, individual board members with an agenda. This can be a tremendous diversion of time and effort of district staff, which in turn can slow down the rate of change even more. Yet another major challenge is political – the unwillingness of our Legislature to 'fix' the state funding formula, which is inherently inequitable yet our politicians seem to believe it is in their best interests not to tackle this important issue.

What have you learned from your time serving on the school board?

Rozmenoski: I have learned that we can make a difference and we are not in this alone. Community engagement and collaborative relationships are the key to excellence. Staff, families, students and the community need to be effectively engaged in problem solving and decision making to promote shared leadership in the educational process and feel connected and proud to be a part of the school district.

Vose: Education is very dynamic and the rate of change is ever increasing. You can't fall into the trap of believing 'I received a good education, so why change.' Instead, you need to be forward looking and continuously be identifying better ways of improving the whole education process. Board members also need to be leaders with passion and most of all be able to identify, attract and hire the very best talent, especially the superintendent. You need to be willing to support the ongoing development of staff (not just taking more college-level courses) and understand some basic principles of motivation – I personally really like the Daniel Pink model, which emphasizes autonomy, mastery and purpose as described in his book, "Drive: The Surprising Truth About What Motivates Us," or for those of you who would like the Cliff Notes version, search online for the video, "Daniel Pink: The puzzle of motivation." □

Walworth School Board Member Wraps Up 48 Years of Service

Kelly Freeman, former president of the Walworth Joint #1 Board of Education, finished her final term as a school board member in April. She was first elected to the school board in 1968. She had attended school in the district and had young daughters in the district when she was first elected.



"It seemed it was the opportune time to try to give back, in some small way, the love of learning the teachers and the district had provided to me and perhaps I could help do the same for our students," Freeman said.

Freeman said one of the most gratifying parts of serving on the school board was the learning experience and working with her fellow board members.

"Over the years as board members changed I was always amazed. Even though we had never worked together before, we sat at the table and were able to accomplish the board's business respectfully always with one goal in mind — what is best for our students."

As to why she stayed on the school board for all these years, Freeman said because she loved it.

"I have the utmost respect for our faculty and staff and for our citizens who support our school year after year — all with the same desire to provide a safe learning environment for our students," she said. "I mean this sincerely when I say it has been an honor and a privilege to serve our Walworth Jt. #1 School District." □

DISTRICT ADMINISTRATORS



Kristine Gilmore is superintendent of the D.C. Everest School District. She was named the 2012 Superintendent of the Year by the Wisconsin Association of School District Administrators.



Deb Kerr is superintendent of the Brown Deer School District. She is president of the Wisconsin Association of School District Administrators.

From your perspective as district administrator, what should school board members be cognizant of as they begin their service?

Gilmore: As a new board member it is essential to listen, read, and ask questions as you begin your new role. School districts are complex systems with a lot of moving parts. If board members keep committed to students and the mission of the district, it will be easier to make good decisions. It is important to remember that a board only makes decisions as a whole and not individually. Together, you will set policies and the direction of the district. The heavy lifting is done by the district administrator and staff.

Kerr: First of all, congratulations on making a commitment to serve the children and families in your community. Getting a great education is essential for all students in your district to become world-class ready for any career or college pathway they pursue. Additionally, be ready to work as a collaborative team with members of the board, the administration, and school community. Have a positive attitude about your work and don't be afraid to ask questions or share ideas. Try to be visible at school and community events as you are an ambassador of education.

How can new school board members establish good working relationships with their district administrators?

Gilmore: A relationship is a two-way street and to make it positive, both members need to put energy into it. Take time to get to know each other. Some questions for a district administrator: What is your leadership style? How do you best communicate? What are your core values? What keeps you up at night? What about our district makes you most proud? Where do we have room to grow as a district? Knowing the answers to these types of questions may help you better understand your district administrator.

Kerr: Making time to get to know each other is very critical to a successful working relationship with board members and district administration. Just like you would expect your child's teacher to get to know their students, this is the expectation for new board members and your district administrator. Come early to meetings to say hello and if you have any questions about school matters, try to call ahead of time as sometimes answers require doing some research about particular issues. Attend any orientations for new board members or meetings arranged by your school board. Visit the schools and invite the district administrator to share school district points of pride, what they are currently working on, and how you as a board member can support our staff doing this important work.

As a whole, what qualities does a good school board have?

Gilmore: A good school board keeps committed to the district mission without letting individual members' thoughts, ideas, or agendas get in the way. They keep the focus on what is best for the district and support the administration and staff in their work to achieve student success. Over my past 13 years as superintendent, I have seen very successful boards work collaboratively, respect each other's differences and keep a sense of humor.

Kerr: 1) An unwavering commitment to student learning and excellent



It is important to remember that a board only makes decisions as a whole and not individually. Together, you will set policies and the direction of the district. *— Kristine Gilmore*



The opportunities for increasing revenue to offset rising costs are quite limited, so managing the budget really is about managing expenditures. *— Bob Avery*

teaching for ALL children. 2) Acknowledgment of all of the goodness in education but can also have those difficult conversations about closing the achievement gap for ALL children. 3) Serves as an advocate for public education and for the community. 4) Willingness to be life-long learners and continue to learn and grow as a board. 5) Celebrates the wonderful accomplishments of students and staff all throughout the school year. □

SCHOOL BUSINESS OFFICIALS



Bob Avery is the director of business services for the Baraboo School District and president of the Wisconsin Association of School Business Officials.



Keith Lucius is the assistant superintendent, business director for the Ashwaubenon School District. He was named the 2013 School Business Manager of the Year by the Wisconsin Association of School Business Officials.

From your perspective as business manager, what do you think school board members should be cognizant of as they begin their service?

Avery: There are three things that stand out as absolutely fundamental for new school board members to be aware of: 1) that most financial information is recorded in the general operations budget - Fund 10; 2) that approximately 85-95 percent of the revenues for the general operations budget of any given school district is governed by the state revenue limit statutes; and 3) that, in general, approximately 67-75 percent of the district's costs in the general operations budget are personnel related.

Lucius: Review board meeting materials before the meeting and whenever possible ask questions before the meeting. When this is done, administrators can have the answer at the meeting. This allows the entire board and the public to have the information at the meeting before the board takes action.

What school finance issues are important for new school board members to understand or study?

Avery: The opportunities for increasing revenue to offset rising costs are quite limited, so managing the budget really is about managing expenditures. Secondly, board members should understand the relationship between state aid and local property taxes within the revenue limit formula and where one's district stands in the formula. Finally, that the mill rate has little to no bearing on what property taxpayers see on their tax bills each year and is therefore less important than it is perceived to be.

Lucius: For new board members, I feel that they need to have a basic understanding of the revenue limit formula and the equalization aid formula. They don't need to know the details, but understand the concept of how they work. For example, how is the budget impact different if the district has a new resident student versus a new open enrollment student? Or how will a referendum impact aid? A board member does not need to be able to calculate the impact — I will do that for them. But they may need to explain the impact to a taxpayer. ■



Bylaws & Policies

D.C. Everest Area School District

October, 2015

ADOPTION RESOLUTION

RESOLVED, that the bylaws and policies printed and codified in the comprehensive document entitled "Bylaws and Policies of the D.C. Everest School Board" are hereby adopted and that all bylaws and policies heretofore adopted by the D.C. Everest School Board are hereby rescinded, further be it

RESOLVED, that in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law, inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies and parts of policies shall remain in full effect.

Take notice that the foregoing resolution was adopted by the D.C. Everest School Board at a public meeting held at Weston, Wisconsin on _____, 20____.

_____ _____

_____ _____

_____ _____

_____ _____

GLOSSARY OF EDUCATIONAL TERMS AND ACRONYMS

The following terms are used by the School District not only in policy and administrative guidelines, but in communications with parents, students, and the public.

ASSESSMENT

The comparison that is made between what should have been accomplished and what has been actually accomplished. With student learning, it is a comparison between what has been learned and what should have been learned.

ATTITUDE

One of the five major types of learning contained in courses of study, along with facts, concepts, principles, and skills. Students develop (or change) a mind-set towards acting in a particular way. Examples are a mind-set or attitude toward "doing quality work," "maintaining a clean environment," "participating in civic affairs," "not using drugs," etc.

CONCEPT

One of the five major types of learning involved in a course of study, along with attitudes, facts, principles, and skills. Students form an abstract idea of a class or type by understanding the characteristics that are true of any instance. For example, a triangle is the name for the concept of any plane, closed, geometric figure that has three sides which form three internal angles.

CONTENT

The name that is used to refer to all of the facts, concepts, principles, attitudes, and skills that students are to learn in any course of study.

COURSE OF STUDY

An organized sequence of activities designed for students to acquire a body of knowledge, attitudes, and skills associated with a particular academic or vocational field. The learning activities may be scheduled over a period of a semester, a school year, or several school years. Examples are a K-6 math program, 11th grade American History, and Junior High School Science.

CRITERION (CRITERIA)

A feature or characteristic by which something or someone is to be measured or judged. For example, in judging a student's writing ability, criteria that might be used are "legibility," "spelling," "clarity of expression," "grammar," etc.

CURRICULUM

All the planned activities, formal and informal, individual and group, in and outside of the classroom, necessary to accomplish the educational goals of the District. (See Policy 2210).

DIAGNOSIS

A determination of the causes for a particular condition, usually based on an assessment or evaluation. It deals with the question "What are the reasons for ....?". In education, it could deal with the reasons students are or are not accomplishing what they are expected to be accomplishing as a result of instruction.

EVALUATION

A value judgment that is made about an assessment. For example, if assessment shows that a student has satisfactorily achieved 90% of the objectives of a course, the evaluation (judgment) could be that the student's achievement is judged to be "excellent" or "better-than-average," "superior," and the like.

FACT

One of the five major types of learning involved in a course of study, along with attitudes, concepts, principles, and skills. Students acquire knowledge of verified, specific information about an event, procedure, place, person, or object.

Deleted:

GOAL

An intention or expectation, usually stated, which requires several tasks to produce the desired result. Most goals involve the accomplishment of two or more related objectives.

IDEA

The Federal law which defines how states and local school systems will provide education for disabled children. Usually referred to as special education or "special ed." Enforced by the Department of Education (DOE).

IEP

The acronym for Individualized Education Plan. Such a plan is required for every student who is classified as eligible for special education by Federal and State criteria.

INSTRUCTION

The information, questions, and/or directions provided to students by teachers, books, computers, etc., in order that they may acquire some type of learning.

LEADERSHIP

A process of working with people where certain knowledge and skills, and attitudes, combined with risk-taking, are used to 1.) envision a desired or needed outcome; 2.) communicate to others so they participate willingly in the necessary tasks; 3.) monitor progress toward the outcome; 4.) reinforce and/or remediate actions; 5.) evaluate the results.

MANAGEMENT

The process of organizing and maintaining needed resources (people, things, time, and money) and ensuring they are utilized appropriately for their intended purpose.

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MEASUREMENT

A determination of the quantity and/or quality of something. In education, it is usually a determination (often by testing) of how much has been learned or how well it has been learned. It is the necessary first step for an assessment and evaluation.

MISSION

The stated purpose or intent of a school or school system. The reason it exists.

MODEL

In education, the term usually refers to a program or project designed to demonstrate unique activities, structures, and/or organizations.

NORMS

In education, the term is primarily related to testing and refers to a set of achievement levels attained by a given number or percentage of students from representative populations or areas of a state or the nation.

OBJECTIVE

An intended action or result, often a step in the process of achieving a goal. For students, a learning objective is usually the first level of accomplishment which, when sequenced and correlated with other objectives, allows for the achievement of Course of Study objectives, which, if achieved and correlated with the accomplishment of other Courses of Study objectives, lead to the accomplishment of one (1) or more of the District's Educational Goals for Students.

OUTCOME

The situation that exists when one (1) or more goals have been achieved. In plans, outcomes are usually stated in terms of expected accomplishment; goals are usually stated in terms of intended actions. Both emanate from the Mission Statement.

PILOT

The try-out of a new or innovative program or activity before making a major, long-term commitment.

PLACEMENT

The assignment, for reasons other than educational achievement, of a student to another group, grade, program, or course.

PLAN

The thought-out sequence of actions designed to accomplish an objective or goal. Usually describes needed resources, appropriate actions and timelines, contingencies, and procedures for monitoring progress.

PRINCIPLE

One of the five major learnings involved in a course of study, along with attitudes, concepts, facts, and skills. Students acquire knowledge of cause-effect relationships in the natural and social sciences, mathematics, and other subject areas.

PROGRAM

A series of related, planned activities which are designed to accomplish one or more stated purposes.

PROMOTION

The advancement of a student from one level of learning to a higher level of learning usually by assignment to a higher group, grade, program, or course.

RELIABILITY

In education, the term relates primarily to testing and refers to how consistently test items or a test as a whole measures the same learning among different students.

RETENTION

The decision to have a student remain at his/her current level for an additional semester or school year, because the student lacks knowledge or skills needed for further learning and/or exhibits emotional or social immaturity.

SCOPE

A curriculum term which refers to both the length of a particular course of study and to the amount and types of learnings that will be dealt with from beginning to end.

SECTION 504

The section of the Rehabilitation Act of 1973 that includes requirements for employment and education of disabled persons. Enforced by the Office of Civil Rights (OCR).

SEQUENCE

A curriculum term correlated to SCOPE which describes the order in which learnings will be developed and should cumulate throughout a course of study.

SKILL

One of the five major types of learning involved in a course of study, along with attitudes, facts, concepts, and principles. Students have learned a skill when they can take certain actions and produce a particular result at a given standard of quality. This type of learning is acquired through repeated practice interspersed with clear, concise feedback on what to change and what to maintain in order to improve the result.

STANDARDIZED TEST

A test in which the items have been designed by educators outside of the district rather than by the students' teachers and has state or national norms by which to judge the level of each student's achievement.

STANINE

A term used in reporting test results that refers to one of nine levels of performance on the test.

TEST

A method, consisting of questions or activity directions, designed to determine what students have acquired in the way of attitudes, facts, concepts, principles, and/or skills. It may also be used to determine how much or how well they can apply what they have learned.

UNDERSTANDING

A level of knowledge beyond memorization or rote which makes it possible for a student to explain what s/he has learned and/or to apply the knowledge in new and unfamiliar situations.

VALIDITY

In education, the term relates primarily to testing and refers to how well test items or a test as a whole actually measures what is intended to be measured or needs to be measured. (See RELIABILITY).

ACRONYMS

DOE - Federal Department of Education

DPI - Wisconsin Department of Public Instruction

EPA - Environmental Protection Agency

FERPA - Federal Education Rights and Privacy Act

IEP - Individualized Education Plan

OCR - Office of Civil Rights

OSHA - Office of Safety and Health Administration

PPO - Pupil Performance Objective

SAT - Scholastic Aptitude Test

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DEFINITIONS

The bylaws of the School Board of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Board

The School Board also commonly referred to as the School Board.

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the School Board. (See Bylaw 0170)

District

The School District.

District Administrator

The chief executive officer of the School District sometimes locally referred to as Superintendent. In policy, capitalization of the term District Administrator implies delegation of responsibilities to appropriate staff members.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full Board

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

May

This word is used when an action by the Board or its designee is permitted but not required.

Medical Advisor

The School District is required to appoint a Medical Advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(g)(3))

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Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. Wis. Stat. 19.82(2).

Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the School Board. (See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies authority to delegate responsibilities to appropriate members of his/her staff.

Professional Staff Member

District employees that are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees that are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household.

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

As noted under District Administrator, locally some districts refer to the chief executive officer of the School District as Superintendent. In policy, capitalization of the "S" in Superintendent implies delegation of responsibilities to appropriate staff members.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals.

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Treasurer

The chief financial officer of the District. (See Bylaw 0170)

Vice-President

The Vice-President of the School Board. (See Bylaw 0170)

Voting

A vote at a meeting of the School Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes, and to be available for a roll call vote. A Board member may be present at a meeting if attending by telephone or other manner of remote access, provided that the meeting is properly held. No voting by Proxy may be recorded or counted in an official vote of the Board.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

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OFFICIAL DESCRIPTION

0111 **Name**

The School Board of this District shall be known officially as the D.C. Everest School Board.

0112 **Purpose**

The School Board exists for the purpose of providing a system of free, public education for children in grades 4K-12.

0113 **Boundaries**

The D.C. Everest Area School District is comprised of the area in the description on file in the School Board office.

0114 **Classification**

The D.C. Everest Area School District shall be classified as a common school district.

0115 **Address**

The official address of the D.C. Everest School Board shall be 6300 Alderson Street, Weston, WI 54476 .

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POWERS AND PHILOSOPHY

0121 **Authority**

The supervision of this District shall be conducted by the School Board, hereinafter sometimes referred to as the "Board", which is constituted and is governed by the laws of the State of Wisconsin.

Chapters 118 and 120, Wis. Stats.

0122 **Board Powers**

The power of this School Board extends to those matters expressly or implicitly granted by constitution, statute, local charter or ordinance, or other law, including the power to do all things reasonable to promote the cause of education.

120.13, Wis. Stats.

The Board shall also authorize the development and promulgation of rules and guidelines by the Superintendent for the proper operation and management of the District, including the conduct of students while in school or enroute on school buses.

0123 **Philosophy of the Board**

A School Board is a legal entity for providing a system of public education within a geographic area of the State of Wisconsin. The system was created by, and is governed by, State statutes. Members of a Board are chosen by citizens to represent them and the State in the governance of the local schools.

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The Board has the dual responsibility for implementing statutory requirements pertaining to public education and for meeting the desires of residents. While the Board has an obligation to determine and assess citizen desires, it is understood that when the voters elect delegates to represent them in the conduct of specified educational programs, they, at the same time, are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

A. Maintain two-way communications with citizens of the District. The Board shall keep them informed of the progress and problems of the School District and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body.

B. Establish policies and make decisions on the basis of declared educational philosophy and goals.

C. Act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the School Board has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.

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FUNCTIONS

0131 **Legislative**

0131.1 **Bylaws and Policies**

The School Board shall adopt bylaws and policies for the organization and operation of this Board. Such policies are to include those needed to meet the education standards established by Wisconsin Statute.

Those bylaws and policies which are not dictated by the statutes or rules of the Department of Public Instruction or ordered by the State Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected except that the Board may, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

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The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

The Superintendent is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. The Superintendent shall inform the Board of any such changes at the next regular Board meeting.

0132 **Executive**

0132.1 **Selection of Superintendent**

The School Board shall exercise its executive power in part by the appointment of a Superintendent who shall enforce the statutes of the State of Wisconsin, rules of the Department of Public Instruction, and the policies of this Board. (118.24, Wis. Stats.)

0132.2 **Administrative Guidelines**

The Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the school will be operated. These detailed arrangements shall constitute the administrative guidelines governing the schools which are not inconsistent with statutes or regulations of the Department of Public Instruction or the policies of this Board. (See Policy 1230.01)

Such administrative guidelines shall be binding on the employees and the students of this District when issued.

The Superintendent shall be delegated the authority to take necessary action in circumstances not provided for in Board policy, provided that such action shall be reported to the Board at the next meeting following such action.

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0133 **Judicial**

The School Board assumes jurisdiction over any dispute or controversy arising within this District and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.

In furtherance of its judicial function, the Board may hold hearings which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.

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MEMBERSHIP

0141 **Number**

The School Board shall consist of seven (7) members.

0141.1 **Student Representation at Board Meetings**

The School Board acknowledges the important contributions students can make to the governance of the schools. The Board believes that student participation at Board meetings can provide a better understanding of the needs and concerns of students. The Board, therefore, welcomes a student representative to the Board.

The student representative(s) or the alternate in the absence of the representative shall:

A. represent all students of the District.

B. serve on an annual basis beginning in June.

C. be a member of the Student Council.

The representative shall:

A. be selected by a process established by the high school administration and the Student Council.

B. be encouraged to sit at the Board table and answer questions in the same manner as elected Board members.

The student representative is encouraged to communicate with the students in all secondary schools in the District.

The student representative shall not vote on matters that come before the Board and/or participate in closed sessions of the Board.

0142 **Election/Appointment**

0142.1 **Electoral Process**

Members of the Board shall be elected annually at the spring election on the first Tuesday in April in a manner that is consistent with State law.

120.06 (1), 10.68 (5)(2b), Wis. Stats.

Declaration of Candidacy

If an incumbent fails to file a Declaration of Candidacy by the 5:00 P.M. deadline on the first Tuesday in January, candidates may file a declaration of candidacy within seventy-two (72) hours of the Tuesday deadline.

Declaration of Non-Candidacy

If an incumbent files a Declaration of Non-Candidacy no later than 5:00 P.M. on the 2nd Friday preceding the Tuesday deadline, there is no extension of the Tuesday deadline.

When the first Tuesday in January is a holiday the deadline becomes 5:00 P.M. the next day.

120.06 (6)(b), Wis. Stats.

0142.2 **Qualifications**

A school elector in the School District is eligible to be a Board member.

120.06(2), Wis. Stats.

0142.3 **Term**

The term of each Board member shall be three (3) years commencing on the 4th Monday in April and shall continue until a successor is elected and qualified or until a vacancy occurs.

120.06(4), Wis. Stats.

0142.4 **Oath**

Each newly-elected Board member shall file the oath of office with the Clerk.

120.06 (10), Wis. Stats.

0142.5 **Vacancies**

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

A. the death of the incumbent, or the incumbent's being found mentally incompetent by the proper court

B. the incumbent's resignation

C. the incumbent's removal from office

D. the incumbent's conviction of a felony or imprisonment for one or more years

E. the incumbent's election or appointment being declared void by a competent tribunal

F. the incumbent's neglect or failure to file the oath of office or to give or renew an official bond, if required

G. the incumbent's ceasing to possess the legal qualifications for holding office

H. the incumbent moving his/her residence out of the District

I. the incumbent is absent from the territory of the District for a period of sixty (60) continuous days, unless such absence is due to active duty in the armed forces, in which case the vacancy shall be temporary for the remainder of the term or until the incumbent returns and files a notice of his/her intent to return to his/her unexpired term

A vacancy shall be filled by the remaining members of the Board in accordance with 17.26.

17.03 et seq., Wis. Stats.

Filling a Board Vacancy

The vacancy shall be filled by the Board using the following procedure:

A. The Board shall seek qualified and interested candidates from the community through the news media and District web site.

B. All applicants are to submit a notice of their interest, in writing, to the Board Clerk.

C. The Board may interview all interested candidates to ascertain their qualifications.

D. Appointment by the Board to fill a vacancy shall be by a majority vote of the existing Board.

0142.6 **Recall**

Any member of the Board may be recalled pursuant to Chapter 9.10, Wis. Stats.

0142.7 **Orientation**

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures.

Deleted: Accordingly, the Board shall give to each new Board member no later than his/her first regular meeting as a Board member.

Each new Board member shall be invited to meet with the Board President and the Superintendent to discuss Board functions, policies, and procedures.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.

0143 **Authority**

Individual members of the Board do not possess the powers that reside in the School Board. The Board speaks through its minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by law.

No member of the Board shall be denied documents or information to which s/he is legally entitled and which are required in the performance of his/her duties as a Board member.

0143.1 **Public Expression of Board Members**

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members make public statements on school matters:

A. to local media;

B. to local officials and/or State officials.

Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:

1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter

2. routine, not for publication, correspondence of the Superintendent and other Board employees

3. routine "thank you" letters of the Board

4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)

5. personal statements not intended for publication

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0144 **Operations**

0144.1 **Compensation**

Board members shall receive compensation as approved by the electors at the Annual Meeting.

Expenses of a Board member when authorized by the Annual Meeting shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

Board members shall be paid actual wages lost per day as prescribed by law for loss of wages due to attendance at authorized school related meetings.

In the event that Board members are required to use vacation time, or give up other compensation, they are entitled to reimbursement at their daily rate.

Reimbursement for lost wages, vacation time or other compensation is earned income and shall be paid after taxes have been withheld.

120.10(3), Wis. Stats.
120-43(3), Wis. Stats.

The following guidelines have been established by the School Board to ensure appropriate and proper reimbursement of expenses for Board members.

A. Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.

B. When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.

C. No entertainment expenses or purchases of alcoholic beverages are reimbursable.

D. A voucher detailing the amount and nature of each expense must be submitted to the Board for approval.

0144.2 **Board Member Ethics**

As members of the School Board, Board members will strive to improve public education and to that end they will:

A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;

F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;

G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;

H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;

J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;

K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

Source: Board of Directors, National School Boards Association.

0144.3 **Conflict of Interest**

Board members shall perform their official duties in a manner free from conflict of interest pursuant to 19.59, Wis. Stats. To this end:

A. no Board member shall use his/her position as a Board member to obtain financial gain for himself/herself, immediate family, or any organization with which s/he is associated;

B. no Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system and as a public officer;

C. when a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.

Board Members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats., by having a private interest in a contract with the District in an amount that exceeds $15,000 annually.

0144.4 **Indemnification**

The Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member to the extent allowed under the law.

0145 **Sexual and Other Forms of Harassment**

The School Board believes that sexual or other forms of offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the District and intolerable in an environment in which students and staff members of this District function.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment. Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct is such that a reasonable person under the same circumstances as the person/employee would consider the conduct sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment. 111.36(1) Wis. Stats.

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The harassment of a District staff member, student, or another Board member by a member of the Board is strictly forbidden. Any member, who is found to have harassed a member of the staff, a student, or another Board member will be subject to discipline by the Board and may be reported to law enforcement authorities.

118.13, 120.13(1) 111.32(13) Wis. Stats.
P.I. 9, Wis. Adm. Code
Title IX Education Amendments of 1972, Chapter 227

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ORGANIZATION

0151 **Annual School District Meeting**

The School Board shall hold an annual meeting on the fourth Monday in July at 8:00 p.m. unless the electors at any annual meeting set a different date and time for subsequent meetings or authorize the Board to set a different date and time for subsequent meetings, but in no case shall the annual meeting be held earlier than May 15th or later than October 31st. The meeting shall be held for the purposes prescribed by 120.08, 120.09, Wis. Stats. The meeting shall be called to order by the ranking officer of the Board who shall serve as presiding officer until the election of a chairperson.

0151.1 **Annual Board Reorganization Meeting**

The School Board shall hold an annual reorganization meeting on or within thirty (30) days after the fourth Monday in April. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of the Board President.

0152 **Officers**

The Board shall elect, from among its members, a President, Vice-President, Treasurer, and a Clerk. Such election shall occur at the Annual Reorganization Meeting on or within thirty (30) days after the fourth (4th) Monday in April.

120.05, Wis. Stats.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

The Board shall, in addition to other statutory requirements:

A. designate depositories for school funds;

B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders.

120.10, 120.15 et seq., Wis. Stats.

0155 **Committees**

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, and any matter intended for the consideration at the contemplated closed meeting pursuant to 19.84, Wis. Stats. In addition, committee meetings may provide for a period of public participation, and recording appropriate minutes of the meeting. A committee may conduct a closed meeting providing it is for one of the purposes described in Bylaw 0167 and the committee abides by all requirements for the conduct of a closed meeting.

Ad hoc committees may be created and changed at any time by the President or the Superintendent with the approval of the Board.

Members of ad hoc committees shall serve until the committee is discharged.

The Superintendent shall serve as an ex-officio member of each committee.

Deleted: The President is authorized to appoint as soon after the Annual Reorganizational meeting as practicable, members of the Board to standing committees where they shall serve a term of one (1) year.

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MEETINGS

0161 **Parliamentary Authority**

The parliamentary authority governing the School Board shall be Robert's Rules of Order, Newly Revised, as defined in Chapter XVI, "Boards and Committees" in all cases in which it is not inconsistent with statute, administrative code, or these bylaws,

0162 **Quorum**

Four (4) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

Two (2) forms of a quorum should be avoided.

"Negative Quorum" – A gathering of less than one-half (1/2) of the members of the Board may be a meeting if that group possesses the power to defeat action taken by the School Board.

"Walking Quorum" – Less than one-half (1/2) of the members of the Board gathered together may constitute a meeting if it is one (1) of a series of meetings through which agreement on an issue is reached. A series of e-mail messages, phone calls or other communications between Board members could be a "meeting" or "walking quorum" because, while the Board members have not physically convened, they can effectively communicate and exercise the authority otherwise vested in the Board.

0163 **Presiding Officer**

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

120.11, Wis. Stats.

0164 **Call**

0164.1 **Regular Meetings**

The regular meetings of the School Board shall be held on the fourth Wednesday of each month in the board room of the Administration Building unless another time and/or location is designated by the Board with due notice.

It is the policy of the School Board that the flag of the United States of America shall be on display in the Board Room for each regular and the annual School Board meeting.

The Board meetings shall begin with the president leading the pledge to the flag. No one shall be compelled, against his objections, to recite the Pledge of Allegiance.

0164.2 **Special Meetings**

Special meetings of the Board may be called by the President or by the written request of any member of the Board provided there is compliance with the notice provision of these Bylaws.

The Superintendent and those administrators directed by the Superintendent shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

0165 **Notice**

0165.1 **Regular Meetings**

Public notice of all meetings shall be given pursuant to statute. The Board shall cause to be posted at the Board office and in other locations considered appropriate by the Board, a notice listing the date, time, place, and subject matter of each regularly-scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. To assure that notice of a meeting is specific enough to apprise the public of the purpose of the meeting, the following factors shall be considered: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and (3) whether the meeting will involve routine or novel issues. The notice shall contain the name and address of the District and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

19.84, Wis. Stats.

The notice shall also contain the following statement:

"Upon request to the administrative assistant to the Superintendent, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting."

The notice shall be given to local media and municipalities, the official newspaper and, upon the written request, to an individual, organization, firm, or corporation. The news media shall be entitled to receive, at their request, copies of such notices free of charge.

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0165.2 **Change of Regular Meetings**

If the Board adopts a resolution changing the date, time, or place of a regularly-scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. Said notice shall be posted on the front door of the Administrative Office Building and such places as the Board may determine. Said notice shall be posted at least twenty-four (24) hours before the rescheduled meeting.

0165.3 **Special Meetings**

Said notice shall state the date, time, place, and subject matter of such special meeting, as well as the name and address of the District. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the Board office and such other places as the Board may determine. A copy of said notice shall be served upon each member of the Board, at least twenty-four (24) hours prior to the meeting. A special meeting may be held without prior notice if all Board members are present and consent or each member consents in writing even if s/he does not attend.

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120.11(2), Wis. Stats.

0166 **Agenda**

The Superintendent shall prepare and submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President. The Superintendent and the President of the Board should meet prior to the Board meeting to discuss the contents of the agenda. The level of specificity of the description of subject matter for discussion shall be determined considering the following: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and, (3) whether the meeting will involve routine or novel issues.

The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.

Each agenda may contain the following statement:

> "This meeting is a meeting of the School Board in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda."

The agenda for each regular meeting shall be delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be delivered no later than two (2) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered at any meeting by a majority vote of the members present.

The following shall be the order of business:

A. Call to order by the President

B. Roll call/Verbal notification of closed session of the Board, if applicable.

C. Pledge of Allegiance to the Flag

D. Approval of Agenda

E. Hearing of delegations present (if any)

F. Consent Agenda – A grouping on the agenda for those items which do not require discussion or explanation as to the reason for action. All items on consent agenda will be acted upon under a single motion. (Such agenda may include minutes, treasurer's report and bill listing, employment of personnel, second reading on policies, and items selected by the superintendent and school board president.) Any item may be removed from the consent agenda prior to the motion and second to approve. All items removed from consent agenda will be considered separately.

Deleted: district administrator

G. Reports/considerations

H. Unfinished business

I. New business

J. Petitions and communications

K. Calendar of future committee and board meetings

L. Adjournment

M. Executive session – If required and if approved by roll call vote of the members of the Board.

N. Reconvene in Open Session

O. Adjournment

If the Board wishes to discuss items that were not posted at least twenty-four (24) hours prior to the meeting, the Board must (1) post a separate notice of the item(s) no less than two (2) hours prior to the meeting and (2) show good cause why posting the item at least twenty-four (24) hours prior to the meeting was impossible or impractical.

19.84(3) Wis. Stats

0166.1 **Consent Agenda**

The School Board shall use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board.

A. minutes of prior meetings

B. bills for payment

C. hiring of personnel

D. resolutions that require annual adoption, such as bank signatories, Wisconsin High School Athletic Association membership, etc.

E. resignations and leaves

A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

A roll call vote will be conducted for consent agenda items.

0167 **Conduct**

0167.1 **Voting**

All regular and those special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless approved at a meeting of the Board by a majority vote of the members present at the meeting, unless otherwise required by law, and a proper record made of the vote. Meetings of the Board shall be public and no person shall be excluded therefrom.

19.83, Wis. Stats.

Any Board member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member may request that the Board be polled.

0167.2 **Closed Session**

The Board may meet in a closed session, one closed to the public, for specified purposes.

Each closed session requires a majority roll-call vote of the Board and may be held to:

A. deliberate a case which was the subject of any hearing before the Board; (19.85(1)(a))

B. consider dismissal, demotion, licensing, or discipline of any Board employee or person licensed by the Board, or the investigation of charges against such person, and the taking of formal action on any such matter, provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. (19.85(1)(b))

C. consider the employment, promotion, compensation, or performance-evaluation data of any employee; (19.85(1)(c))

D. considering strategy for crime detection or prevention; (19.85(1)(d)

E. deliberate or negotiate the purchase of public properties, the investment of District funds, or the conduct of other Board business whenever competitive or bargaining reasons require a closed session; (19.85(1)(e))

F. consider financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where par. (B) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; (19.85(1)(f))

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G. confer with the Board's legal counsel who is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved; (19.85(1)(g))

H. consider requests for confidential, written advice from the ethics board under 19.46(2), Wis. Stats., or from any county or municipal ethics board under 19.59(5), Wis. Stats.; (19.85(1)(h))

The presiding officer shall announce the nature of the closed session and the specific section of the law that allows for the closed session.

No other business other than that stated in the public notice may be conducted at a closed session. The Board may not reconvene its regular or special meeting after a closed session, within twelve (12) hours, unless public notice of the reconvened meeting was part of the public notice of its regular or special meeting.

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose to anyone the content of discussions that take place during such sessions.

Recording of Closed Sessions

Other than expulsion hearings, closed sessions of the Board will not be recorded, filmed or photographed without prior approval of the Board. Any such recording, film or photograph must be maintained in accordance with Policy 8310 – Public Records and Policy 8330 – Student Records.

66 OAG 318 (1977)

0167.3 **Public Participation at Board Meetings**

The School Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Public Participation Section of the Meeting

To permit fair and orderly public expression, the Board shall provide a period for public participation at every regular meeting of the Board and publish rules to govern such participation in Board meetings.

Deleted: Agenda Item

Deleted: Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than ten (10) days prior to the meeting and include:

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Deleted: name and address of the participant;

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Deleted: group affiliation, if and when appropriate;

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Deleted: topic to be addressed.

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Deleted: Such requests shall be subject to the approval of the Superintendent and the Board President.

The presiding officer of each Board meeting at which public participation is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

A. Public participation shall be permitted as indicated on the order of business at the discretion of the presiding officer.

B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.

C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.

D. Each statement made by a participant shall be limited to three (3) minutes duration.

E. Participants shall direct all comments to the Board and not to staff or other participants.

F. All statements shall be directed to the presiding officer; no person may address or question Board members individually.

G. The presiding officer may:

1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;

2. request any individual to leave the meeting when that person does not observe reasonable decorum;

3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;

4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;

5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.

H. The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, unless extended by a vote of the Board.

19.90, Wis. Stats.

0167.5 **Use of Electronic Mail**

E-mail is a form of communication that could conflict with the Open Meetings Act and must be preserved for production in the context of an open records request. Board members are strongly discouraged from communicating regarding Board business with other Board members, the Superintendent, school staff or members of the community via electronic mail. If a Board member does utilize electronic mail, it may be used only for the purposes of communicating:

A. messages between Board members or between a Board member and employee(s) which do not involve deliberating or rendering a decision on matters pending before the Board;

B. possible agenda items between the Superintendent and the Board president;

C. times, dates, and places of regular or special Board meetings;

D. a Board meeting agenda or public record information concerning items on the agenda;

E. requests for public record information from a member of the administration, school staff, or community pertaining to District operations;

F. responses to questions posed by members of the public, administrators, or school staff.

Under no circumstances shall Board members use E-mail to discuss among themselves Board business that is only to be discussed in an open meeting of the Board, is part of an executive session, or could be considered an invasion of privacy if the message were to be monitored by another party.

0167.6 **E-mail – Public Records**

There should be no expectation of privacy for any messages sent by e-mail. All messages sent or received by any member of the Board in the course of conducting the business of the Board shall be provided to the District's Records Custodian or the Superintendent for preservation. Such records may be subject to disclosure under the Public Records Act.

The Superintendent in consultation with the District Records Custodian shall devise and develop procedures pertaining to e-mail communications and public records. The custodian shall do the following:

A. develop procedures for collecting, archiving and cataloguing Board e-mail communications

B. develop procedures for reproducing Board e-mail communications to comply with a request under the Public Records Act

C. promptly disseminate the procedures for collecting, archiving and cataloguing Board member e-mail communications to each Board member

Board members are required to provide to the Records Custodian all e-mail communications using the procedure developed by the Superintendent and Records Custodian without regard to whether the Board member believes the communication is subject to disclosure under the Public Records Act.

Prior to implementation of a procedure for collection of e-mail, all such communications of the Board members must be copied to the Custodian or Superintendent.

Board members shall utilize e-mail communication only as described in Bylaw 0167.5.

Each Board member as an elected official is independently required by law to comply with public records requests for e-mail communications sent or received on the Board member's personal e-mail account.

0167.7 **Use of Personal Communication Devices**

When performing their duties as a Board member, regardless of whether they are using personally-owned or Board-owned personal communication devices (PCDs), Board members use of PCDs shall be in accordance with the following policies and administrative guideline:

A. Policy 7530.02 - Staff Use of Personal Communication Devices

B. Policy 7530.01 - Board-Owned Personal Communication Devices

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Deleted: Policy 7542 - Access to District Technology Resources from Personally-Owned Personal Communication Devices

Deleted: C

C. Policy 7540.04 - Staff Network and Internet Acceptable Use and Safety

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D. AG 7540.04 - Staff Network and Internet Acceptable Use and Safety

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For purposes of this Bylaw, PCDs shall be defined as set forth in the above-identified policies.

0168 **Minutes**

0168.1 **Open Meeting**

The Clerk, or a temporary clerk appointed by the presiding officer, shall designate a person to keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. These minutes must be approved by the Board and endorsed by the Clerk; or by a person designated by the presiding officer which should ordinarily occur at the next regular meeting. The minutes shall include all votes taken at the meeting.

Proceedings of each meeting shall be publicized on District web site and by school District-wide distribution prepared and directed by the School Board and paid out of school funds within forty-five (45) days of the meeting. The notice shall also contain a listing of receipts and expenditures in the aggregate. There will also be a detailed record of all receipts and expenditures available for inspection at each regular Board meeting and upon written request.

The minutes shall be available for inspection at the Superintendent's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The official minutes shall be bound together by years and kept in the office of the School Board.

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Minutes of the preceding meetings shall be approved by the Board at its next regular meeting.

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The minutes shall show only action taken.

120.11, Wis. Stats.

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DUTIES

0171 **Officers**

0171.1 **President**

The President of the School Board shall:

A. act as chairperson at meetings of the Board and ensure that minutes of meetings are properly recorded, approved, and signed;

B. countersign all checks, share drafts, or other drafts for disbursement of District funds;

C. defend on behalf of the District all actions brought against it;

D. prosecute, when authorized by an annual meeting of the School Board, actions brought by the District and an action for the recovery of any forfeiture incurred under Chapters 115 and 121 in which the District has an interest;

E. Perform other duties appropriate to the office of the President under 120.15 Wis. Stats.

120.15, Wis. Stats.

0171.2 **Vice-President**

The Vice-President of the School Board shall act as chairperson of the school board meeting by:

A. presiding at meetings of the Board when the President is not able to attend;

B. performing other duties appropriate to the office of Vice-President as the Board determines;

C. in case of a vacancy in the office of President, succeeding to the office of President for the balance of the unexpired term.

120.15(5), Wis. Stats.

0171.3 **Clerk**

The Clerk of the School Board shall:

A. act as clerk and record the proceedings of all meetings of the Board;

B. enter the proceedings of the Board in proper record books;

C. enter in the record book copies of all Clerk's reports sent to municipal clerks;

D. draw and record orders on the Treasurer as directed by the Board;

E. be the chief election officer of the District with authority to report the name and post-office address of each Board member, within ten (10) days after his/her election or appointment, to the clerk and treasurer;

F. perform other duties as prescribed by law or the Board.

120.17, Wis. Stats.

0171.4 **Treasurer**

The Treasurer of the School Board shall:

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A. present at the annual meeting a written statement of all money received and dispersed by the District in the preceding year;

B. perform other duties prescribed by statute or by the Board.

120.16, 66.042 Wis. Stats.

0172 **Legal Counsel**

The School Board may employ an attorney to represent the School District or Board in actions brought for or against the District and to render other legal services for the welfare of the School District.

0173 **Independent Auditor**

The independent auditor shall:

A. examine the balance sheet of the District at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;

B. conduct such examination in accordance with generally-accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances;

C. render an opinion of the financial statements prepared at the close of the fiscal year;

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Deleted: B.
Deleted: enter in the account books all money received and disbursed and specify the source of the funds and the person to whom funds were paid and the object of the payment;
Deleted: C.
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D. make such recommendations to the School Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable;

E. perform such other related services as may be requested by the Board.

120.14, Wis. Stats.

0174 **Reports**

0174.1 **Annual Report**

The School Board Clerk shall file with the Department of Public Instruction (publish) an annual school district report by September 1st in the format prescribed by the Department of Public Instruction as required by law.

0174.2 **School Performance Report**

The School Board will also publish an annual school and school district performance report including all information prescribed by statute. By January 1st of each year, the School Board shall notify the parents of each student enrolled in the District of the right to request a school and school district performance report. Parents shall be notified that the performance report will be provided to the parent electronically unless the parent requests a written copy of the report. By May 1st, the Board shall distribute copies of the report to those who have requested the report including students enrolled in charter schools located in the District, that have requested the report.

The School and School District Performance Report will be posted on the District's website [required for those District's that maintain a website]

0174.3 **Other Reports**

In addition, the Board shall publish other reports it deems necessary to keep the community and government authorities adequately informed about the operation of the District.

115.38(1), Wis. Stats.
120.18, Wis. Stats.

0175 **Association Memberships**

The School Board may maintain membership in the Wisconsin Association of School Boards and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and District personnel.

Deleted: District Administrator

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

0175.1 **School Board Conferences, Conventions, and Workshops**

The School Board recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

Attendance at local, County, and State workshops and conferences is encouraged.

Each Board member is expected to report back to the Board after attending a conference at District expense.

Travel and personal expenses of spouse, children, or other guest traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.

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policy

1000	**ADMINISTRATION**
1100	District Organization
1110	Assessment of District Goals
1130	Conflict of Interest - Private Practice
1210	Board - Superintendent Relationship
1213	Student Supervision and Welfare
1220	Employment of the Superintendent
1230	Responsibilities of the Superintendent
1230.01	Development of Administrative Guidelines
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1400	Job Descriptions
1422	Nondiscrimination and Equal Employment Opportunity
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1460	Physical Examination
1461	Unrequested Leaves of Absence/Fitness for Duty
1623	Section 504/ADA Prohibition Against Disability Discrimination in Employment
1630.01	Family & Medical Leave of Absence ("FMLA")
1662	Employee Anti-Harassment

policy

DISTRICT ORGANIZATION

The School Board recognizes that the grouping of grades and services within the facilities of the District can assist the efficient operation of the District and help achieve a more effective instructional program.

The Superintendent shall continually monitor the effectiveness of the District organizational plan and recommend to the Board such modifications in the plan which are in the best interests of the students, make wisest use of District resources, and serve the educational goals of the Board.

Modifications in the organizational plan of the schools may be made by the Board upon the recommendation of the Superintendent.

The Superintendent shall be the chief executive officer of the School District. The Superintendent shall define and recommend those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with State law and regulations.

Responsibility shall flow clearly from the Superintendent through the administrative staff to the operational personnel.

It shall be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the District. Maintenance of an efficient, skilled, operational staff is essential to the effective performance of the system.

It is the Board's intent to maintain an operational and technical staff with a high level of competence.

policy

On occasion, the Superintendent may find it necessary to recommend to the Board the employment of specialists or consultants to maintain or support programs implemented by the District in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their potential contribution to the School District and the specific conditions of the stated contract or agreement.

118.24, Wis. Stats.

policy

ASSESSMENT OF DISTRICT GOALS

One of the major functions of the Board of Education is to work with the administration to establish the goals by which the District can accomplish its mission and to provide the resources necessary for their accomplishment. Because of the importance the Board places on accomplishing goals, it has established the following policy for effective assessment of the District's progress toward their realization.

In conjunction with its annual evaluation of the Superintendent, the Board shall also provide the time for both the Board and the administration to assess the progress of the District, during the previous year, toward the achievement of current goals.

The Board may develop and implement a plan to improve its own performance as the body charged with the responsibility for the governing of the District.

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CONFLICT OF INTEREST - PRIVATE PRACTICE

The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the School Board has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees. Employees are expected to perform their duties in a manner free from conflict of interest consistent with 19.59, Wis. Stats.

A. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.

B. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Included, by way of illustration rather than limitation are the following:

1. the provision of any private lessons or services for a fee

2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees.

3. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School District records

4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals

5. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

C. Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.

policy

BOARD - SUPERINTENDENT RELATIONSHIP

The School Board believes that, in general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. Policy should not be originated or changed without the recommendation of the Superintendent. The Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The Superintendent, as the chief administrative officer of the School District, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities. His/Her methods should be made known to the staff through the administrative guidelines of the District. The Board shall retain oversight supervision of such administrative guidelines.

The Superintendent and those administrators directed by the Superintendent shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

The Board is responsible for determining the success of the Superintendent in meeting the goals established by the Board through annual evaluations of the Superintendent's performance. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

policy

STUDENT SUPERVISION AND WELFARE

Administrative staff members because of their proximity to students are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrative staff member. It is the intent of the School Board to direct the preparation of guidelines that would minimize that possibility.

An administrative staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student, including a student age sixteen (16) or older, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

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

It is the responsibility of the Superintendent to maintain the following standards:

A. Each administrative staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.

B. An administrative staff member should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.

C. An administrative staff member shall provide proper instruction in the safety matters presented in assigned course guides.

D. Each administrative staff member shall inform the Principal of any accident or detected safety hazards.

E. Each administrative staff member shall inform the Principal of any knowledge of threats of violence by students.

F. An administrative staff member shall not send students on any personal errands.

G. An administrative staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as precluding an administrative staff member from associating with students in private for legitimate or proper reasons.

H. If a student comes to an administrative staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.

I. An administrative staff member, other than the Superintendent, shall not transport students in a private vehicle without approval.

J. A student shall not be required to perform work or services that may be detrimental to his/her health.

K. Administrative staff members are discouraged from engaging students in social media and online networking media.

Most information concerning a child in school is a confidential student record under Federal and State laws. Any administrative staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse (see Policy 8330).

policy

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

48.981, 948, 948.095 Wis. Stats.

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EMPLOYMENT OF THE SUPERINTENDENT

The School Board vests the primary responsibility for administration of this District in the Superintendent of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent shall be vacant, the Board shall appoint a Superintendent of Schools as chief executive officer and fix his/her salary and term of office which shall be no more than two (2) years. However, a contract for a term of two (2) years may provide for one or more extensions of one (1) year each, consistent with 118.24(1) Wis. Stats.

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent.

Recruitment procedures may be prepared in advance of the search.
Consideration of all applicants will be given fairly without discrimination on the basis of race, color, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Superintendent.

No person may be employed as Superintendent of this District unless s/he has the proper Wisconsin certification or has applied for certification as a superintendent in Wisconsin and has signed an employment contract with the Board. If certification has been applied for, receipt is to be timely.

No person may be employed as Superintendent of this District unless s/he has signed an employment contract with the Board. Such contract shall include:

A. the term for which employment is contracted, including beginning and ending dates;

B. the salary which the Superintendent shall be paid and the intervals at which s/he shall be paid;

C. the benefits to which s/he is entitled;

policy

D. such other matters as may be necessary to a full and complete understanding of the employment contract.

Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary shall be considered by this Board to constitute grounds for his/her dismissal.

The person selected for the position of Superintendent may be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the District.

The Superintendent will be notified of the results of the medical examination upon receipt. The reports of such examination, and any documents acquired containing genetic information, will be maintained in a separate confidential personnel medical file in accordance with the Americans with Disabilities Act and the Genetic Information Nondiscrimination Act (GINA).

118.24, Wis. Stats.
29 C.F.R. Part 1635
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent shall strive to achieve District goals by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a proper model for staff and students both in and outside the District.

Duties and Responsibilities

The Superintendent shall be directly responsible to the School Board for the performance of the following assigned duties and responsibilities:

A. keep the Board informed of school operation by preparing monthly Board agendas, providing oral and written communication, scheduling management team committee meetings, and requesting special Board meetings that become necessary to keep the Board properly informed

B. ensure that all aspects of District operation comply with State laws and regulations as well as Board contracts and policies

C. establish and maintain any written educational plan that may be required by law and consistent with the educational goals adopted by the Board

D. ensure proper implementation of the current District-wide instructional plan

E. strive to increase the efficient use of District resources in the daily operations of the schools

F. assign staff to achieve the maximum benefit toward the attainment of educational goals

G. evaluate the progress of the professional and support staff toward the attainment of educational goals

policy

H. analyze the results of instructional program development as it applies to the Board's educational goals

I. recommend changes in instructional or staffing patterns based on an analysis of staff and program progress

J. work to assure, where appropriate, that the decision-making process includes participation of the administration and staff, parents, students and others in the community

K. work cooperatively with parents and community groups concerned with programs in the schools

L. develop personal capabilities in personnel strategies and facility management

M. work cooperatively with the Board and administrative staff

N. strive toward the highest standards of personal conduct

O. perform other duties as assigned by the Board and as consistent with statute

P. perform such other duties as the Board may direct

118.24, 120.13(1)(b), Wis. Stats

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DEVELOPMENT OF ADMINISTRATIVE GUIDELINES

The School Board delegates to the Superintendent the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the District will operate. These administrative guidelines shall not be inconsistent with the policies adopted by the Board.

The Board itself will formulate and adopt administrative guidelines and rules only when required by law, and when the Superintendent recommends Board adoption.

The Superintendent may also issue such administrative and student handbooks as s/he may consider necessary for the effective administration of the schools and distribute them to employees and students and/or their parents.

As long as the provisions of these administrative guidelines and handbooks are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees and students.

118.24, Wis. Stats.

policy

EVALUATION OF THE SUPERINTENDENT

The School Board shall be responsible for annually evaluating the job performance of the superintendent. Mutually agreed upon goals and objectives shall be established following the annual evaluation by the School Board and Superintendent. In June the superintendent shall prepare a written report to address progress on the current goals, objectives, and responsibilities of the job.

The annual evaluation will be scheduled by the board president and superintendent and shall be held prior to February 1. The Superintendent shall prepare a final written report to address progress on the current goals, objectives, and responsibilities of the job. The Board will meet in closed session and, through consensus, will evaluate the Superintendent using the Superintendent summative evaluation tool. The Board President will prepare a written evaluation. One copy of such written evaluation shall be placed in the permanent file and one copy shall be given to the Superintendent.

If a Superintendent is deemed by the board to need improvement, a mutually agreed upon corrective action plan will be developed. If a corrective action plan is developed, the School Board President will meet monthly with the Superintendent to discuss progress toward the plan goals.

Re-evaluation of the Superintendent with a corrective action plan will take place in no more than a six-month interval and is the responsibility of the School Board President to oversee.

policy

JOB DESCRIPTIONS

The School Board recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the Superintendent shall maintain a current, comprehensive, and coordinated set of job descriptions for professional staff positions.

The responsibilities job of the Superintendent shall be included in the Board policy manual.

All other job descriptions shall be approved by the Superintendent and will be maintained in the Human Resources office.

As long as the provisions of the job description(s) are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

> "The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District."

Employees will be evaluated, at least in part, against their job descriptions.

Job descriptions shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

During the hiring process, the current job description for the position for which the individual is interviewing shall be reviewed with the candidate. The emphasis during the review shall be placed upon the essential functions of the position.

policy

Upon employment by the Board, the staff member shall receive a copy of the current job description for the position for which s/he has been employed.

From time-to-time, the Board further recognizes that the Superintendent may find it necessary to revise job descriptions.

During the revision of a job description, the Superintendent may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

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NONDISCRIMINATION AND
EQUAL EMPLOYMENT OPPORTUNITY

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

District Compliance Officers

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

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1225

khall@dce.K12.wi.us
(E-mail Address)

Jack Stoskopf, Assistant Superintendent
Business/Personnel Services
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1243

jstoskopf@dce.K12.wi.us
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA)to students, their parents, staff members, and the general public.

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are expected to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other supervisory employee so that the Board may address the conduct. Any administrator, supervisor, or other supervisory employee who receives such a complaint shall file it with the CO at his/her first opportunity, but no later than two (2) business days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community (District employees, students, parent(s), and member of the Board), resident of the District, or a visitor to the District. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin an investigation, or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

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

Investigation and Complaint Procedure (See Form 1422 F2)

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

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

Complaint Procedure

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a complaint, either orally or in writing, with a Principal, the CO, Superintendent, or other supervisory employee. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall assume the role of CO for such complaints.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are know and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

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

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

A. interviews with the Complainant;

B. interviews with the Respondent;

C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision. In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Board will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.

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

All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained in accordance with the School Board's records retention policy.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

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

policy

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised their rights, aided or encouraged any other person in the exercise of any right granted or protected by those laws.

Education and Training

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

111.31 et seq., 111.335(d)(2), 118.195, 118.20, Wis. Stats.
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendment Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
34 C.F.R. Part 110 (7/27/93)
42 U.S.C. 2000e et seq., Civil Rights Act of 1964
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended
29 C.F.R. Part 1635

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NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The School Board prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Harassment of a person because of his/her genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

In accordance with the Genetic Information Nondiscrimination Act (GINA), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with this Act, employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be acquired as part of the certification process for FMLA leave, when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application process.

The District recognizes that genetic information may be acquired through commercially and publicly available documents like newspapers, books, magazines, periodicals, television shows or the Internet. The District prohibits, however, its employees from searching such sources with the intent of finding or obtaining genetic information, or accessing sources from which they are likely to acquire genetic information.

"Genetic information," as defined by GINA, means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

If the District either legally and/or inadvertently receives genetic information about an employee or applicant for employment from the employee, applicant for employment or a medical provider it shall be treated as a confidential medical record in accordance with law.

The Superintendent shall appoint a compliance officer who shall be responsible for overseeing the District's compliance with Federal regulations and promptly dealing with any inquiries or complaints. S/He shall also verify that proper notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 is provided to staff members, and that all District requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) is accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

> The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II, including the School Board, from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

policy

The District offers health services and participation, in the services/program is voluntary. Genetic information (such as family medical history) may be obtained as part of an individual's participation in the service/program. If that occurs, individual genetic information may be provided to the individual receiving the services and to his/her health services providers, but only genetic information in aggregate form will be provided to the Board.

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635

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PHYSICAL EXAMINATION

The School Board requires all candidates for positions in which the employee will come in contact with children or prepare food, as a condition of employment, to submit to an examination, including a test for tuberculosis, in order to determine the physical capacity to perform assigned duties. Such examinations shall be done in accordance with 118.25 Wis. Stats.

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 1422.02 the successful candidate who is required to submit to a medical examination, as well as the health care provider that is designated by the Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

policy

In the event of a report of a condition that could influence job performance, the Superintendent shall base a non-employment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities. Freedom from tuberculosis in a communicable form is a condition of employment for positions in which the employee will come in contact with children or prepare food.

The Board shall assume any fees for required examinations.

118.25, Wis. Stats.
121.52(b), Wis. Stats.
29 C.F.R., Part 1630
29 C.F.R. Part 1635
42 U.S.C. 12101 et seq. Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the School Board to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render school administrative employees unable to perform their duties.

The Board authorizes the Superintendent to place an administrative employee on leave for physical or mental condition that affects the employee's ability to perform assigned duties in conformance with the law.

The Superintendent shall require that the administrative employee submit to an appropriate examination by a healthcare provider designated by the Board and compensated by the District.

Where the healthcare provider designated by the Superintendent disagrees with a healthcare provider designated by the administrative staff member, the two (2) healthcare providers shall agree in good faith on a third impartial healthcare provider who shall examine the staff member and whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform assigned duties. The expenses of a third examination shall be borne by the District.

As required by Federal law and regulation and Board Policy 1422.02, the Superintendent shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

policy

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider it shall be treated as a confidential medical record as required by the ADA.

If, as a result of his/her such examination, the administrative staff member is found to be unable to perform assigned duties, the administrative staff member shall be placed on leave of absence with such compensation to which s/he is entitled until proof of recovery, satisfactory to the Superintendent, is furnished.

Should an administrative staff member refuse to submit to an examination such action constitutes insubordination.

The Superintendent may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 as provided by law.

29 C.F.R., Part 1630
29 C.F.R. Part 1635
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
111.32, et. seq., the Wisconsin Fair Employment Act

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SECTION 504/ADA
PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The School Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the "COs").

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1225
(Telephone Number)

khall@dce.K12.wi.us
(E-mail Address)

Jack Stoskopf, Assistant Superintendent
Business/Personnel Services
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1243
(Telephone Number)

jstoskopf@dce.K12.wi.us
(E-mail Address)

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's web site.
The COs are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District COs.

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Training

The COs will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the COs will be posted throughout the District and in general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with COs within the time limits specified below. The COs are available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.

B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the CO for good cause.

C. The CO will conduct an independent investigation of the matter. This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) work days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The CO shall maintain the District's files and records relating to the complaint.

D. The Superintendent will, within ten (10) work days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) work days of the hearing.

E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.

F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Citigroup Center
500 W. Madison Street
Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

29 C.F.R. Part 1630
29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
34 C.F.R. Part 104
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")

Introduction

In accordance with Federal and State law, the School Board will provide family and medical leave to administrative staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, you should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, you must have been employed by the Board for at least twelve (12) months in the past seven (7) years and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave. All full-time instructional staff members are deemed to meet the 1,250 hour requirement.

To be eligible for leave under the WFMLA, you must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to you under this policy, as well as your rights during leave, depend upon whether you satisfy the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

A. for the birth of the eligible staff member's child and to care for a newborn child

B. for placement with the eligible staff member of a child for adoption or foster care

C. to care for an eligible staff member's spouse, child or parent with a "serious health condition"

The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom you have assumed the day-to-day obligations of a parent. A child must be either under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition.

"Parent" includes a staff member's spouse's legal guardian only if you are requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position

E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;

2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or

3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a rolling back calendar year for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year as follows:

A. a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;

B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and

C. a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or

2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;

2. continues over an extended period of time (including recurring episodes of a single underlying condition); and

3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. You or your family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the Superintendent with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for your own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

Employees must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the Superintendent (forms available from the U.S. Department of Labor).

When planning medical treatment, the staff member should consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her supervisor in order to work out a treatment schedule which best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he must notify the Superintendent within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to his/her own serious health condition or the serious health condition of his/her spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the Superintendent within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the Superintendent as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent doubts the validity of a certification, it may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the Superintendent to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The Superintendent will give the staff member the notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the Superintendent will, at a minimum, verbally notify the staff member whether leave is being designated as FMLA leave within two business days of the date the staff member provides information to the Superintendent sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.

The Superintendent will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the Superintendent may offer a staff member a temporary transfer to another position for which s/he is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

A. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;

B. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or

C. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member may use vacation or personal leave, if available, for any family or medical leave.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the Superintendent for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he is not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her supervisor immediately. Upon such notice, the Superintendent will promptly reinstate the staff member to active employment, provided s/he has the present skill and ability to perform the essential functions of his/her job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he must present certification to return to work to the Human Resources Director upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The Superintendent may designate another administrator to perform his/her duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall see that the policy is posted properly.

The Superintendent shall provide a copy of the policy upon the request of a staff member.

29 U.S.C. 2601 et. seq.
29 C.F.R. Part 825
103.10, Wis. Stats.
Wis. Admin. Department of Workforce Development (DWD) 225
National Defense Authorization Act of 2010

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policy

EMPLOYEE ANTI-HARASSMENT

Prohibited Harassment

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

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the School Board will take immediate steps calculated to end the harassment, prevent its reoccurrence, and, if applicable, remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members, agents, contractors, or other persons.

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

Definitions

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a school employee on the basis of the employee's Protected Characteristics that:

A. places a school employee in reasonable fear of harm to his/her person or damage to his/her property;

B. is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated;

C. has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;

B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;

C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;

D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;

E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;

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

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

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

A. unwelcome sexual propositions, invitations, solicitations, and flirtations;

B. physical and/or sexual assault;

C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;

D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;

E. sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals;

F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;

G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;

I. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; and

J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

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

Boundary Invasions

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to the following:

A. hugging, kissing, or other physical contact with a student

B. telling sexual jokes to students

C. engaging in talk containing sexual innuendo or banter with students

D. talking about sexual topics that are not related to curriculum

E. showing pornography to a student

F. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship")

G. initiating or extending contact with students beyond the school day for personal purposes

H. using e-mail, text-messaging or websites to discuss personal topics or interests with students

I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval

J. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences)

K. going to a student's home for non-educational purposes

L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student)

M. giving gifts or money to a student for no legitimate educational purpose

N. accepting gifts or money from a student for no legitimate educational purpose

O. being overly "touchy" with students

P. favoring certain students by inviting them to come to the classroom at non-class times

Q. getting a student out of class to visit with the staff member

R. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so

S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues)

T. being alone with a student behind closed doors without a legitimate educational purpose

U. telling a student "secrets" and having "secrets" with a student

V. other similar activities or behavior:

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

Religious (Creed) Harassment

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

National Origin Harassment

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

Age Harassment

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

Race/Color Harassment

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

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disabling condition or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

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

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

Reporting procedures are as follows:

A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.

B. Teachers, administrators, and other school officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.

C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.

D. Appropriate school officials are as follows:

1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the Superintendent, who shall assume the role of the District Compliance Officer for such complaints.

2. Any complaint under this policy regarding the Superintendent or Board Member that is received by the District Compliance Officer shall be referred to the School Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.

E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent.

F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

District Compliance Officers

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

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1225
(Telephone Number)

khall@dce.K12.wi.us
(E-mail Address)

Jack Stoskopf, Assistant Superintendent
Business/Personnel Services
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1243
(Telephone Number)

jstoskopf@dce.K12.wi.us
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's web site.

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

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

Investigation and Complaint Procedure

Any employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to harassment or has witnessed harassment of another may seek resolution of his/her complaint through the procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Once the complaint process begins, the investigation will be complete in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

Complaint Procedure

An individual who believes s/he has been subjected to harassment hereinafter referred to as the "complainant," may file a complaint, either orally or in writing with a teacher, Principal, CO, Superintendent, or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall assume the role of the CO for such complaints.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All written complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deem appropriate in consultation with the Superintendent. No temporary arrangements shall be disciplinary to either the complainant or respondent.

Within two (2) business days of receiving a complaint, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of this policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

A. interviews with the complainant;

B. interviews with the respondent;

C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the complainant has been subject to harassment. The COs recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the School Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

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

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.

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

All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the State or Federal law will be maintained in a manner consistent with the law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the Superintendent shall consider the totality of the circumstances. In those cases, where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

All sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Allegations Constituting Criminal Conduct

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

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

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

Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Wis. Stats. 111.31, 118.195, 118.20
20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)
20 U.S.C. 1681 et seq.
20 U.S.C. 1681 et seq., Title IX
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 794, Rehabilitation Act of 1973
29 C.F.R. Part 1635
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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policy

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2131	Board Goals
2131.01	Reading Instructional Goals and Kindergarten Assessment
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policy

MISSION OF THE DISTRICT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals, prepared to meet the challenges of an ever-changing global society.

policy

BOARD GOALS

The School Board has adopted the following goals for 2014-2019. These goals are brought to the attention of the community, the administrative staff, the teaching faculty, and all other employees to enable them to be aware of the direction in which the School Board will be exerting its efforts. The goals are:

A. **Early Literacy: On Target by Third Grade**

Ninety-five percent (95%) of DCE third graders will read at or above grade level.

B. **College and Career Readiness: Academic Success**

1. Ninety percent (90%) of DCE graduates will successfully complete an Advanced Placement, Transcripted or Dual Enrollment credit class.

2. DCE students will rank within the top 10% in the State of Wisconsin on the ACT assessments.

C. **Culture of Excellence: A Positive Place to Learn and Work**

1. D.C. Everest School District will strive to meet the individual needs of students by engaging them in innovative classes and experiences, co-curriculars, clubs, and positive relationships.

2. D.C. Everest School District will strive to be a high performing school district whose employees feel valued.

D. **Innovation: To Promote and Support Innovation in All Aspects of District Operations**

1. D.C. Everest School District will manage its financial resources for employee and operational expenses to best meet the mission and goals of the district.

2. The District will generate engaging, relevant, innovative and personalized learning experiences for all students with the support of state-of-the-art technology that leads to increased student achievement.

Since the mission of the District is to provide a quality education for all of the students, the Board of Education believes the mission is being accomplished when students confirm that they have achieved the following educational goals.

Academic Skills and Knowledge

A. Basic skills including the ability to read, write, spell, perform basic arithmetical calculations, learn by reading and listening, and communicate by speaking and writing.

B. 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.

C. A basic body of knowledge that includes information and concepts in literature, fine arts, mathematics, natural sciences, including knowledge of the elements of agriculture and the conservation of natural resources, and social sciences, including knowledge of the right and responsibilities of the family as a consumer, cooperative marketing and consumers' cooperatives.

D. The skill and attitudes that will further lifelong intellectual activity and learning.

E. Knowledge in computer science, including problem-solving, computer applications, and the social impact of computers.

Vocational Skills

A. An understanding of the range and nature of available occupations and the required skills and abilities.

B. Preparation to compete for entry-level jobs not requiring postsecondary school education.

C. Preparation to enter job-specific vocational training programs.

D. Positive work attitudes and habits.

Citizenship

A. An understanding of the basic workings of all levels of government, including the duties and responsibilities of citizenship.

B. A commitment to the basic values of our government, including by appropriate instruction and ceremony the proper reverence and respect for and the history and meaning of the American flag, the Declaration of Independence, the U.S. Constitution, and the constitution and laws of the State.

C. The skills to participate in political life.

D. An understanding of the functions of organizations in society.

E. Knowledge of the role and importance of biological and physical resources.

F. Knowledge of State, National, and world history.

G. An appreciation and understanding of different value systems and cultures.

H. An understanding, at all grade levels, of human relations, particularly with regard to American Indians, Black Americans, Hmong Americans, and Hispanics.

Personal Development

A. The skills needed to cope with social change.

B. Knowledge of the human body and the means to maintain lifelong health, including:

1. knowledge of the theory and practice of physical education, including the development and maintenance of physical fitness;

2. knowledge of the true and comparative vitamin content of food and healthy values of dairy products and their importance for the human diet;

3. knowledge of physiology and hygiene, sanitation, the effects of controlled substances consistent with ch. 161 and alcohol upon the human system, symptoms of disease and the proper care of the body. No student may be required to take instruction in human growth and development, self-esteem, responsible decision-making, interpersonal relationships, sexual activity, human sexuality, reproduction, contraception, family life, parenting, sex stereotypes and protective behavior if his/her parent files with the teacher or principal a written request that the student be exempted. Instruction in physiology and hygiene shall include instruction on sexually transmitted diseases and shall be offered in every high school.

118.019(2)(3)(4), Wis. Stats.

C. An appreciation of artistic and creative expression and the capacity for self-expression.

D. The ability to construct personal ethics and goals.

E. Knowledge of morality and the individual's responsibility as a social being, including the responsibility and morality of family living and the value of frugality and other basic qualities and principles referred to in article I, section 22, of the constitution insofar as such qualities and principles affect family and consumer education.

F. Knowledge of the prevention of accidents and promotion of safety on the public highways, including instruction on the relationship between highway safety and the use of alcohol and controlled substances under ch. 161.

G. The skills needed to make sound decisions, knowledge of the conditions which may cause and the signs of suicidal tendencies, knowledge of the relationship between youth suicide and the use of alcohol and controlled substances consistent with chapter 161 and knowledge of the available community youth suicide prevention and intervention services. Instruction shall be designed to help prevent suicides by students by promoting the positive emotional development of students.

H. Knowledge of effective means by which students may recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations which may be harmful to students, including child abuse, sexual abuse, and child enticement. Instruction shall be designed to help students develop positive psychological, emotional, and problem-solving responses to such situations and avoid relying on negative, fearful, or solely reactive methods of dealing with such situations. Instruction shall include information on available school and community prevention and intervention assistance or services and shall be provided to students in elementary schools.

The Board believes that all students in this District will be able to demonstrate these learnings at a level that is commensurate with their age and capabilities.

policy

The Superintendent is charged with the responsibility for providing, through the District's curriculum and appropriate administrative guidelines, opportunities for each student to accomplish these goals as well as a valid means for assessing the extent to which each is accomplished.

Student achievement of these educational goals represents the Board's highest priority. It should be the highest priority, as well, for the administration and for all members of the staff.

118.01, Wis. Stats.

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READING INSTRUCTIONAL GOALS AND KINDERGARTEN ASSESSMENT

The School Board shall approve a program of reading goals for students for grades kindergarten to 12.

To promote student's reading skills, the Board requires the Superintendent to employ a certified reading specialist who will be responsible to develop and coordinate a comprehensive reading curriculum for students in grades kindergarten to 12. The Superintendent may fulfill this obligation by contracting with another District or with the Cooperative Educational Service Agency for the services of a certified reading specialist.

The goals shall be based on an assessment of existing reading needs of students. Subsequently the students shall be assessed based on the reading goals.

The Reading Specialist shall annually prepare a report evaluating the reading curriculum of the School District and forward the report to the Superintendent who shall present the report to the Board.

Assessments of Reading Readiness

An appropriate, valid, and reliable assessment of literacy fundamentals selected by the Board, shall annually be used to assess each student enrolled in four (4) year old kindergarten and the charter school for reading readiness. The District shall annually assess each student enrolled in four (4) year-old kindergarten to second grade in the School District for reading readiness. The Board shall require that the assessment selected evaluates whether a student possesses phonemic awareness and letter sound knowledge.

The results of a student's assessment shall be reported to the student's parent.

A student whose assessment indicates that s/he is at risk of reading difficulty shall be provided with interventions or remedial reading services.

policy

Interventions or remedial reading services shall be provided for a student in grades kindergarten to 4 if any of the following occurs:

A. The student fails to meet the reading objectives specified in the reading curriculum plan maintained by the Board.

B. The student fails to score above the State minimum performance standard on the reading test and:

1. a teacher in the School District and the student's parent or guardian agree the student's test performance accurately reflects the student's ability; or

2. a teacher in the School District determines, based on other objective evidence of the student's test performance accurately reflects the student's reading ability

3. the student's reading assessment under 118.016, Wis. Stats. indicates that the student is at risk of reading difficulty. If this subdivision applies, the interventions or services provided the student shall be scientifically based and shall address all areas in which the student is deficient in a manner consistent with the State standards in reading and language arts.

115.77, 118.015, 118.016, 121.02 (1) (c), Wis. Stats.

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CURRICULUM DEVELOPMENT

The School Board recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as the courses of study, subjects, classes, and organized activities provided by the school.

The Board directs that the curriculum of this District:

A. provides instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency and

B. be consistent with the District's philosophy and goals and ensure the possibility of their achievement.

As educational leader of this District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

118.01, 118.24, Wis. Stats.

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ADOPTION OF COURSES OF STUDY

The School Board shall provide a comprehensive instructional program to serve the educational needs of the students of this District. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study.

The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board. No course of study shall be taught in the schools of this District unless it has been adopted by the Board.

The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interests of the students and are needed to comply with State law.

118.01, Wis. Stats.

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SCHOOL BOARD
D.C. EVEREST AREA SCHOOL DISTRICT

SPECIAL OBSERVANCE DAYS

In compliance with the Wisconsin School Laws, the School Board directs the Superintendent to ensure that the following days, and any additional days proclaimed by the Governor, are appropriately observed in all schools:

January 15th	Martin Luther King Jr. Day
February 12th	Abraham Lincoln's Birthday
February 15th	Susan B. Anthony's Birthday
February 22nd	George Washington's Birthday
March 4th	Casimir Pulaski Day
March 17th	The Great Hunger
April 9th	Prisoners of War Remembrance Day
April 13th	American Creed Day
April 19th	Patriot's Day
April 22nd	Environmental Awareness Day
June 14th	Robert La Follette Sr. Day
September 16th	Mildred Fish Harnack Day
September 17th	U.S. Constitution Day
September 28th	Frances Willard Day
October 9th	Leif Erikson Day

policy

October 12th	Christopher Columbus's Birthday
November 11th	Armistice Day
Wednesday of the third week in September as part of Wonderful Wisconsin Week	
Last Friday in April	Arbor Day
Friday of the 3rd week in September	POW-MIA Recognition Day
Wednesday of the 4th week in September	Bullying Awareness Day

118.02, 118.025, 118.02(9t), Wis. Stats.

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CONTROVERSIAL ISSUES IN THE CLASSROOM

The School Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions. In addition, the opportunity can lead students to learn about how to use critical thinking and problem solving skills, to study and analyze relevant issues, evaluate different sources of information, make intelligent decisions regarding issues and how to appreciate the value of differing viewpoints.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion and/or are likely to arouse both support and opposition in the community. These issues may range across a wide spectrum of political, social, economic, and religious topics.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

A. is related to the instructional goals of the course of study and level of maturity of the students;

B. does not tend to indoctrinate or persuade students to a particular point of view;

C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not disruptive to the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. Issues pertaining to human growth and development, as defined by statute, are subject to 118.019, Wis. Stats.

policy

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the principal.

In the discussion of any controversial issue in the classroom or in the course of professional duties, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

(See also Policy 3310 – Freedom of Speech in Noninstructional Settings)
Garcetti v. Ceballos, 126 S. Ct. 1951 (2006)

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INNOVATIVE PROGRAMS

The Board of Education wishes to promote the continued improvement of the instructional and curricular program of the schools through all appropriate means. The Board will encourage members of the school staff and of the student body who wish to pursue a promising program for school improvement.

An innovative program design shall address the steps below when appropriate to the project:

A. rationale

B. specific objectives

C. supportive research

D. budgeting

E. in-service requirements

F. plans for broader implementation

G. methods for evaluation

Each innovative program shall be consistent with the District's objectives and long range plans. Programs designed for disabled students must comply with Federal and State guidelines.

118.13, Wis. Stats.

policy

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

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

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

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

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both sexes various races, ethnic groups, etc. toward the development of human society;

provide that necessary programs are available for students with limited use of the English language;

B. Staff Training

develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the protected classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

2. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

D. District Support

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

E. Student Evaluation

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

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

The Superintendent shall attempt annually to identify children with disabilities, ages 3 - 21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

Reporting Procedures

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

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

District Compliance Officers

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

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1225
(Telephone Number)

khall@dce.K12.wi.us
(E-mail Address)

Jack Stoskopf, Assistant Superintendent
Business/Personnel Services
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1243
(Telephone Number)

jstoskopf@dce.K12.wi.us
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's web site.

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

Investigation and Complaint Procedure

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

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the principal and Superintendent prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate an investigation.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

A. interviews with the complainant;

B. interviews with any persons named in the complaint;

C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding or request the complaint further investigation. A copy of the Superintendent's final decision will be delivered to the complainant.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent will be reviewed by the Board upon request.

If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of regardless of whether the member of the School District community or third party chooses to pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

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

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the complainant's identity.

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

All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

118.13 Wis. Stats.
P.I. 9, 41, Wis. Adm. Code
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendments Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

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policy

SECTION 504/ADA
PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

A. who is of an age during which nondisabled persons are provided educational services;

B. who is of any age during which it is mandatory under Wisconsin law to provide educational services to disabled persons; or

C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

District Compliance Officer

The following person(s) is/are designated as the District Section 504 Compliance Officer(s)/ADA Coordinator(s) ("hereinafter referred to as the COs").

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1225
(Telephone Number)

khall@dce.K12.wi.us
(E-mail Address)

Jack Stoskopf, Assistant Superintendent
Business/Personnel Services
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1243
(Telephone Number)

jstoskopf@dce.K12.wi.us
(E-mail Address)

The name(s), title(s), and contact information of this/these individual(s) will be published annually in the School District Annual Report to the public and on the School District's web site.

The CO is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the CO.

The CO will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, including the right to participation by the student's parents and representation of counsel, and their right to examine relevant education records.

Training

The CO will also oversee the training of employees of the Board so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

If a student has a physical or mental impairment that significantly limits one or more major life activities, the Board will provide the student with a free appropriate public education ("FAPE"). An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the Individuals with Disabilities Education Improvement Act ("IDEIA"), the related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The Board will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Nonacademic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and nonacademic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Investigation and Complaint Procedure

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

All complaints must include the following information to the extent it is available: a description of the alleged violation, the identity of the individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of class schedule for the complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Superintendent prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate an investigation

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

A. interviews with the complainant;

B. interviews with any persons named in the complaint;

C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding or request further investigation. A copy of the Superintendent's final decision will be delivered to the complainant.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent will be reviewed the Board upon request.

If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of regardless of whether the member of the School District community or third party chooses to pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

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

Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the complainant's identity.

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

All public records created as a part of an investigation will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

policy

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the CO will be posted throughout the District, and published in the District's recruitment statements or general information publications.

34 C.F.R. Part 104
29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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ENGLISH LANGUAGE PROFICIENCY

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

These services shall include the identification of students who are English language learners (ELL), the implementation of curricular and instructional modifications, the assessment of the ELL student's academic progress, identification of ELL students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements; the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The parent(s) of ELL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of ELL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to ELL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an ELL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any ELL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

policy

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an ELL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for postsecondary education opportunities.

ELL students will no longer be considered limited English proficient when they have the language skills necessary to compete with mainstream English speakers. The Superintendent shall establish administrative guidelines that provide the:

A. standards for reclassification/exit decisions;

B. process for monitoring and maintaining documentation on the exiting student for two (2) years;

C. access for students to re-enter a bilingual or ESL program if there is evidence that the reclassification decision was premature;

D. opportunity for the parent(s) to participate in each entry, exit and re-entry decision;

E. opportunity for the parent(s) to appeal the exit or re-entry decision.

The District will include in its annual report to the public information required by statute regarding the performance of ELL students.

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

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TITLE I SERVICES

The School Board elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement Act of 1965.

The Superintendent shall prepare and present to the Department of Public Instruction a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan.

A. **Assessment**

The District shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Public Instruction as well as those determined by the District professional staff that will assist in the diagnosis, teaching, and learning of the participating students.

B. **Scope**

Each school shall determine whether the funds will be used to upgrade the educational program of an entire school and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The program, for an entire school and/or a Targeted Assistance School shall include the components required by law as well as those agreed upon by participating staff and parents.

C. **Participation**

The Title I program shall be developed and evaluated in consultation with parents and professional staff members involved in its implementation. Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section 1118 of the Act.

D. **Comparability of Services**

Title I funds will be used only to augment, not to replace, State and local funds. The Superintendent shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance.

The determination of the comparability of services may exclude, in accordance with Federal regulations, State and local funds spent on compensatory education programs, bilingual education programs, and programs for educationally-disabled students. The determination of comparability will not take into account unpredictable changes in student enrollments or personnel assignments.

In order to achieve comparability of services, the Superintendent shall assign teachers, administrators, and auxiliary personnel and provide curriculum materials and instructional supplies in such a manner as to ensure equivalence throughout the District.

E. **Professional Development**

The Superintendent shall develop administrative guidelines whereby members of the professional staff participate in the design and implementation of staff development activities that meet the requirements of Section 1119 of the Act and:

1. involve parents in the training, when appropriate;

2. combine and consolidate other available Federal and District funds;

3. foster cooperative training with institutions of higher learning and other educational organizations including other school districts;

4. allocate part of the staff development to the following types of strategies:

   a. use of technology

   b. working effectively with parents

F. **Simultaneous Services**

In accordance with law, a school offering Title I services may also serve other students with similar needs.

20 U.S.C. 2701 et seq., Elementary and Secondary Education Act of 1965
34 C.F.R. Part 200, et seq.

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PARENT PARTICIPATION IN TITLE I PROGRAMS

In accordance with the requirements of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

Development of Administrative Guidelines for Parent Participation

The Superintendent shall ensure that the Title I plan under Section 6312 contains administrative guidelines which have been developed and approved by the District and parents of participating students and distributed to parents. The guidelines shall describe how:

A. the District expects and encourages parents to be involved in the planning, review, and improvement of Title I programs, including their participation in the development of the plan under Section 1112 and the process for school review and improvement under Section 1116;

B. meetings will be conducted with parents including provision for flexible scheduling and whatever assistance the District may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand;

C. meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain;

D. opportunities will be provided for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;

E. information concerning school performance profiles and their child's individual performance will be communicated to parents;

F. parents will be provided with assistance (e.g., literacy training and technology) in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework; guiding nutritional and health practices, and the like;

G. timely responses will be given to parental questions, concerns, and recommendations;

H. the District will provide coordination, technical assistance and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement and school performance;

I. an annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.) and how strategies will be devised to improve parental involvement and to revise, if necessary, this policy;

J. the parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, and Home Instruction for Preschool Youngsters;

K. other activities will be conducted as appropriate to the plan and State and Federal requirements.

The Superintendent shall also ensure that the guidelines include a school-parent compact developed jointly by the District and parents, which outlines the responsibilities of the school staff, the parents and the student for academic improvement. The school-parent compact shall include provisions addressing:

A. the school's responsibility to provide high quality curriculum and instruction in a supportive, effective learning environment;

B. parent's responsibility for such things as monitoring attendance, homework, extra-curricular activities, and excessive television watching; volunteering in the classroom; and positive use of extra-curricular time; and

C. the importance of parent-teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to parents; reasonable access to staff; and to opportunities to observe and participate in classroom activities.

Informing Parents of Their Right to be Involved in Development and Administration of this Policy

The Superintendent shall also assure that each Title I participating school develops a specific plan, with parental involvement, which:

A. convenes an annual meeting, at a convenient time, to which parents of participating children are invited and encouraged to attend, to explain the school's involvement under Title I, the requirements to develop this policy, and the parents' right to be involved;

B. involves parents in an organized, on-going and timely way in the development, review, and improvement of parent involvement activities;

C. provides participating students' parents with:

1. timely information about the Title I programs;

2. an explanation of the curriculum, the forms of academic assessment, and the proficiency levels expected;

3. regular meetings, upon request by a parent, to make suggestions and receive response regarding their student's education.

policy

Notice to Parents and Updating the Policy

The District will notify all parents of this policy, the guidelines, and the school-parent compact in a language understandable to the parents, to the extent practicable. Additionally, this policy will be made available to the local community and will be updated periodically to meet the changing needs of parents and the school.

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

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policy

TITLE I – PARENTS' RIGHT TO KNOW

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

A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.

B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.

C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.

D. The qualifications of any paraprofessionals providing services to their child(ren).

E. In addition, the parents **shall** be provided:

1. information on the level of achievement of their child(ren) on the required State academic assessments;

2. timely notice if the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not "highly qualified".

The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.

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

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RELIGION IN THE CURRICULUM

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establish religion in the schools nor prohibit students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no School Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800 and AG 8800A, AG 8800B, and AG 8800D. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the principal and Superintendent.

An understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

The Board acknowledges the degree to which a religious consciousness has permeated the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the District schools frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may be religious in nature shall not, by itself, bar their use by the District. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

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

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

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

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

No classroom teacher shall be prohibited from providing reasonable periods of time for activities of a moral, philosophical, or patriotic theme. No student shall be required to participate in such activities if they are contrary to the religious convictions of the student or his/her parents or guardians.

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

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

See Reference: Policy 8800
See References: AG 8800A, AG 8800B, and AG 8800D

U.S. Constitutional Amendment 1

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policy

YOUTH OPTIONS PROGRAM

The School Board recognizes the value to students and to the District of students participating in programs offered by University of Wisconsin system institutions, Technical Colleges, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin.

The Board will allow high school juniors and seniors who satisfy the eligibility requirements under the Youth Options Program statute and the administrative rules of the Department of Public Instruction to enroll in an approved course at an institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at institutions of higher education provided they complete the course(s) and receive a passing grade.

The School District's responsibility to pay for tuition, fees, books and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

The Superintendent shall establish administrative guidelines to ensure that the District's Youth Options Program comports with applicable State law and the administrative rules of the Department of Public Instruction. The Superintendent shall also ensure that students in grades 9-11 and their parents are provided with information regarding the Program by October 1st each year.

118.37, 118.55, Wis. Stats.
P.I. 40

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policy

INSTRUCTIONAL ARRANGEMENTS

Class Size

The School Board recognizes that class size is an important factor to consider in attempting to provide an educational environment conducive to a high level of educational quality for the District's students.

Elementary

The Board will attempt to provide equality of service through appropriate staffing ratios within the elementary schools. The Board recognizes that fluctuations in enrollment create situations requiring flexible staffing plans.

A staffing plan which utilizes aides and interns, as well as full time teachers, provides the necessary flexibility to meet shifts in student population. There are circumstances where it will be necessary to reassign, add, or delete professional staff members. Other changes may be handled by reassigning, adding, or deleting aides and/or interns.

Many factors are to be considered when establishing staffing needs. Included are enrollment guidelines established in the administrative rules for each program area, i.e., library, guidance, special education, and regular classroom.

Secondary (6-12)

The Board will attempt to provide equality of services within its buildings after taking into consideration any special factors which may exist between buildings.

The Board believes that many factors must be considered when reviewing staffing needs of the secondary schools. A primary factor will be the guidelines as established in the administrative rules for each program area, i.e., library, guidance, special education, and regular classroom.

policy

FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The School Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;

B. arouse new interests among students;

C. help students relate school experiences to the reality of the world outside of school;

D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;

E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program.

The Board shall approve those field trips and other District-sponsored trips which are planned to keep students out of the State.

Students may be charged fees for District-sponsored required trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

policy

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:

A. the safety and well-being of students;

B. parental permission is sought and obtained before any student leaves the District on a trip;

C. each trip is properly monitored;

D. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;

E. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

The distance traveled outside the State and the use of nondistrict vehicles shall be consistent with Chapter 121 Wis. Stats.

121.54(7), Wis. Stats.

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policy

EDUCATIONAL OPTIONS

The Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District.

An optional plan to meet the recognized educational needs of a student shall be approved by the Superintendent or designee. The Superintendent shall prepare a plan of educational options for use in meeting special needs.

Such options shall be consistent with Chapter 118 and may include, but not be limited to, tutorial programs, independent study, correspondence courses, work-study or school work training programs, high school equivalency programs, technical college programs, summer school, early college entrance, etc.

Credit may be granted to the student upon complete evaluation of the program.

The credit shall be placed on the student's transcript. The amount of credit counting toward graduation shall comply with the graduation requirements of the State and the District.

A list of all educational options available to students who reside in the District shall be provided to all parents on an annual basis. Such notice shall be published as a class 1 notice, pursuant to State law requirements, and the Board shall post on its website a description of all educational options available to students no later than January 31st each year.

115.385(4), 118.15, 118.55, 118.57 Wis. Stats.

policy

6-12 ONLINE COURSE POLICY

Online instruction is a form of distance education--instruction offered from a distance using technology. Online instruction is viewed as a supplement to permit the D.C. Everest School District to enhance or expand course offerings or to provide an alternative learning environment better suited to the learning needs of some students.

Enrollment

Students must be enrolled in the district to take advantage of online course work. Students must apply for permission to take online course work.

Students must complete prerequisites and provide teacher/counselor recommendations to confirm that the student possesses the maturity level needed to function effectively in an online learning environment. In addition, approval by the building principal shall be obtained before a student enrolls in an online course. Online course work as part of an educational plan (special education, 504, at risk, ELL) will have to be approved by the plan team.

Grading

The school must receive an official record of the final grade before credit is determined. All grades received as a result of the student taking an approved online course will be recorded on the student's official transcript. Grades received for online courses will be used in the calculation of grade point averages and class rank.

Credit/ Course Enrollment

Credit for an online course may be earned only in the following circumstances:

A. A District school does not offer the course.

B. Although the course is offered at D.C. Everest, the student will not be able to take it due to an unavoidable scheduling conflict or special circumstances.

C. The course is needed as a supplement to extend homebound instruction.

D. The student has been expelled from the regular school setting, but educational services are continued with School Board approval through the expulsion order.

E. The building administrator or director of pupil services, with agreement from the student's teachers and parents/guardians, determines the student requires a differentiated or accelerated learning environment.

Courses must meet the board-approved graduation requirements.

Student Expectations

Students may take online courses off campus, or on campus (with the approval of the building administrator or the director of special education/pupil services). Students working on course requirements at home will be in compliance with the compulsory attendance law. To meet the minimum attendance requirement, students must successfully submit at least one appropriately completed assignment every calendar week.

Students participating in online course programs are viewed in the same manner as regularly- attending students and are expected to abide by the rules and regulations set by the school board for all D. C. Everest students. Violations of school rules will be reviewed and handled by a school administrator.

Students are expected to abide by and follow the guidelines set forth in the D.C. Everest Student Acceptable Use Policy for Technology. The student and parent must sign, date, and return the signature page of this policy prior to course enrollment.

For seniors taking courses needed to meet graduation requirements, the course must be completed two weeks prior to graduation in order to fulfill the graduation credit and be consistent with the graduation policy.

Online Course Vendors

A. Courses must be taken from the Appleton Area School District, Wisconsin Virtual School, or other District-approved online vendors. Students taking courses from the Appleton Area School District must complete the Orientation mini-course before beginning any further online course work.

B. The building administrator or his/her designee will determine the maximum number of credits a student can earn online.

C. The courses must be similar to those listed in the D.C. Everest academic course selection books in terms of curricular content, graduation requirements, and alignment to state and national standards. Exceptions could be made for the online courses used for credit recovery/remediation with the approval of the building administrator or his/her designee.

Hardware/Internet Access

The D.C. Everest Area School District will neither provide equipment for home instruction nor pay for home Internet access.

policy

GUIDANCE AND COUNSELING

The School Board requires that a planned program of guidance and counseling be an integral part of the educational program of the District. Such a program should be developmentally appropriate and:

A. assist students in achieving their optimum growth;

B. enable students to draw the greatest benefit from the offerings of the instructional program of the schools;

C. assist students in career awareness and planning and in the selection of appropriate postsecondary educational opportunities;

D. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;

E. help students learn to make their own decisions and solve problems independently;

F. enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired.

The Board shall provide the following services, through the counselors' office, for students who have limited English proficiency:

A. an effective instructional program and supportive services appropriate to meet the needs of the student;

B. the opportunity to access supportive services, such as language development and speech therapy as appropriate to the individual needs of the student; and

C. programs and services that reflect the cultural background of students who have limited English proficiency. This may include instruction intended to improve the skills of such students in the use of their native language to assist the student in becoming proficient or advanced in all subject areas.

policy

Guidance and counseling personnel are directed to provide information and direction to students with limited English proficiency regarding access to ELL programs and offerings within the District. Such personnel are also directed to provide information and direction to students with sensory impairments regarding available resources and access to those resources.

121.02 (1)(e) Wis. Stats.
P.I. 8.01(2)(e), Wis. Adm. Code
34 C.F.R. 100.3(b)(I)
34 C.F.R. 100.3(b)(iv)
34 C.F.R. 100.3(b)(v)
34 C.F.R. 106.36
34 C.F.R. 104.37(b)
28 C.F.R. 35.130, Guidelines V-D
Vocational Educational Guidelines, Appendix B, Title 6

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policy

HOMEBOUND INSTRUCTION PROGRAM

The School Board shall provide, pursuant to rules of the Department of Public Instruction or appropriate State agency and State/Federal law, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Applications for homebound instruction shall be made by a physician licensed to practice in this State and shall:

A. certify the nature of the medical disability;

B. state the probable duration of the confinement;

C. request such instruction;

D. present evidence of the student's ability to participate in an educational program.

Applications must be approved by the Director of Pupil Services and Special Education.

The District shall recommend that the instruction begin as soon as practicable after the date of notification for nonspecial-education students. In the case of EEN students under an IEP, the instruction is to begin as soon as practicable after the IEP Committee has met to develop an appropriate IEP. The program of homebound instruction given each student shall be in accordance with rules of the Department of Instruction or other appropriate agency.

Where permitted by law, the District reserves the right to withhold homebound instruction when:

A. the instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher;

B. a parent or other adult in authority is not at home with the student during the hours of instruction;

policy

C. the condition of the student is such as to preclude his/her benefit from such instruction.

The Superintendent shall develop administrative guidelines for implementing the policy.

118.15(3)(a), Wis. Stats.
P.I. 11.31, Wis. Adm. Code

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HEALTH EDUCATION

The School Board, in compliance with State law, has adopted a comprehensive program of health education which will prepare students to maintain good health and enable them to adapt to changing health problems of our society.

The Board recognizes that this program, like others the District offers, may contain content and/or activities that some parents find objectionable. The District shall notify the parents, in advance of the instruction and about the content of the instruction and give the parents an opportunity to review the materials to be used.

The Superintendent shall prepare administrative guidelines that will ensure the health education program includes appropriate learning experiences related to such topics as use, abuse, and effects of drugs, alcohol, and tobacco; mental, physical, and dental health; disease prevention and control; accident prevention; and related health and safety topics;

In implementing the program, the Superintendent may use whatever District and outside resources, including Department of Education guidelines and consultants, s/he deems appropriate.

115.35, Wis. Stats.

policy

HUMAN GROWTH AND DEVELOPMENT

The School Board directs that students receive instruction in human growth and development, consistent with Chapter 118.019(2) Wis. Stats, to include the following:

A. Medically accurate and age-appropriate instruction in the following topics:

1. the importance of communication about sexuality between the student and the student's parents or guardians

2. reproductive and sexual anatomy and physiology, including biological, psychosocial, emotional, and intellectual changes that accompany maturation

3. puberty, pregnancy, parenting, body image, and gender stereotypes

4. the benefits of and reasons for abstaining from sexual activity

   Instruction under this subdivision shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections and shall identify the skills necessary to remain abstinent

5. the health benefits, side effects, and proper use of contraceptives and barrier methods approved by the Federal Food and Drug Administration to prevent pregnancy and barrier methods approved by the Federal Food and Drug Administration to prevent sexually transmitted infections

6. methods for developing healthy life skills, including setting goals, making responsible decisions, communicating, and managing stress

7. how alcohol and drug use affect responsible decision making

8. the impact of media and one's peers on thoughts, feelings, and behaviors related to sexuality

9. adoption resources, prenatal care, and postnatal supports

10. the nature and treatment of sexually transmitted infections

B. use instructional methods and materials that do not discriminate against a student based upon the student's race, gender, religion, sexual orientation, or ethnic or cultural background or against sexually active students or children with disabilities

C. address self-esteem, personal responsibility, healthy relationships, and positive interpersonal skills, with an emphasis on healthy relationships

D. identify counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships

The Superintendent will ensure that any instruction provided under this policy also includes instruction in the same year, when age-appropriate, that fulfills the requirements of Chapter 118.019(2r) Wis. Stats. as listed below:

A. presents abstinence from sexual activity as the preferred choice of behavior for unmarried students;

B. emphasizes that abstinence from sexual activity before marriage is the only reliable way to prevent pregnancy and sexually transmitted diseases, including human immunodeficiency virus and acquired immunodeficiency syndrome;

C. provides instruction in parental responsibility and the socioeconomic benefits of marriage for adults and their children;

D. explains pregnancy, prenatal development, and childbirth;

E. explains the criminal penalties for engaging in sexual activities involving a child under Ch. 948;

F. explains the sex offender registration requirements under Section 301.45;

Instruction under this paragraph shall include who is required to report under S. 301.45, what information must be reported, who has access to the information reported, and the implications of being registered under Section 301.45.

G. provides medically accurate information about the human papilloma virus and the human immunodeficiency virus and acquired immunodeficiency syndrome.

The Board authorizes the curriculum to include separating students on the basis of gender as determined by the Committee.

A citizens' advisory committee shall be established, in accordance with Board Policy 9140 and 118.019(5), Wis. Stats., in order to ensure the effective participation of staff, parents, health-care professionals, members of clergy, and other residents of the District in the design and implementation of this program area.

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that, in the event a student is excused, that student will still receive instruction under Wis. Stat. 118.01(2)(d)2 c unless exempted and under Wis. Stat. 118.01(2)(d)8.

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

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policy

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

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

A. political affiliations or beliefs of the student or his/her parents;

B. mental or psychological problems of the student or his/her family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or his/her parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;

B. allow the parents the option of excluding their student from the activity;

C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;

D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

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

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

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

policy

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

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

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

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policy

PARENTAL/POLICE ACCESS TO INSTRUCTION MATERIAL CENTER INFORMATION

The School Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are fully informed about the instructional material, resources and services students choose to use at the District's instruction material centers.

Parents or guardians of a student under the age of sixteen (16) have the right to review, upon request (Form 2416.01 F1), instruction material center records relating to the use of the center's documents or other materials, resources or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the material center shall disclose to the officer records produced by a surveillance device under the control of the center, that are pertinent to the alleged criminal conduct.

Sec. 43.30 (1m), Wis. Stats.
43.30(5), Wis. Stats.

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policy

CAREER-TECHNICAL EDUCATION PROGRAM

For purposes of this policy, "vocational education" shall be defined as a program designed to provide educational experiences and guidance for students to plan and prepare for a future:

A. in the labor market as employable individuals immediately after graduation with productive, saleable skills;

B. in education beyond high school with the opportunity to gain a marketable job skill(s) that will assist them in achieving career goals;

C. in the world of work while continuing their education in order to help offset higher education expenses.

The Board directs that any efforts to recruit students to participate in a particular vocational program must include literature and comparable recruitment efforts for students with disabilities in a format and context in which they can communicate.

The career and technical education program may also include:

A. a shared-time program outside of school;

B. a work-study program involving the employment of qualified students.

policy

The programs are available to students without regard to race; color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). The Superintendent is to ensure that application forms for work-study programs contain a notice of nondiscrimination and that each employer associated with a work-study program has provided assurance of nondiscrimination based on the Protected Classes prior to the time the students are selected and/or assigned.

118.01(2)(b), 118.15(1)(b), Wis. Stats.
P.I. 8.01(2)(k)(2b), 8.01(2)(l), Wis. Adm. Code

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policy

DISTRICT-SPONSORED CLUBS AND ACTIVITIES

The School Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study.

Whenever a student becomes a member of a District-established student group or national organization such as the National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

Athletic Camps - Organization

School District coaches may be authorized to conduct one (1) week camps for the purpose of instruction in areas of athletics for boys and girls.

The financial support for the camps will not come from School District funds or sponsorship by business, but will be exclusively from fees charged to the participants. The School Board will allow the use of facilities and equipment at no cost to the Camp Director in order to keep the participant cost at a minimum.

The Camp Director will make written request for use of facilities to the Supervisor of Community Services. The Camp Director must be a district employee.

In the event any damage or loss is incurred, reimbursement will be made to the District by the Camp Director for the replacement amount.

In the event special custodial services are needed, the District will charge.

The W.I.A.A. regulations will be followed regarding who can participate and any other constraints that are pertinent.

policy

Compensation for Camp Personnel

The purpose of athletic camps is for the improvement of as many students as possible. Therefore, the fee charged for running the camps should be minimal.

The amount of money paid to the Camp Director will be dependent upon proceeds; however, it will not exceed $300.00 per week for a half-day camp and $450.00 per week for a full-day camp.

The amount of money paid to other staff members assisting in this instruction will be determined by the Camp Director.

The Camp Director may designate a certain amount for program expenses.

The salaries and program expenses will be explained in a budget which is submitted to the Activity Director prior to the camp.

Any money over and above total camp expenses will remain in the account. It may be determined that this balance should be used for the "E" Club activities, used to decrease individual fees for participants in the camp the subsequent year, or for the purchase of equipment or items needed in the program.

Accountability of Funds

All receipts will be deposited in the D. C. Everest High School or Junior High School Student Association Funds in accounts corresponding to the camp title (i.e., Basketball Camp).

All disbursements will be made from the same fund and will be authorized by the Activity Director and approved by the building principal.

All athletic camp accounts will be subject to an annual audit as authorized by the School Board.

120.12(23), Wis. Stats.
P.L. 98-377

policy

SPECIAL PROGRAMS BY COMMUNITY VOLUNTEERS

The School Board believes in providing opportunities for students to enhance their education through a variety of appropriate co-curricular and extra-curricular activities. The Board recognizes that the community itself can be an excellent resource for such activities and welcomes the participation of community members who have special knowledge and skills that can add to the District's program.

In order to ensure that activities recommended by or involving community volunteers in an instructional role are in keeping with District philosophy and will help students better accomplish the learning goals of the District's program, the Board establishes the following guidelines for the approval of any activity involving community volunteers:

A. Any suggested activity must be presented to the Superintendent or designee, in writing, at least twenty (20) days prior to the planned starting date.

B. Each request must include:

1. the purpose of the activity;

2. the students for whom the activity is planned;

3. the intended learning outcomes;

4. an explanation of how the intended learning outcomes contribute to the accomplishment of District goals;

5. the names and qualifications of those community volunteers who will be participating in any aspect of the activity;

6. the number of hours and total duration of the activity;

7. an itemization of the District resources (staff, facilities, equipment, etc.) that will be needed and their estimated cost.

policy

The Board delegates to the Superintendent the responsibility for approving each requested activity based on its educational merits and relationship to the total District program.

In addition to those established for all regular co-curricular and extra-curricular programs, the Superintendent will prepare any special administrative guidelines required for the proper conduct and evaluation of activities involving community volunteers.

policy

SCHOOL BOARD
D.C. EVEREST AREA SCHOOL DISTRICT

INTERSCHOLASTIC ATHLETICS

The School Board recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics.

Game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning, particularly at sub-varsity levels. The Superintendent is to develop guidelines for coaches to follow which will ensure that as many students as possible have the opportunity to play so they have the opportunity to benefit from the learning experience.

The Board further adopts those eligibility standards set by the Constitution of the Wisconsin Interscholastic Athletic Association (WIAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

policy

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

A. Prior to enrolling in the sport,

1. each participant shall submit to a thorough physical examination.

2. parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.

B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a physician that has determined the conditions under which the student may participate.

C. Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

The guidelines should also provide a set of behavioral expectations for each type of participant. The Superintendent or designee is authorized to implement suitable disciplinary procedures against those who violate these sportsmanship expectations.

120.12(23), Wis. Stats.
P.I. 9.03(1)(h), Wis. Adm. Code

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policy

SUMMER SCHOOL

The School Board may conduct a summer program of academic instruction and recreational activities at the 4K - 12th grade levels for resident students of this District.

The Board shall annually approve a summer school program through the budget process. In order to support such a program of summer instruction, the Board will:

A. employ teaching and administrative staff;

B. purchase such books, materials, supplies, and equipment as may be necessary;

C. appoint the director;

D. make available school facilities as required;

E. provide necessary custodial services.

Tuition fees shall not be charged to students domiciled within the District.

Tuition shall be charged for nonresident students at rates as determined by the Board.

Instructional fees may be charged to all students, when necessary.

With regard to transportation, the Board accepts responsibility for resident students, but not for nonresident students, and accepts responsibility for disabled and disadvantaged students if IEP Committee so determines.

policy

The Superintendent shall be responsible for developing administrative guidelines for the operation of the summer program which shall be consistent with Board policies and not conflict in any way with the administration of the regular school sessions of the District.

118.04, Wis. Stats.

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policy

SCHOOL BOARD
D.C. EVEREST AREA SCHOOL DISTRICT

ALTERNATIVE HIGH SCHOOL

The School Board recognizes that the regular high school program may not be appropriate for all students. There are those who need an education but are unable or unwilling to participate properly in the District's established program.

The Board may provide an alternative high school education program for such students. In implementing this policy, the Superintendent will comply with the requirements specified in Section 118.15, Wis. Stats.

Young people, between the ages of seventeen (17) and their normal date of graduation and not currently enrolled in the District, may also attend upon meeting enrollment conditions prescribed by the Superintendent. Also other District residents may attend who have not received a diploma or equivalency certificate.

118.15, Wis. Stats.

policy

SCHOOL BOARD
D.C. EVEREST AREA SCHOOL DISTRICT

EXCEPTIONAL EDUCATION NEEDS

The School Board shall provide a free, appropriate public education to all eligible disabled persons ages three (3) through twenty-one (21) which complies with Federal and State laws and guidelines.

The Superintendent shall prepare whatever administrative guidelines are necessary to ensure effective implementation of the special education program.

66.30, 115.78 et seq., Wis. Stats.
P.I. 11, Wis. Adm. Code
IDEA, 20 U.S.C. 1400 et seq.

policy

LEAST RESTRICTIVE ENVIRONMENT POSITION STATEMENT

The School Board and Administration embrace the requirements of State and Federal law that children with disabilities be educated, to the maximum extent appropriate, with children who are nondisabled. The Board further embraces the State and Federal requirement that a continuum of alternative placements be available to meet the needs of children with disabilities eligible for special education services under the Individuals with Disabilities Education Act (IDEA).

policy

SCHOOL BOARD
D.C. EVEREST AREA SCHOOL DISTRICT

RECORDING OF IEP TEAM MEETINGS

In order to facilitate parents' ability to fully participate in the IEP process, parents of students with disabilities are ordinarily permitted to audio record IEP Team meetings in accordance with the procedures set forth.

A. Parents wishing to audio record an IEP Team meeting must utilize their own recording device and tapes and provide notice to the District prior to the date of the scheduled IEP Team meeting.

B. Parents must obtain the consent of any staff member or other participant in the IEP meeting prior to the meeting in order to tape record the meeting. If any member of the IEP team does not consent to an audio recording of the meeting, the parent will not be permitted to record the meeting.

C. If parent(s) elects to audio record an IEP Team meeting, the District will also record the meeting.

Video recording an IEP Team meeting is prohibited, unless only video recording the IEP meeting will effectively remove a parent(s) barrier to access to the IEP process caused by a disability. A health care provider's verification of this necessity will be required.

If the District records an IEP Team meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

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PROGRAMS FOR ADVANCED LEARNERS

In accordance with the philosophy of the School Board to develop the special abilities of each student, the Board requires that appropriate instructional programs be conducted to meet the needs of advanced learners.

Advanced learners are those students who give evidence, through valid assessment, of high performance capability in intellectual, creative, artistic, leadership, and/or other academic areas and who need services or activities not ordinarily provided in the regular District program in order to develop such capabilities.

The learning outcomes of a program for advanced learners shall be related to:

A. expansion of academic attainments and intellectual skills;

B. stimulation of intellectual curiosity, independence, and responsibility;

C. development of originality and creativity;

D. development of positive attitude toward self and others;

E. development of desirable social and leadership skills;

F. career exploration and awareness.

118.35, Wis. Stats.

policy

ADOPTION OF INSTRUCTIONAL RESOURCES

The School Board delegates the selection of all online or in print textbooks used as part of the educational program of this District to the Superintendent. "Textbook", for purposes of this policy, shall mean the principal source of instructional material for any given course of study, in whatever form the material may be presented, that is available or distributed to every student enrolled in the course.

The Board does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in its selection of instructional materials and equipment.

The Superintendent shall be responsible for the selection of online or in print textbooks. In considering any proposed textbook, the Superintendent will weigh their decision as related to the following:

A. suitability for the maturity level and educational accomplishment of the students who will be using the material;

B. freedom from bias;

C. relationship to the curriculum adopted by the Board;

D. relationship to a continuous multigrade program;

E. impact on community standards;

F. manner of selection;

G. cost;

H. appearance and durability.

policy

The Superintendent shall develop administrative guidelines for the selection of textbooks

118.13, 120.13(5) Wis. Stats.
P.I. 9, 41, Wis. Adm. Code
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendments Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
29 U.S.C. Section 794, Rehabilitation Act of 1973
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. Section 12101 et seq., The Americans with Disabilities Act of 1990
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

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policy

SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

The School Board shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school.

The District does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, age, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability in its selection of instructional materials and equipment.

The Superintendent or designee shall develop administrative guidelines for the selection and maintenance of all educational and instructional materials and equipment. In addition, s/he shall periodically provide for a systematic review by the Board of the District's educational resources in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school-improvement process.

Students shall be held responsible for the cost of replacing any materials or properties which are lost or damaged through their negligence.

policy

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in shop activities where the product becomes the property of the student.

118.13, 120.13(5) Wis. Stats.
P.I. 9, 41, Wis. Adm. Code
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendments Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
29 U.S.C. Section 794, Rehabilitation Act of 1973
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. Section 12101 et seq., The Americans with Disabilities Act of 1990
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

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policy

COPYRIGHTED WORKS

The School Board directs its staff and students to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff and students must, therefore, avoid acts of copyright infringement under penalty of law.

In order to help the staff and students abide by the laws set forth in Title 17 of the United States Code, the Board directs the Superintendent to provide administrative guidelines regarding the copying and distribution of copyrighted materials for instructional purposes and for the appropriate use of copyrighted materials on the Board's web site.

Because the Board hosts a web site and stores information on it at the direction of users, it is classified as an on-line service provider for copyright purposes. In order to limit the Board's liability risk relating to material/information residing, at the direction of a user, on its system or network, the Board directs the Superintendent to annually appoint an individual as the agent to receive notification of claimed infringement. A link to the agent's name, mailing address, telephone number, fax number, and e-mail address shall appear on the home page of the Board's web site. Such contact information, along with the appropriate filing fee, shall also be provided to the Copyright Office of the Library of Congress.

The agent shall be responsible for investigating and responding to any complaints.

17 U.S.C. 101 et seq.

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policy

SCHOOL BOARD
D.C. EVEREST AREA SCHOOL DISTRICT

STUDENT ASSESSMENT

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

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

Parental Opt Out of Assessments (students)

The Board shall excuse any student from the State examination administered in 4th grade, 8th grade, 9th grade, 10th grade, or 11th grade whether the test administered is the one developed by the Department of Public Instruction or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt out of these examinations, the student's parent must submit a statement in writing to the building principal stating that the parent is opting out of the examination(s).

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

policy

SCHOOL PERFORMANCE REPORT

The School Board believes that a vital component of the District's educational programs is ensuring that parents and other individuals are informed of the performance of the schools and the School District. To this end, the Board has adopted this policy.

State School Performance Report

The Board will publish an annual school and school district performance report including all information prescribed by statute. By January 1st of each year the School Board shall notify the parents of each student enrolled in the District of the right to request a school and school district performance report. Parents shall be notified that the performance report will be provided to the parent electronically unless the parent requests a written copy of the report. By May 1st, the Board shall distribute copies of the report to those who have requested, the report including, students enrolled in charter schools located in the District, that have requested the report.

The annual school and school district report shall be made available on the District's internet website for public viewing.

The report shall generally include the following information, as required or modified by the State Superintendent:

A. indicators of academic achievement, including the performance of students on Statewide assessment examinations by subject area

B. dropout, attendance, retention in grade and graduation rates

C. percentage of habitual truants, percentage of students participating in extracurricular and community activities and advanced placement courses

D. percentage of graduates in postsecondary educational programs and percentage of graduates entering the workforce

E. number of suspensions and expulsions, the reasons for, and duration of, the suspensions and expulsions and the length of time students are expelled

F. staffing and financial data information

G. number and percentage of resident students attending a course in a nonresident district and the number and percentage of nonresident students attending a course in the district, and

H. method of reading instruction used in the District

Title I Provisions of the School Performance Report

In any year that the District receives Title I funding, its school performance report must also include the following information:

A. the number and percentage of schools identified for school improvement and how long they have been in that category

B. a comparison of the achievement by the Districts' students on the Statewide academic assessment to the achievement of students in the State as a whole

C. for each school, whether it has been identified for school improvement, and a comparison of the school's student achievement on the Statewide achievement assessments and other adequate yearly progress indicators to those students in the District and the State as a whole

D. aggregated achievement information on State assessments in math, reading or language arts, and science

E. achievement information for math, reading or language arts, and science disaggregated by race, ethnicity, disability, gender, migrant status, English proficiency, and status as economically disadvantaged, except in cases where numbers are too small to be statistically robust or where the results would reveal personally identifiable information about an individual student

F. the percentage of students not tested, disaggregated with the same conditions as in paragraph E above

G. information that can be used to compare actual achievement levels with State objectives for each group

H. the most recent two (2) year trend data in achievement by subject area and grade level in areas where assessments are required

I. aggregate information on State indicators used to determine adequate yearly progress in achieving State academic achievement indicators

J. graduation rates for high school students

K. information about the performance of the district making adequate yearly progress, including the number and names of schools identified for school improvement under "Consequences for Low-Performing Schools", and

L. the professional qualifications of teachers and the percentage of such teachers teaching with permits or emergency licensure, both in the aggregate and disaggregated by high-poverty compared to low-poverty schools.

This information must be disseminated annually, not later than the beginning of the school year, to all buildings and all parents, and made widely available through public means such as posting on the Internet and distribution to local media and public agencies. Distribution to parents should be in an understandable format and in a language the parents can understand. This report to parents may be included with the student report cards at the end of the year, if all students receive report cards.

115.38, Wis. Stats.
20 U.S.C. 6311

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policy

CREATING A POSITION

The School Board recognizes the need to establish positions which, when filled by competent, qualified professional staff members, will assist the District in achieving the education goals set by the Board. The District employs only U.S. citizens and others lawfully authorized to work in the United States.

The Superintendent or designee shall verify all new full-time and part-time employees' right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

The Board reserves the right to:

A. create new positions;

B. specify the number of persons to be employed with each job category;

C. approve the initial salary for a new position.

The Board shall, upon the recommendation of the Superintendent, consider the advisability of creating a new position or of increasing the number of professional staff members in an existing position.

Immigration Reform and Control Act of 1986
8 U.S.C. 1255a

policy

BOARD-STAFF COMMUNICATIONS

The School Board has a legitimate interest in maintaining order by directing that employee communications to the School Board move initially through the chain of command to the Superintendent. Employees are expected to follow the established chain of communication as described in this policy. Failure to do so may result in employee discipline.

A. Staff Communications to the Board

All communications from staff members related to the performance of their job duties or responsibilities to the Board or its committees shall be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the Superintendent, who shall also keep staff members fully informed of the Board's problems, concerns, and actions.

C. Social Interaction

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members related to the performance of job duties or responsibilities are inappropriate violations of the chain of command.

Garcetti v. Ceballos, 547 U.S. 410 (2006)
Samuelson v. LaPorte Comm. Sch. Dist., 526 F.3d 1046 (7th Cir. 2008)

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EMPLOYMENT OF PROFESSIONAL STAFF

The School Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel.

All employees other than the Superintendent or Support Staff Members (Policy 0100 – Definitions) are considered Professional Employees.

In addition, certain categories of staff employed in a professional capacity, such as network manager, but not requiring a license or certification, are considered professional staff. The compensation and benefits for such positions shall be established by the Superintendent.

The Board shall approve the employment, and also, when not covered by any applicable terms of a collective bargaining agreement, fix the compensation, and establish the term of employment for each professional staff member employed by this District.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to the Human Resources Department.

Relatives of Board members may be employed by the Board, provided however, if the Board member will benefit financially either directly or indirectly, the Board member may not participate in any way in the discussion or vote on any matter relating to said employment.

Relatives of staff members may be employed by the Board, however arrangements should be made so that the staff member being employed is not placed in a position in which s/he would be supervised directly by or supervise directly the relative staff member.

Any professional staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

Any person who signs a contract to teach in the District must, within ten (10) days after signing the contract, file in the office of the Superintendent a statement showing the date of expiration and the grade and character of the certificate or license held.

The Superintendent shall prepare procedures for the recruitment and selection of all professional staff which include reporting newly hired employees to the Wisconsin Department of Workforce Development.

REQUIREMENTS FOR TITLE I TEACHERS

All teachers hired for a Title I supported program must be "highly qualified."

"Highly Qualified" means:

A. Full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary or provisional basis

B. For elementary teachers new to the profession, this also requires:

1. at least a bachelor's degree

2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice)

C. For secondary or middle school teachers new to the profession this also requires:

1. at least a bachelor's degree, and

2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or

3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing

D. For elementary, middle, or secondary school teachers with prior experience, this also requires;

1. at least a bachelor's degree, and

2. meets standards for new teachers (above), or

3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State)

policy

REQUIREMENTS FOR TEACHERS IN DISTRICTS RECEIVING TITLE I FUNDING

All teachers in a District receiving Title I funds shall be "highly qualified" as described above. The District must have a plan and show annual progress towards meeting these teacher qualification requirements.

118.19, 118.21, 118.21(2), 121.02, Wis. Stats.
20 U.S.C. 6319
20 U.S.C. 7801

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JOB DESCRIPTIONS

The School Board recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position. Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the Superintendent or designee shall maintain a current comprehensive, and coordinated set of job descriptions for professional staff positions.

All job descriptions shall be approved by the Superintendent and will be maintained by the Human Resources Department.

As long as the provisions of the job descriptions are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

> "The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District."

From time-to-time, the Board further recognizes that the Superintendent may find it necessary to revise job descriptions.

During the revision of a job description, the Superintendent may seek input from individuals who hold that position; however, their input may or may not be reflected when the revision of said job description is completed.

In addition, the Superintendent shall prepare administrative guidelines necessary for the proper implementation of this policy.

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EMPLOYMENT OF SUBSTITUTES

The School Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The Superintendent shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required.

Substitutes must possess a valid Wisconsin professional certificate and a permit, if substitute teaching in a subject for which s/he is not certified. The District may declare that an emergency exists due to the lack of qualified available substitutes and permit the use of a substitute with a bachelor's degree but not a professional certificate. There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set by the Board.

118.19, Wis. Stats.
P.I. 3.03(8), Wis. Adm. Code

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EMPLOYMENT OF PERSONNEL IN COMMUNITY EDUCATION PROGRAMS

The School Board recognizes that the success of the community education programs depends in large measure upon the employment of qualified and competent personnel.

The Board shall fix the compensation and set the term of employment for each person employed in the subject programs established for this District. The Board will employ only those candidates recommended by the Superintendent.

A candidate's intentional misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

No candidate for employment shall receive recommendation for such employment without having proffered visual evidence of proper certification, if needed, or that application for such certification is in process.

policy

SELECTING STUDENT TEACHERS/ADMINISTRATIVE INTERNS

The School Board encourages cooperation with State-approved colleges and universities in the training of student teachers and administrative interns, because the public school offers an essential ingredient - direct experience with students and teachers at work in the classroom, but certain safeguards have been found to be necessary for the best interests of all concerned.

Colleges and universities should first make contact with the Superintendent or designee regarding placement of a student teacher or administrative intern.

The Superintendent shall make the final placement of student teachers or administrative interns.

Professional staff members who agree to serve as supervisors of student teachers or administrative interns may accept honoraria or stipends directly from the college/university for those services rendered outside the regular school day and above and beyond the duties and responsibilities specified in their contracts.

The Board also authorizes the Superintendent to provide, in cooperation with appropriate colleges and universities, a "field experience" program in order for selected interns to gain first-hand knowledge of and experience in a school environment.

The Superintendent may terminate a teaching program if one (1) or more aspects of the program are not of high quality or meeting District needs or expectations.

118.19(3), Wis. Stats.
P.I. 3.03(7), Wis. Adm. Code

policy

EMPLOYMENT OF OCCASIONIAL RESOURCE PERSONNEL

It is the purpose of this policy to allow the casual employment of personnel in a consulting capacity for administration, in-service, or instruction.

In the general fund of the School Board, money is appropriated annually for special services. This might include resource persons in specialized fields of education that could offer consulting advice on the administration or instructional processes. The Superintendent shall negotiate a reasonable payment with the resource person.

Specialists from industry, business, agriculture, or health occupation fields may be employed in a consulting capacity to assist with program planning, in-services, or directly in the instructional program. Professional staff members employed by the District may be used as casual resource personnel, outside of their regular assignment, at the discretion of the Superintendent.

The Superintendent shall prepare administrative guidelines to ensure proper implementation of this policy.

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EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

The School Board may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches in sports governed by the WIAA shall be consistent with WIAA rules and guidelines.

Members of the district professional staff will be afforded first opportunity for coaching positions, provided they are qualified for the position.

The Superintendent shall require that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs an electronic contract which includes the conditions of employment, compensation arrangements, and contract termination procedures, which shall normally allow for termination at will. Any such appointment may be terminated by the Superintendent for any reason that is not arbitrary or capricious. There must also be verification that a satisfactory background check has been conducted by the District through appropriate State agencies or other applicable means.

Coaching/advisory duties accepted by a member of the teaching staff or administrative staff shall not be incorporated into the staff member's regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year. Compensation for coaching/advising duties shall be determined by the Board. Nonrenewal procedures are not applicable to coaching/advising assignments.

Any coach/advisor not offered similar duties in any subsequent year may not pursue a grievance through Policy 3340 – Grievance Procedure or Policy 4340 – Grievance Procedure.

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JOB SHARING

The School Board recognizes the value to the District to obtain the services of quality staff members who may not be available on a full-time basis but wish to offer their knowledge and skills part-time through a job-sharing process.

The District will consider job share requests only if the cost (including benefits) of employing two (2) staff members on a half-time basis does not exceed the cost of employing one full-time staff member.

Half-time positions may be approved in which two (2) currently employed staff members will be allowed to share one (1) full-time position.

The Board authorizes the Superintendent to create a job-sharing program provided it does not impact adversely on the District or any current staff member.

policy

CRIMINAL HISTORY RECORD CHECK

To more adequately safeguard students and staff members, the School Board requires an inquiry into the background of each applicant the Superintendent recommends for employment on the District's professional staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

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NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

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

District Compliance Officers

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

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1225
(Telephone Number)

khall@dce.K12.wi.us
(E-mail Address)

Jack Stoskopf, Assistant Superintendent
Business/Personnel Services
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1243
(Telephone Number)

jstoskopf@dce.K12.wi.us
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's web site.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public.

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are expected to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other Supervisory employee so that the Board may address the conduct. Any administrator, supervisor, or other Supervisory employee who receives such a complaint shall file it with the CO at his/her first opportunity, but no later than two (2) business days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community (District employees, students, parent(s), and members of the Board), resident of the District, or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin an investigation, or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

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

Investigation and Complaint Procedure (See Form 3122 F2)

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

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

Complaint Procedure

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a complaint, either orally or in writing, with a Principal, the CO, Superintendent, or other supervisory employee. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall assume the role of CO for such complaints.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

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

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

A. interviews with the Complainant;

B. interviews with the Respondent;

C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision. In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.

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

All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained in accordance with the School Board's records retention policy.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised their rights, aided or encouraged any other person in the exercise of any right granted or protected by those laws.

Education and Training

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

111.31 et seq., 111.335(d)(2), 118.195, 118.20, Wis. Stats.
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendment Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
34 C.F.R. Part 110 (7/27/93)
42 U.S.C. 2000e et seq., Civil Rights Act of 1964
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended
29 C.F.R. Part 1635

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DRUG-FREE WORKPLACE

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is free from illegal drugs.

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's professional staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and applicable terms of any collective bargaining agreements.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.

P.L. 101-126
Drug-Free Workplace Act of 1988, 41 U.S.C. 701 et seq.
20 U.S.C. 3224A

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NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The School Board prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Harassment of a person because of his/her genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

In accordance with the Genetic Information Nondiscrimination Act (GINA), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with this Act, employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be acquired as part of the certification process for FMLA leave, when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application process.

The District recognizes that genetic information may be acquired through commercially and publicly available documents like newspapers, books, magazines, periodicals, television shows or the Internet. The District prohibits, however, its employees from searching such sources with the intent of finding or obtaining genetic information, or accessing sources from which they are likely to acquire genetic information.

policy

"Genetic information," as defined by GINA, means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

If the District either legally and/or inadvertently receives genetic information about an employee or applicant for employment from the employee, applicant for employment or a medical provider it shall be treated as a confidential medical record in accordance with law.

The Superintendent shall appoint a compliance officer who shall be responsible for overseeing the District's compliance with Federal regulations and promptly dealing with any inquiries or complaints. S/He shall also verify that proper notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 is provided to staff members, and that all District requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) is accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

> The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II, including the School Board, from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

The District offers health services, including a wellness program. Participation in the services/program is voluntary. Genetic information (such as family medical history) may be obtained as part of an individual's participation in the service/program. If that occurs, individual genetic information may be provided to the individual receiving the services and to his/her health services providers, but only genetic information in aggregate form will be provided to the Board.

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635

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SECTION 504/ADA
PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 CO (s)/ADA Coordinator(s) (hereinafter referred to as the "COs").

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1225
(Telephone Number)

khall@dce.K12.wi.us
(E-mail Address)

Jack Stoskopf, Assistant Superintendent
Business/Personnel Services
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1243
(Telephone Number)

jstoskopf@dce.K12.wi.us
(E-mail Address)

The name(s), title(s), and contact information of this/these individual(s) will be published annually in the School District Annual Report to the public and on the School District's web site.

The COs are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the COs.

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Training

The COs will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the COs will be posted throughout the District, and published in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with COs within the time limits specified below. The COs are available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.

B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the District CO for good cause.

C. The CO will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) work days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The CO shall maintain the District's files and records relating to the complaint.

D. The Superintendent will, within ten (10) work days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) work days of the hearing.

E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.

F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Citigroup Center
500 W. Madison Street
Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

29 C.F.R. Part 1630
29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
34 C.F.R. Part 104
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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EMPLOYMENT CONTRACT

It will be the responsibility of the Superintendent to ensure that all members of the professional staff execute a written employment contract in accordance with the legal requirements related to their position in the District.

The Superintendent is authorized to execute employment contracts for the School Board upon approval of employment.

118.21, Wis. Stats.

policy

WISCONSIN QUALITY EDUCATOR INITIATIVE

The School Board is committed to having a quality teacher in every classroom and a strong leader in every building. The Board encourages the use of best educational practices to improve instruction and increase student achievement. To this end, the Board requires that the District hire the most qualified and experienced staff available and that all staff be licensed as required by law.

Attaining and maintaining proper State licensure under P.I. 34, which describes the requirements for attaining and maintaining educator's licensing for practicing in the State, is primarily the licensee's responsibility. However, the Board recognizes its responsibilities under P.I. 34 and supports efforts that promote the effectiveness of staff through career-long preparation and learning and performance-based assessment.

Under P.I. 34, the Board is required to develop a licensure support plan providing for, at a minimum, ongoing orientation, support seminars and a qualified mentor for initial educators. Accordingly, the Board directs the Superintendent to develop a licensure support plan consistent with the requirements of P.I. 34.

The Superintendent shall also designate an administrator, subject to approval by the School Board, to serve on each Initial Educator Professional Development Plan Review Team.

The Board authorizes the Superintendent to investigate the use of inter-district agreements, the use of other agencies and the use of in-district resources in the design and implementation of the licensure support plan.

The licensure support plan shall be submitted to the Superintendent. Upon approval, the plan shall be submitted to the Board for review and approval.

P.I. 34, Wis. Adm. Code

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ASSIGNMENT AND TRANSFER

The School Board believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

The Superintendent shall be responsible for the proper assignment and transfer of all professional staff members and shall attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements and certification requirements. S/He shall establish an audit procedure to ensure that each instructional staff member's teaching certificate is currently in compliance with appropriate State certification criteria and has not been nullified.

policy

REDUCTION IN STAFF

It is the responsibility of the School Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular professional staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.

The Superintendent shall develop administrative guidelines for the reduction of staff based on the best interests of the District and consistent with the terms of any applicable interdistrict agreements, and applicable law.

Where appropriate, attrition may be used to achieve the necessary number of position reductions.

Selection of staff for reduction, once positions have been identified, will be based on the following considerations: including but not limited to qualifications, job performance, experience, certification, and professionalism.

The Superintendent shall determine the appropriate employees for reduction considering all factors that he or she deems important and in the best interests of the District.

No employee whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid off employee may be qualified. Likewise, no such employee is entitled to a future position or is provided any preference over other applicants. Staff whose employment ended with the District due to a reduction in force, shall not be prevented from applying for future positions with the District.

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VACANCIES

It shall be the policy of the School Board to employ the person best suited to perform the duties of a particular District vacancy at any level.

When the Board deems it necessary to fill a vacancy within the school system, a notice of this fact shall be posted in all district schools. Professional staff who inform the district in writing of their interest in a particular vacant position will be considered for such a position. However, this does not prevent the district from posting, interviewing, and hiring persons from outside the district.

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STAFF DISCIPLINE

The School Board retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. The Superintendent or designee may issue discipline, short of termination, when she/he deems appropriate, however, student performance on examinations may not form the basis for staff discipline.

Investigation of Possible Criminal Activity

The District may be required to investigate potential wrongdoings on the part of its employees. Such investigations may require that the employee answer questions relating to the activity. Employees may be required to answer such questions. Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee. In cases where this possible wrongdoing may involve criminal activity, the District shall inform the employee that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. Employees must also be informed that refusal to answer questions may be considered in determining discipline.

Staff may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action.

The Superintendent may issue discipline to staff members when she/he deems appropriate. The level of discipline may range from oral reprimands to suspension or termination consistent with Policy 3140. The level of discipline shall be consistent with the seriousness of the offense as determined by the Superintendent.

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 3340.

Franklin v. City of Evanston, 384 F.3d 838 (7th Cir. 2004)
Garrity v. New Jersey, 385 U.S. 493 (1967)

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TERMINATION, NON-RENEWAL AND RESIGNATION

TERMINATION AND NON-RENEWAL

Teacher contracts may be terminated or non-renewed upon a majority vote of the full membership of the School Board.

All employees are at will employees that may be terminated or whose contracts may be non-renewed for any reason provided that the decision is not arbitrary or capricious, or in violation of any applicable law.

In the event the Superintendent intends to recommend the non-renewal of a teacher's contract, he or she shall comply with applicable statutory non-renewal procedures. No teacher may be terminated or non-renewed solely on the basis of the results of mandatory student examinations.

Any decision to terminate a staff member's employment contract shall be subject to review consistent with the grievance procedure in Policy 3340 - Grievance Procedure.

RESIGNATION

A professional staff member may resign in accordance with the terms of his/her employment contract. A resignation, once submitted and accepted by the Board, is final and may not be rescinded without approval by the Board.

An administrator, other than a business manager, principal, or assistant principal, may resign by filing a written resignation with the Superintendent.

A resignation, once submitted and accepted by the Board, may not then be rescinded without approval of the Board.

policy

The District Business Manager, Principal, and any assistant principals employed by the District may resign employment with the District in accordance with the terms of his/her contract. A resignation, once submitted and accepted by the Board, may not be rescinded without further action by the Board.

118.22, Wis. Stats.
118.24, Wis. Stats.

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PHYSICAL EXAMINATION

The School Board requires any candidate, as a condition of employment, to submit to an examination, including a test for tuberculosis, in order to determine the physical capacity to perform assigned duties. Such examinations shall be done in accordance with 118.25 Wis. Stats., the Superintendent's guidelines, and/or the terms of the collective bargaining agreement.

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 3122.02, the successful candidate who is required to submit to a medical examination, as well as the health care provider that is designated by the Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

In the event of a report of a condition that could influence job performance, the Superintendent shall base a nonemployment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities. Freedom from tuberculosis in a communicable form is a condition of employment

The Board shall assume the fees for examinations.

118.25, Wis. Stats.
29 C.F.R., Part 1630
29 C.F.R. Part 1635
42 U.S.C. 12101 et seq. Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the School Board to protect students and employees from the effects of contagious diseases and other circumstances that render professional staff members unable to perform their duties.

The Board authorizes the Superintendent to place a professional staff member on unrequested leave of absence for physical or mental inability to perform assigned duties in conformance with the law.

The Superintendent shall require that the professional staff member submit to an appropriate examination by:

A. a healthcare provider designated and compensated by the District or

B. a healthcare provider of the professional staff member's choice, provided such healthcare provider has been approved by the District.

The professional staff member will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/Superintendent and to allow the Superintendent to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 3122.02, the Superintendent shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

policy

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the professional staff member is found to be unable to perform assigned duties, the professional staff member shall be placed on leave of absence until proof of recovery, satisfactory to the Superintendent, is furnished.

Should a professional staff member refuse to submit to the examination requested by the Superintendent such refusal shall subject the professional staff member to disciplinary action.

The Board may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 as provided by law.

111.32, et seq., the Wisconsin Fair Employment Act
29 C.F.R., Part 1630
29 C.F.R., Part 1635
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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SUBSTANCE ABUSE

The School Board recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of professional staff members, the Board recognizes the responsibility to assist in a manner recommended by appropriate specialists in the treatment of those illnesses.

A professional staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to professional staff members having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected alcohol or drug problem rests with the professional staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board. The Board will assist an employee with an alcohol or drug problem in developing reasonable accommodations so that the employee may perform his/her work, consistent with State and Federal law. Existence of a substance abuse problem does not excuse misconduct in employment or violation of Board policy.

No professional staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.

Professional staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

This policy shall be administered in accordance with the Americans with Disabilities Act of 1990 and applicable State laws.

Americans with Disabilities Act of 1990
Wis. Stat. 111.34

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policy

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The School Board believes that early recognition and treatment of illegal drug use, controlled substance abuse, or alcohol abuse is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption.

The District encourages the earliest possible diagnosis and treatment for illegal drug use or controlled substance abuse and supports sound treatment efforts. Whenever feasible, the District will assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Staff members with personal drug or controlled substance abuse problems should request assistance from the Director of Human Resources. Assistance will be provided on a confidential basis, and each staff member will be referred to the appropriate treatment and counseling services.

The District will assist staff members to the extent feasible through the Employee Assistance Program, consistent the Board cannot guarantee that the staff member's use of illegal drugs or abuse of alcohol or controlled substances will not impact adversely the staff member's employment status through disciplinary procedures.

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STAFF ETHICS

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

A. recognize basic dignities of all individuals with whom they interact in the performance of duties;

B. represent accurately their qualifications;

C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;

D. seek and apply the knowledge and skills appropriate to assigned responsibilities;

E. keep in confidence legally-confidential information as they may secure;

F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;

G. avoid accepting anything of value offered by another for the purpose of influencing judgment;

H. refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

policy

WHISTLEBLOWER PROTECTION

The School Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative procedures. Pursuant to State law, the Board expects instructional staff members to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, instructional staff members are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the Superintendent.

After such a report is made, the immediate supervisor will ask that the report be put in writing.

Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made such a report based on a reasonable and good faith belief that the report is accurate and not based on the employee's intent to harm, harass, intimidate, or retaliate against another individual.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

If the alleged misconduct that is reported involves a Board member, the employee shall report to the Superintendent who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the Superintendent the employee shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by an instructional staff member pursuant to this policy, an investigation shall be commenced as soon as possible and shall be handled expeditiously.

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STUDENT SUPERVISION AND WELFARE

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

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student, including a student age sixteen (16) or older, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

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

It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

A. Each professional staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.

B. A professional staff member should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.

C. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.

D. Each professional staff member shall immediately report to the principal any accident or safety hazard s/he detects.

E. Each professional staff member shall immediately report to the principal any knowledge of threats of violence by students.

policy

F. A professional staff member shall not send students on any personal errands.

G. A professional staff member shall not associate with students at any time in a manner which gives the apearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

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

H. If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.

I. A professional staff member shall not transport students in a private vehicle without the approval of the principal.

J. A student shall not be required to perform work or services that may be detrimental to his/her health.

K. Staff members are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, MySpace, etc.

L. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social networking media or similar forums, such as YouTube without permission of the administration.

Most information concerning a child in school is a confidential student record under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse (see Policy 8330).

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

48.981, 948, 948.095 Wis. Stats.

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USE OF TOBACCO BY PROFESSIONAL STAFF

The School Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.

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

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STAFF DRESS AND GROOMING

The Board of Education believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

A. be physically clean, neat, and well groomed;

B. dress in a manner consistent with their professional responsibilities;

C. dress in a manner that communicates to students a pride in personal appearance;

policy

WEAPONS

The School Board prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

This prohibition does not apply to unloaded firearms in a locked vehicle or locked firearms case, or to separately stored ammunition, that is on any part of school grounds used as a parking facility provided, however, that the firearm case or rack is not visible to those passing by the vehicle (i.e., the case is in the vehicle trunk or, if not possible, covered with a blanket or in some fashion shielded from vision.)

Concealed Carry Permit Holders

Nothing in this policy prohibits an employee with a properly issued permit to carry a concealed weapon from exercising his/her rights consistent with Wisconsin's concealed carry law and the State and Federal gun free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 948.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

A staff member who is a concealed carry permit licensee may not carry a concealed weapon or otherwise store a weapon or ammunition in his or her personal vehicle while transporting students for school sponsored events or school-related purposes in his or her own vehicle. This does not apply to the transportation of students related by blood or marriage to the staff member if only such students are being transported.

Definition of "Weapon"

For this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Exceptions to this policy include:

A. weapons under the control of law enforcement personnel while on duty, or off duty if there is an appropriate agreement between the District and the employer of the law enforcement personnel;

B. items approved by the Superintendent, as part of a class or individual presentation under adult supervision, including but not limited to hunters' education courses, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);

C. theatrical props used in appropriate settings;

D. starter pistols used in appropriate sporting events; and

E. a lockback knife having a blade no longer than three (3) inches in length, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's employment.

The Superintendent may refer a staff member who violates this policy to law enforcement officials. The staff member may also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

policy

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy shall be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy.

120.13(1), Wis. Stats.
175.60, Wis. Stats.
943.13, Wis. Stats.
948.605, Wis. Stats.
18 U.S.C. 921(a)(3)
18 U.S.C. 922
20 U.S.C. 7151

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STAFF EVALUATION

The School Board is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the Superintendent the function of establishing and implementing professional staff job descriptions and a program of personnel assessment that identifies specific criteria and a systematic procedure to evaluate staff. This procedure shall include an appropriate and approved Educator Effectiveness program for the evaluation of teachers and Principals in the District.

A professional staff member shall be given a copy of any documents relating to his/her performance that will be placed in the personnel file.

Licensed Teachers and Principals

Evaluations shall be conducted in the first year of employment and at least every third year thereafter, or more frequently as determined by the administration or the protocols of the Educator Effectiveness program adopted and used by the Board. Pursuant to Wisconsin's Educator Effectiveness law, the Board delegates to the District Administrator the task of selecting and implementing an approved Educator Effectiveness program such that the District is in compliance with State law.

The Board will use the educator effectiveness model available from the Department of Public Instruction and will assess, upon the recommendation of the District Administrator, whether to use an alternative program.

Evaluations shall be conducted based on the model in place at the time and consistent with applicable State law and the District's guidelines.

policy

The administration is authorized to implement additional evaluation procedures for specific personnel in need of additional or alternative evaluation in addition to the educator effectiveness program. A positive rating from the educator effectiveness model does not necessarily preclude the District from taking adverse employment action towards an employee for other performance or conduct related reasons, or from implementing remedial or performance improvement measures.

P.I. 8.01(2q), Wis. Adm. Code
118.225, 118.30, 121.02 (1) (q) Wis Stats
20 USC 6311

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CONFLICT OF INTEREST

The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the School Board has adopted the following guidelines to ensure that conflicts of interest do not occur. These are not intended to be all inclusive, nor to substitute for good judgment on the part of all professional employees. Professional employees are expected to perform their duties in a manner free from conflict of interest consistent with 19.59, Wis. Stats.

No professional employee shall engage in or have financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.

Professional employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Included, by way of illustration, rather than limitation are the following:

A. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees

B. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's employment or through his/her access to School District records

C. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals

D the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

Professional employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

Professional employees shall not solicit gifts, travel packages, and other incentives from prospective contractors.

Professional employees shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent **before** entering into any private relationship.

policy

Violation of this Board policy by a professional employee will result in disciplinary action being taken against the professional employee, up to and including termination of employment.

2 C.F.R. 200.318
7 C.F.R. 3016.36(b)(3) and 3019.42

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OUTSIDE ACTIVITIES OF STAFF

The School Board directs the Superintendent to promulgate the following guidelines so that professional staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the school system, the Superintendent shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities.

A. Staff members should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.

B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.

C. Staff members shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.

D. Staff members shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, State, or National office.

E. Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.

Research and Publishing

A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.

B. Materials which might be considered for publication and/or production, which identify the District in any manner, shall be cleared with the Superintendent prior to publication and/or production.

C. Publications and productions shall be subject to the following copyright provisions:

1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time will be relinquished by the Board upon request of the staff member provided that:

   a. the books, materials, devices, etc. were prepared without the use of District data, facilities, and/or equipment;

   b. the District is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;

   c. the staff member does not become involved in any way in the selling of the product to the District.

   The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the Superintendent.

   Professional staff members who desire to publish or produce materials on their own time should make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that District interests and the interests of the staff member are protected.

2. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the District. The District shall retain all rights and privileges pertaining to the ownership thereof.

   In the event that any of these products have commercial possibilities, the Superintendent is authorized to secure copyrights, patents, etc. which will ensure the ownership of the product by the District.

The Superintendent is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.

17 U.S.C. 101 et seq.

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PROFESSIONAL LEARNING REQUIREMENTS

The School Board believes that ongoing learning is a prerequisite for professional growth of staff and, therefore, requires the participation of professional staff members in in-service and other training programs.

The Superintendent shall plan programs of staff development for professional staff members. Such staff development programs should be designed to address the professional development needs of staff members who are working at a particular level, involved in a particular course or subject, or need to be prepared for a new assignment. The development plan should be designed to meet the needs of staff members or curriculum areas in each school.

Professional staff members are expected to comply with the Professional Development Plan requirements of their license and provide timely verification of progress towards fulfilling this responsibility.

121.02(b), Wis. Stats.
P.I. 8.01(2)(b), Wis. Adm. Code

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PROFESSIONAL MEETINGS

The School Board encourages opportunities for professional staff members to develop increased competence beyond that which they may attain through the performance of their assigned duties through attendance at professional meetings.

For purposes of this policy, a professional meeting shall be defined as:

A. any meeting that is related to the activities, duties, or responsibilities of professional staff members as determined by the Superintendent.

B. a meeting through which direct value can be derived for the person in attendance for later use in the performance of District duties.

The Superintendent shall prepare administrative guidelines to implement this policy.

The Board may reimburse actual and necessary expenses incurred in attending approved meetings.

118.24(5), Wis. Stats.

policy

PERSONAL PROPERTY OF STAFF MEMBERS

Employees may bring personal property, including personal communication devices, to school either for reasons associated with professional responsibilities or for use during off-duty time. The owner of the personal property bears all responsibility and assumes all risk for loss, damage, or misuse of said personal property while it is on School Board property.

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FREEDOM OF SPEECH IN NON-INSTRUCTIONAL SETTINGS

The School Board acknowledges the right of its professional staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, including matters related to the performance of their job duties or responsibilities, the professional staff member's expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and, therefore, avoid situations in which the professional staff member's expression could conflict with the District's interests. In such situations, s/he should:

A. state clearly that his/her expression represents personal views and not necessarily those of the School District;

B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;

C. not make threats or abusive or personally-defamatory comments about co-workers, administrators, or officials of the District;

D. refrain from making public expressions which s/he knows to be false or are made without regard for truth or accuracy.

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GRIEVANCE PROCEDURE

Pursuant to State law, the School Board shall provide a grievance procedure for the orderly resolution of employee grievances related to employee discipline, employee terminations, and workplace safety. Any employee of the District who is not currently under a labor agreement has the right to access the grievance procedure provided the grievance is filed in writing within the applicable timelines, and provided that the issue presented by the grievance properly concerns a grievable complaint. However, nothing within this policy or within the written rules and procedures implementing this policy shall be construed:

A. to prevent an employee and the District from voluntarily resolving, or attempting to resolve, an employee's grievance, complaint, concern or other dispute using informal methods separate from the formal grievance process, such as a mediated resolution or other similar outcome;

B. to interfere or conflict with the District's obligations or an employee's or labor organization's rights, under any collective bargaining agreement;

   To the extent any collective bargaining agreement includes a contractual grievance procedure for the resolution of any grievance that is also within the jurisdiction of the District's statutorily-required grievance procedure, the District shall fully honor the contractual grievance procedure, including binding arbitration to the extent applicable.

C. to grant or confer to any employee any substantive rights or employment protections that would not exist in the absence of this policy and its implementing rules, except for those primarily procedural rights inherent and minimally necessary to an employee's ability to access and use the grievance procedure in the manner defined by State law and by the Board.

No employee is required to pursue a formal grievance using the procedures established pursuant to this policy, and supervisors and administrators are expected to fulfill their supervisory role(s) with respect to managing employee complaints and concerns even where an employee is unable to or elects not to pursue a grievance under the formal procedures established by the Board.

The grievance procedure shall provide for grievances to be handled in a timely manner. The procedure shall also include an opportunity for a grievant to present his/her grievance before an impartial hearing officer, as well as an appeals process in which the highest level of appeal is the Board.

No employee or District official shall, or attempt to, restrain, interfere with, coerce, discriminate against and/or retaliate against any employee who files or processes a grievance in good faith. The same protections apply to any person who otherwise participates in the presentation, processing or resolution of a grievance (e.g., a witness), regardless of whether the allegations presented by the grievance are ultimately sustained. Actions taken in bad faith, such as engaging in abuse of the process, providing false information, or engaging in libel or slander in connection with a grievance, are not protected. Violations of this paragraph may lead to disciplinary action, up to and including termination.

In the event a grievance proceeds to a hearing before an impartial hearing officer, the Superintendent or designee shall identify an impartial hearing officer consistent with minimum requirements set forth by the Board. The role of the hearing officer shall include adherence to the following:

A. A hearing officer must agree to comply with all relevant laws and with all applicable Board policies and District procedures to the extent not inconsistent with the law, including laws and policies covering public records, personnel records, and student records.

B. An impartial hearing officer shall neither add to, delete from, nor modify any Board policies or administrative rules or regulations, although it shall be within the purview of a hearing officer to reach a conclusion that a given policy, rule or regulation violates applicable law (subject to an appeal of such a conclusion to the Board).

C. In reaching conclusions based upon his/her factual findings, an impartial hearing officer is not to substitute his/her independent judgment for the judgment of the District provided that the hearing officer determines that the District's conclusions and any action taken by the District were lawful and reasonable under all of the facts, circumstances, and applicable standards. However, a hearing officer may state in his/her decision that s/he believes an alternative conclusion would have been more reasonable and explain the basis for making such a determination. An employee may appeal such a decision to the Board and request that the Board consider adopting the hearing officer's alternate conclusion(s) or resolution.

Overview

The purpose of this process is to provide for an internal complaint resolution procedure that is consistent with the requirements of State law and Board policy for resolving complaints concerning employee discipline, employee termination and workplace safety. This process is intended to serve as the written document that sets forth the procedure for the complainant and the District to use to process a complaint.

Overall points to consider regarding the Complaint Resolution Process

An employee must file the complaint or appeal a decision for themselves. No third party complaints or appeals will be considered.

Both the District and the complainant shall not be retaliated against for the filing of or the result of a complaint throughout the process.

This process may be revised, updated or repealed at any time.

The District reserves the right to consolidate complaints for processing, if appropriate.

A complaint shall be considered waived if not filed or appealed within the designated timeline.

No recordings (video or audio) shall be allowed at any point in the process other than by the identified court reporter.

Complainants and the District are allowed representation of their choosing throughout the process.

Eligibility

Who is eligible to use this process:

A. Non-union employees effective October 1, 2011.

B. Represented employees at the expiration of current Labor Agreement – July 1, 2012.

C. Not applicable to student employees or work study employees.

What items are covered under this process:

A. Discipline resulting in:

1. loss of pay or time;

2. suspension;

3. demotion.

B. The process is not applicable for:

1. verbal warnings;

2. written warnings;

3. corrective Action Plans;

4. performance Improvement Plans;

5. professional Development Plans;

6. performance Evaluations or Reviews;

7. administrative suspension with pay pending investigation;

8. non-disciplinary changes in wages, benefits or positions/assignments.

Termination

Process is not applicable for termination as a result of:

A. layoff;

B. non-renewal;

C. voluntary termination (resignation, retirement);

D. job abandonment (no-call, no-show);

E. elimination of position and subsequent termination;

F. inability to perform the functions of the position;

G. failure to meet the qualifications of a position;

H. end of temporary, substitute or limited-term assignment;

I. reduction in hours or in full-time equivalency;

J. job transfer or change in assignment;

K. non-reappointment to an extra-curricular assignment.

Workplace Safety

A. Defined as: Conditions of employment affecting an employee's safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment and workplace violence.

B. A complaint can be filed over a workplace safety issue if the safety of at least one (1) employee is involved (versus visitors or students only).

C. The issue must concern safety of a person (not the "safety" of one's vehicle or other possession).

D. The complaint must be filed by an employee who is presently affected by the issue or who might reasonably in the future be affected by the issue.

E. The issue presented by the complaint must be under the reasonable control of the District.

F. The District reserves the right to require additional documentation if required.

Process

Steps in the process:

A. Notice to supervisor.

B. Appeal to Superintendent or designee.

C. Appeal to Impartial Hearing Officer.

D. Final appeal to the School Board.

Step One:

The employee, within five (5) working days from the date of discipline, termination or event giving rise to safety concern, will provide the following in writing on the Grievance Form to their immediate supervisor:

A. A clear and concise statement of the issue or complaint including:

B. Date incident occurred and witnesses to the incident

C. Whether the grievance concerns a disciplinary action, a termination, or a workplace safety issue

D. Process (or policies) violated

E. Steps taken to informally resolve the issue

F. Why the employee disagrees with the decision

G. Remedy sought

H. Employee's signature and date

In order to provide enough time for the organization to do a thorough investigation of the issue, the immediate supervisor will respond with a decision within fifteen (15) working days, including rationale for the decision.

Step Two:

If the employee does not agree with the result of Step One, the employee may appeal the decision to the Superintendent or designee. The employee, within five (5) working days of the issuance of the decision given from Step One, must provide the following in writing on the Grievance Appeal Form to the Superintendent or designee:

A. A clear and concise statement of the issue or complaint including:

B. All information provided in Step One

C. Any additional information

D. Rationale regarding why the employee disagrees with the Step One decision

Note: The secretary to the Superintendent will serve as the gate-keeper and distributor of all information.

The Superintendent or designee will first determine if the applicable issue qualifies for application under this process (qualifying discipline, termination, workplace safety). Once determined that the issue qualifies, the Step Two process will proceed.

The Superintendent or designee will then call a meeting of all appropriate parties to discuss the complaint.

In order to provide enough time for the organization to do a thorough investigation of the issue, the Superintendent or designee will respond with a decision within fifteen (15) working days, including rationale for the decision.

Step Three:

If the employee does not agree with the result of Step Two, the employee may appeal the decision to an Impartial Hearing Officer (IHO). The District will identify a pool of potential IHOs for the complainant to choose from.

The employee, within five (5) working days of the issuance of the decision given from Step Two, must provide the following in writing on the Grievance Appeal Form to the Superintendent or designee:

A. A clear and concise statement of the issue or complaint including

B. All information provided in Step One and Two

C. Any additional information

D. Rationale regarding why the employee disagrees with the previous decisions

The complainant will inform the Superintendent or designee in writing within five (5) working days of their choice of IHO.

After the employee chooses an IHO, the secretary to the Superintendent will serve as the gate-keeper and distributor of all information. The secretary to the Superintendent will gather all information and exhibits from prior steps in the process and distribute to the IHO and complainant prior to the hearing.

The following shall apply to the hearing before an Impartial Hearing Officer:

A. Neither the employee nor the District can discuss the case with the IHO in advance of the formal hearing. The only communication will be for scheduling purposes.

B. Every effort will be made to schedule a hearing within fifteen (15) working days. However, if, due to scheduling and availability issues, it may be necessary to use an alternate IHO or mutually agree on rescheduling the hearing.

C. The IHO cannot have an interest in the case. The IHO will determine whether they have a conflict of interest in the case and report so to the Superintendent or designee.

D. It is not expected that there will be a cost to using an IHO, but, if there is a cost incurred for the IHO and/or a transcription of the hearing, the District will pay the costs.

E. The hearing will be documented by a court reporter. If there is a cost incurred for transcribing the hearing, the District will pay the costs.

F. Any witnesses will need to be notified of the hearing by the party that will call them, witnesses will not be notified by the IHO.

Hearing Process

The hearing will be presided over by the IHO. The complainant and the District will be allowed a maximum of one hour each to present necessary information at the hearing. The complainant will go first for both the initial statement and presentation of witnesses. The IHO has discretion to allow additional witnesses with time given to both parties equally.

The Hearing shall be held in compliance with the Wisconsin Open Meetings Law when applicable.

The IHO will only consider information provided at the hearing. The IHO may uphold the decision in Step Two or may over-rule the prior decision if it is determined that the District acted in a way that was arbitrary or capricious and recommend appropriate action to be taken. The IHO will issue a timely written decision, making every effort to make a decision within fifteen (15) working days.

The decision will include:

A. a summary of facts and evidence;

B. a summary of relevant policies;

C. analysis of above;

D. decision.

Step Four:

If either the employee or the District does not agree with the result of Step Three, they may appeal the decision to the School Board.

The employee or District, within five (5) working days of the date of issuance of the decision given from Step Three, will provide the following in writing on the Grievance Appeal Form to the Superintendent or designee:

A. a clear and concise statement of the issue or complaint including

B. all information provided in Step One, Two and Three

C. rationale regarding why the employee or District disagrees with the previous decision

D. information not previously furnished will not be considered at this step

The secretary to the Superintendent will serve as the gate-keeper and distributor of all information. The secretary to the Superintendent will gather all information and exhibits from prior steps in the process and distribute to the School Board, Board Counsel and complainant prior to the Board proceeding.

The proceeding before the School Board will be scheduled at the next practical board meeting as appropriate and shall be held in compliance with the Wisconsin Open Meetings Law when applicable.

Board Proceeding Process

The proceeding before the Board will be informal and consist of oral presentation by both sides. The complainant and the District will be allowed a maximum of fifteen (15) minutes each to present necessary information. The complainant will go first in the presentation.

The proceeding is presided over by the Board Counsel, as long as a Board quorum is present.

policy

EMPLOYEE ANTI-HARASSMENT

Prohibited Harassment

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

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the School Board will take immediate steps calculated to end the harassment, prevent its reoccurrence, and, if applicable, remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members, agents, contractors, or other persons.

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

Definitions

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a school employee on the basis of the employee's Protected Characteristics that:

A. places a school employee in reasonable fear of harm to his/her person or damage to his/her property;

B. is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated;

C. has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;

B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;

C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;

D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;

E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;

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

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

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

A. unwelcome sexual propositions, invitations, solicitations, and flirtations;

B. physical and/or sexual assault;

C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;

D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;

E. sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals;

F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;

G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;

I. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; and

J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

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

Boundary Invasions

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to the following:

A. hugging, kissing, or other physical contact with a student

B. telling sexual jokes to students

C. engaging in talk containing sexual innuendo or banter with students

D. talking about sexual topics that are not related to curriculum

E. showing pornography to a student

F. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship")

G. initiating or extending contact with students beyond the school day for personal purposes

H. using e-mail, text-messaging or websites to discuss personal topics or interests with students

I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval

J. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences)

K. going to a student's home for non-educational purposes

L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student)

M. giving gifts or money to a student for no legitimate educational purpose

N. accepting gifts or money from a student for no legitimate educational purpose

O. being overly "touchy" with students

P. favoring certain students by inviting them to come to the classroom at non-class times

Q. getting a student out of class to visit with the staff member

R. to act in the role of a professional counselor, unless authorized to do so

S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues)

T. being alone with a student behind closed doors without a legitimate educational purpose

U. telling a student "secrets" and having "secrets" with a student

V. other similar activities or behavior:

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

Religious (Creed) Harassment

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

National Origin Harassment

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

Age Harassment

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

Race/Color Harassment

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

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disabling condition or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

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

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

Reporting procedures are as follows:

A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.

B. Teachers, administrators, and other school officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.

C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.

D. Appropriate school officials are as follows:

1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the Superintendent, who shall assume the role of the District Compliance Officer for such complaints.

2. Any complaint under this policy regarding the Superintendent or Board Member that is received by the District Compliance Officer shall be referred to the School Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.

E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent.

F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

District Compliance Officers

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

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1225
(Telephone Number)

khall@dce.K12.wi.us
(E-mail Address)

Jack Stoskopf, Assistant Superintendent
Business/Personnel Services
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1243
(Telephone Number)

jstoskopf@dce.K12.wi.us
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's web site.

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

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

Investigation and Complaint Procedure

Any employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to harassment or has witnessed harassment of another may seek resolution of his/her complaint through the procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Once the complaint process begins, the investigation will be complete in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

Complaint Procedure

An individual who believes s/he has been subjected to harassment hereinafter referred to as the "complainant," may file a complaint, either orally or in writing with a teacher, Principal, CO, Superintendent, or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall assume the role of the CO for such complaints.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the compliant process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All written complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deem appropriate in consultation with the Superintendent. No temporary arrangements shall be disciplinary to either the complainant or respondent.

Within two (2) business days of receiving a complaint, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of this policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

A. interviews with the complainant;

B. interviews with the respondent;

C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the complainant has been subject to harassment. The COs recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

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

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complaint, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.

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

All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the State or Federal law will be maintained in a manner consistent with the law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the Superintendent shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

All sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Allegations Constituting Criminal Conduct

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

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

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

Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Wis. Stats. 111.31, 118.195, 118.20
20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)
20 U.S.C. 1681 et seq.
20 U.S.C. 1681 et seq., Title IX
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 794, Rehabilitation Act of 1973
29 C.F.R. Part 1635
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The School Board believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline and reported to the appropriate law enforcement authorities.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

Chapter 947, Wis. Stats.

policy

COMPENSATION FOR PART-TIME STAFF

The School Board requires that part-time professional staff members be prorated so that they are compensated in an amount equivalent to the portion of time worked, whether it be a fraction of a day or a fraction of a year.

policy

GROUP HEALTH PLANS

The School Board shall have discretion to establish and maintain group health plans for the benefit of eligible employees. These group health plans may provide health benefits through insurance or otherwise as permitted by law.

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PRIVACY PROTECTIONS OF FULLY INSURED AND/OR SELF-INSURED GROUP HEALTH PLANS

The School Board provides coverage to eligible employees under fully insured and/or self-funded group health plans. The Board has established the following fully insured group health plans:

A. Medical Plan

B. Dental Plan

C. Employee Assistance Plan

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The Board also acknowledges that these fully insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic protected health information in accordance with the HIPAA Security Rule.

The Board hereby appoints Assistant Superintendent of Business and Personnel or designee to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to perform a risk analysis and to develop risk management procedures, if necessary.

The Security Official shall review the insurer's internal policies and procedures implementing various security measures required by the HIPAA Security Rule with respect to electronic protected health information. All of the group health plans' functions are carried out by the insurer and the insurer owns and/or controls all of the equipment and media used to create, maintain, receive, and transmit electronic protected health information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule. The Security

Official may elect to adopt the insurer's own policies addressing security measures for the group health plans' electronic protected health information, as appropriate.

The fully insured group health plans established by the Board shall:

A. Refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.

B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.

C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.

D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPPA and its implementing regulations.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.

B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.

C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

20 U.S.C. 1232g
29 C.F.R. Part 1635
42 U.S.C. 1320d-2
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
Health Insurance Portability and Accountability Act (HIPAA)
45 C.F.R. 160.102(a), 164.302, 164.308 (a)(2), 164.404, 164.406, 164.408
45 C.F.R. 164.502, 164.502(a), 164.520(a), 164.530(g), 164.530(h), 164.530(j)
45 C.F.R. 164.530(k)

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BENEFITS

It is the School Board's policy to provide a competitive and comprehensive package of employee benefits to its employees to effectively attract and retain high quality employees.

The specific design and development of employee benefit plans, including health insurance, dental insurance, short term and long term disability insurance, and life insurance benefits shall be determined by the Superintendent with approval by the Board. These programs shall be reviewed no less than annually and where necessary or appropriate, the Superintendent shall solicit bids from potential vendors to provide employee benefits, or analyze alternative options, such as self-funding insurance plans. The Superintendent shall present to the Board for its approval any proposed changes or contract extensions for such benefits.

A schedule of current benefits shall be available in the District office.

The Board retains finally authority to establish, modify, rescind, add, or in any way affect employee benefits.

The Board shall determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employee and employer share of applicable premiums through Board action.

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LEAVES OF ABSENCE

A leave of absence without compensation for a period of up to one (1) school year may be granted provided the teacher has taught in the District for a period of twelve (12) consecutive years and a suitable replacement can be obtained.

Request for leave of absence shall be made to the Director of Human Resources by March 1 of the year preceding the year that the leave commences.

Health and dental insurance benefits will be available to the teacher while on leave at no cost to the District under COBRA provisions.

Administration may approve up to five (5) days of unpaid leave during a two-year period provided the teacher gives a fourteen-day written, advance notice prior to the leave. All unpaid leave will be subject to the availability of qualified substitutes.

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FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")

Introduction

In accordance with Federal and State law, the School Board will provide family and medical leave to professional staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, you should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, you must have been employed by the Board for at least twelve (12) months in the past seven (7) years and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave. All full-time instructional staff members are deemed to meet the 1,250 hour requirement.

To be eligible for leave under the WFMLA, you must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to you under this policy, as well as your rights during leave, depend upon whether you satisfy the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

A. for the birth of the eligible staff member's child and to care for a newborn child

B. for placement with the eligible staff member of a child for adoption or foster care

C. to care for an eligible staff member's spouse, child or parent with a "serious health condition"

The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom you have assumed the day-to-day obligations of a parent. A child must be either under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition.

"Parent" includes a staff member's spouse's legal guardian only if you are requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position

E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;

2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or

3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a rolling back 12 month period measured backwards from the date an employee uses a FMLA leave for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above. When both state and federal laws provide for FMLA, the leaves will run concurrently.

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year as follows:

A. a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;

B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and

C. a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or

2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;

2. continues over an extended period of time (including recurring episodes of a single underlying condition); and

3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. You or your family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the Superintendent with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for your own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

Employees must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave through the online system, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form.

When planning medical treatment, the staff member should consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her supervisor in order to work out a treatment schedule which best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he must notify the Superintendent within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to his/her own serious health condition or the serious health condition of his/her spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the Superintendent within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the Superintendent as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider or to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent doubts the validity of a certification, it may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the Superintendent to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The Superintendent will give the staff member the notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the Superintendent will, at a minimum, verbally notify the staff member whether leave is being designated as FMLA leave within two business days of the date the staff member provides information to the Superintendent sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.

The Superintendent will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the Superintendent may offer a staff member a temporary transfer to another position for which s/he is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

A. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;

B. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or

C. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member will be allowed to use 30 days from their sick leave bank for the purposed of Child Rearing Leave per state FMLA, Federal Child Rearing Leave is unpaid.

Employees will be allowed to use 10 days from their sick leave bank for the purposes of caring for a child, spouse, domestic partner, as defined in 40.02(1) Wis. Stats. Or 770.01(1) Wis. Stats. Or parent or parent of a domestic partner with a serious health condition per state FMLA. Federal Leave is unpaid.

Employees will be allowed to use available sick leave for self.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the Superintendent for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he is not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her supervisor immediately. Upon such notice, the Superintendent will promptly reinstate the staff member to active employment, provided s/he has the present skill and ability to perform the essential functions of his/her job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he must present certification to return to work to his/her supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The Superintendent may designate another administrator to perform his/her duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall see that the policy is posted properly.

The Superintendent shall provide a copy of the policy upon the request of a staff member.

29 U.S.C. 2601 et. seq.
29 C.F.R. Part 825
103.10, Wis. Stats.
Wis. Admin. Department of Workforce Development (DWD) 225
National Defense Authorization Act of 2010

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policy

EMPLOYEE LEAVES

The School Board recognizes that there may be instances in which employees cannot report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3432 (sick leave), Policy 3430.01(FMLA), and Policy 3430 (extended leave).

Jury Duty Leaves

Employees of the District who are selected for jury duty are required to serve according to Wisconsin State Statutes. Employees who are selected for jury duty shall notify their principal/supervisor as soon as possible each time that they are called for possible service.

Staff members who are not placed on the jury shall notify their principal/supervisor and return to their assignment immediately. If a staff member is actually seated on the jury, he or she shall also notify the principal or supervisor. When released from jury duty, employees shall immediately notify their principal/supervisor, return to their work assignment and complete the scheduled work day unless there is less than one (1) hour before the end of their work day. In all cases, the principal/supervisor shall notify the Director of Human Resources.

Compensation Arrangements: Employees called for jury duty shall be paid their regular earnings. Staff members must submit a check for the amount of the jury duty fees (not including travel allowance) to the Personnel Office within one week after they have been paid by the County or the amount will be deducted from their subsequent check.

Bereavement Leave

In case of death in the immediate family* of the employee (spouse, children, stepchildren, mother, father) employees will be granted a maximum of five (5) working days off at the normal rate of pay, exclusive of overtime. In case of death in the family of grandchildren, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents or a relative with whom the employee lives, employees will be granted a maximum of three (3) working days off at the normal rate of pay, exclusive of overtime, upon notification of their immediate supervisor. This provision shall not be applicable if an employee is on leave-of-absence, paid sick leave or vacation.

Funeral leave of one (1) day with pay shall be granted to attend the funerals of the employee's uncle, aunt, niece, nephew, spouse's grandmother and spouse's grandfather. Other relatives of the employee or relatives of the employee's spouse, other than those listed above, do not qualify for paid time off. This provision shall not be applicable if an employee is on leave of absence, paid sick leave, or vacation, or the funeral is on the weekend.

Upon advance written approval of the director of human resources, an employee shall be granted reasonable time off with pay up to a maximum of eight (8) hours for pallbearer duties.

The superintendent may approve additional time off on an individual basis.

*Definitions:

Spouse	current husband or wife
Children	biological offspring or adopted
Stepchildren	biological offspring or adopted of spouse
Mother	biological or adoptive female parent
Father	biological or adoptive male parent

Grandchildren	children or stepchildren of biological or adopted children
Sister	biological or adopted female sibling
Brother	biological or adopted male sibling
Mother-in-law	mother of current spouse
Father-in-law	father of current spouse
Brother-in-law	biological or adopted male sibling of current spouse
Sister-in-law	biological or adopted female sibling of current spouse
Grandparents	father or mother of one's biological or adoptive father or mother
Uncle	biological or adopted male sibling of one's mother or father
Aunt	biological or adopted female sibling of one's mother or father
Niece	biological or adopted female child of one's sibling
Nephew	biological or adopted male child of one's sibling
Spouse's grandmother	biological or adoptive mother of spouse's biological or adoptive mother
Spouse's grandfather	biological or adoptive father of spouse's biological or adoptive father

policy

Uniformed Services Leave

The School Board recognizes that many employees of the district may choose to belong to the Wisconsin National Guard or United States Military Reserve Unit. As our country no longer experiences a universal draft, it is commendable for these people to volunteer their services in the National Guard or Military Reserve.

USERRA protects the jobs rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf

policy

EMPLOYEE SICK LEAVE

Benefit and Accumulation

Teaching staff is granted ten (10) days personal sick leave per year, cumulative to one hundred and twenty (120). Employees assigned fewer than 188 days will receive pro-rata fewer days leave.

Advance Notice to Administration

Teachers who are sick and unable to report for work shall notify the District's automated absence management system prior to the start of the work day and indicate when they anticipate returning. Sick leave benefits shall begin on the first day of absence and continue until the teacher returns to work or has used all accumulated sick leave. The Board may question or investigate the use of sick leave.

Physician's Certificate

The School Board may require a physician's certificate after a teacher has been absent three (3) days for personal illness, or, as it deems necessary in other cases.

Limitations

Sick leave benefits are granted upon sickness of a teacher. Up to five (5) days of accrued sick leave per school year may be used for illness, care of, or appointment for a spouse, legally dependent child, parent, or self. The District encourages staff to make doctor appointments outside working hours whenever possible, but recognizes that from time to time appointments may need to take place during regular working hours. Sick leave may be used in one hour increments to allow for minimal time away from duties for medical appointments.

policy

Personal/Emergency Leave

Each teacher shall be entitled to one (1) day of absence, non-accumulative, for personal leave with pay each school year. Each teacher with fifteen (15) years of District service shall receive one (1) additional day of personal leave. Such days may not be used during parent-teacher conferences. A limited amount of days will be available at the District's discretion for use the day before or the day after a scheduled vacation and/or holiday. Requests for personal/emergency leave shall be submitted to the building principal. The principal must be given seventy-two (72) hours written notice and the number of leaves on any given day will be subject to the availability of qualified substitutes. Teachers shall also be eligible for up to two (2) days of emergency leave each school year with pay. However, in the event that a teacher uses both days of emergency leave, no personal leave will be available to that teacher for that school year. Furthermore, if a teacher uses the one (1) day of personal leave, that teacher will only have one (1) day of emergency leave available for that school year. An emergency is a serious situation or occurrence that develops suddenly and calls for immediate attention. Teachers requesting emergency leave must do so in writing to their building principal stating the nature of the emergency. Emergency leave shall also be non-accumulative.

policy

JOB-RELATED EXPENSES

The School Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Business Office.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

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UNAUTHORIZED WORK STOPPAGE

The School Board is obligated and committed to provide certain basic services to students participating in District programs. Therefore, if the schools are open and the students are in attendance, those basic services will be provided.

Recognizing the fact that the District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services to the schools and will fulfill its obligations to operate the schools when possible.

Professional staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

110.70(4)(l), Wis. Stats.

policy

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Deleted: 4120.10 . Job Sharing

4310	Freedom of Speech in Noninstructional Settings
4340	Grievance Procedure
4362	Employee Anti-Harassment
4362.01	Threatening Behavior Toward Staff Members
4410.01	Compensation for Part-Time Staff
4419	Group Health Plans
4419.02	Privacy Protections of Fully Insured Group Health Plans
4425	Benefits
4430	Leaves of Absence
4430.01	Family & Medical Leave of Absence ("FMLA")
4430.05	Nursing Mothers
4431	Employee Leaves
4432	Employee Sick Leave
4440	Job-Related Expenses
4531	Unauthorized Work Stoppage

policy

CREATING A POSITION

The School Board recognizes the need to establish positions which, when filled by competent, qualified support staff, will assist the District in achieving the education goals set by the Board. The District employs only U.S. citizens and others lawfully authorized to work in the United States.

The Superintendent or designee shall verify all new employees' and substitutes' right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

The Board reserves the right to:

A. fix and prescribe the duties to be performed by all personnel;

B. create new positions;

C. specify the number of persons within each job category;

D. approve the initial salary for a new position.

The Board may create a new position or increase the number of support staff in an existing position.

The Board shall, upon the recommendation of the Superintendent, consider the advisability of creating a new support position or of increasing the number of support staff in an existing position.

Immigration Reform and Control Act of 1986
8 U.S.C. 1324a

policy

BOARD-STAFF COMMUNICATIONS

The School Board has a legitimate interest in maintaining order by channeling employee communications to the School Board through the chain of command to the Superintendent. Employees are expected to follow the established chain of communication as described in this policy. Failure to do so may result in employee discipline.

A. Staff Communications to the Board

All communications from staff members related to the performance of their job duties or responsibilities to the Board or its committees shall be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the Superintendent, who shall also keep staff members fully informed of the Board's problems, concerns, and actions.

policy

C. Social Interaction

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members related to the performance of job duties or responsibilities are inappropriate violations of the chain of command.

Garcetti v. Ceballos, 547 U.S. 410 (2006)
Samuelson v. LaPorte Comm. Sch. Dist., 526 F.3d 1046 (7th Cir. 2008)

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EMPLOYMENT OF SUPPORT STAFF

The School Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff.

All employees other than the Superintendent or Professional Staff Members (Policy 0100 – Definitions) are considered Classified or Support Employees.

The Board shall approve the employment, fix the compensation, and establish the term of employment for each support staff member employed by this District.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to the Human Resources Department.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on any matter related to said employment.

Relatives of staff members may be employed by the Board provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

Any support staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board at the next regular meeting.

When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of proper certification, when appropriate, or that application for such certification is in process. There must also be verification that a satisfactory background check has been conducted in compliance with District procedures.

The Superintendent or designee shall prepare procedures for the recruitment and selection of all support staff which include reporting newly hired employees to the Wisconsin Department of Workforce Development.

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

A. Completed two (2) years study at an institution of higher education; or

B. Obtained at least an associates degree; or

C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:

1. knowledge of and the ability to assist in instructing, reading, writing and mathematics; or

2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness and mathematics readiness, as appropriate.

Existing paraprofessionals – All current paraprofessionals working for a Title I supported program must:

A. Have a secondary school diploma or its recognized equivalent;

B. Meet the requirements for newly hired paraprofessionals as described above.

policy

Exceptions – These requirements do not apply to a paraprofessional:

A. Who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or

B. Whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;

B. assist with classroom management, such as organizing instructional and other materials;

C. provide assistance in a computer laboratory;

D. provide support in a library or media center;

E. conduct parental involvement activities;

F. act as a translator;

G. provide instructional services to students, if working under the direct supervision of a teacher;

H. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

20 U.S.C. 6319

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EMPLOYMENT OF SUBSTITUTES

The School Board recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the Human Resources Department.

Deleted: Substitutes will receive in June a letter of reasonable assurance of continued employment.

118.19, Wis. Stats.
P.I. 3.03(8), Wis. Adm. Code

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JOB SHARING

The School Board recognizes the value to the District to obtain the services of quality staff members who may not be available on a full-time basis but wish to offer their knowledge and skills part-time through a job-sharing process.

The District will consider job share requests only if the cost of employing two (2) staff members on a half-time basis does not exceed the cost of employing one full-time staff member.

Half-time positions may be approved in which two (2) currently employed staff members will be allowed to share one (1) full-time position.

The Board authorizes the Superintendent to create a job-sharing program provided it does not adversely affect the District or any of its current staff members.

policy

CRIMINAL HISTORY RECORD CHECK

To more adequately safeguard students and staff members, the School Board requires an inquiry into the background of each applicant the Superintendent recommends for employment on the District's support staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District.

The Superintendent or designee shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

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NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

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

District Compliance Officers

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

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1225
(Telephone Number)

khall@dce.K12.wi.us
(E-mail Address)

Jack Stoskopf, Assistant Superintendent
Business/Personnel Services
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1243
(Telephone Number)

jstoskopf@dce.K12.wi.us
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's web site.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public.

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are expected to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other supervisory employee so that the Board may address the conduct. Any administrator, supervisor, or other Supervisory employee who receives such a complaint shall file it with the CO at his/her first opportunity, but no later than two (2) business days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community (District employees, students, parent(s), and members of the Board), resident of the District, or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin an investigation, or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one (1) of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 4122 F2)

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

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

Complaint Procedure

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a complaint, either orally or in writing, with a Principal, the CO, Superintendent, or other supervisory employee. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall assume the role of CO for such complaints.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

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

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

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

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

A. interviews with the Complainant;

B. interviews with the Respondent;

C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision. In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.

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

All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained in accordance with the School Board's records retention policy.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised their rights, aided or encouraged any other person in the exercise of any right granted or protected by those laws.

Education and Training

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

111.31 et seq., 111.335(d)(2), 118.195, 118.20, Wis. Stats.
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendment Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
34 C.F.R. Part 110 (7/27/93)
42 U.S.C. 2000e et seq., Civil Rights Act of 1964
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended
29 C.F.R. Part 1635

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policy

DRUG-FREE WORKPLACE

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is free from illegal drugs.

Consistent with the Drug-Free Workplace Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and consistent with applicable terms of collective bargaining agreements.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements and shall provide these to staff.

P.L. 101-126
Drug-Free Workplace Act of 1988, 41 U.S.C. 701 et seq.
20 U.S.C. 3224A

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policy

NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The School Board prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Harassment of a person because of his/her genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

In accordance with the Genetic Information Nondiscrimination Act (GINA), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with this Act, employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be acquired as part of the certification process for FMLA leave, when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application process.

The District recognizes that genetic information may be acquired through commercially and publicly available documents like newspapers, books, magazines, periodicals, television shows or the Internet. The District prohibits, however, its employees from searching such sources with the intent of finding or obtaining genetic information, or accessing sources from which they are likely to acquire genetic information.

"Genetic information," as defined by GINA, means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

If the District either legally and/or inadvertently receives genetic information about an employee or applicant for employment from the employee, applicant for employment or a medical provider it shall be treated as a confidential medical record in accordance with law.

The Superintendent shall appoint a compliance officer who shall be responsible for overseeing the District's compliance with Federal regulations and promptly dealing with any inquiries or complaints. S/He shall also verify that proper notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 is provided to staff members, and that all District requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) is accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

> The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II, including the School Board, from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

policy

The District offers health services, including a wellness program. Participation in the services/program is voluntary. Genetic information (such as family medical history) may be obtained as part of an individual's participation in the service/program. If that occurs, individual genetic information may be provided to the individual receiving the services and to his/her health services providers, but only genetic information in aggregate form will be provided to the Board.

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635

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policy

SECTION 504/ADA
PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the "COs").

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1225
(Telephone Number)

khall@dce.K12.wi.us
(E-mail Address)

Jack Stoskopf, Assistant Superintendent
Business/Personnel Services
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1243
(Telephone Number)

jstoskopf@dce.K12.wi.us
(E-mail Address)

The name(s), title(s), and contact information of this/these individual(s) will be published annually in the School District Annual Report to the public and on the School District's web site.

The District COs are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District COs.

Deleted:

The District COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Training

The District COs will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's COs will be posted throughout the District, and published in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a CO within the time limits specified below. The District's CO is available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.

B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the CO for good cause.

C. The CO will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) work days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The CO shall maintain the District's files and records relating to the complaint.

Deleted: District Administrator

D. The Superintendent will, within ten (10) work days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

Deleted: District Administrator

The Superintendent will render his/her decision within ten (10) work days of the hearing.

Deleted: District Administrator

E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.

F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Citigroup Center
500 W. Madison Street
Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

29 C.F.R. Part 1630
29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
34 C.F.R. Part 104
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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SCHOOL BOARD
D.C. EVEREST AREA SCHOOL DISTRICT

EMPLOYMENT CONTRACT

The School Board does not require that newly-employed persons in a support position including regular, hourly rate and per diem support staff sign a contract.

121.52, 121.555, Wis. Stats.

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SCHOOL BOARD
D.C. EVEREST AREA SCHOOL DISTRICT

ASSIGNMENT AND TRANSFER

The School Board believes that the careful placement of support staff within the District is vital to the utilization of qualified and competent support staff for the successful functioning of the District.

Responsibility for the assignment and transfer of support staff members shall be vested in the Superintendent or designee.

Deleted: , subject to and consistent with any applicable terms of a collective bargaining agreement.

policy

REDUCTION IN STAFF

It is the responsibility of the School Board to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.

The Superintendent shall develop guidelines for the reduction of staff based on the best interests of the District and consistent with the terms of any applicable interdistrict agreements, and applicable law.

The following procedures will be utilized for each of the following employment categories:

Paraprofessionals

The Board may reduce staff in the best interest of the District when necessary. The District will consider the following factors: job performance, experience, abilities, skills, qualifications, and professionalism. Whenever possible, in the event of a layoff of personnel, the Board will give at least two (2) weeks' notice to the affected employee.

The District shall inform all employees (except 12 month employees) in writing by June 1 whether the employee can be reasonable assured of continuing employment the following year.

Reemployment

Employees shall be recalled on the basis that they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested, to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the District advised of any change in his/her address. Within three (3) working days of receipt of a recall notice, the employee shall notify the District of his/her intentions regarding the recall. The employee shall report to work no later than five (5) days thereafter.

Custodians

Notice

Whenever possible, in the event of a reduction in staff, the employer shall give at least two (2) weeks' notice to the affected employee.

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial layoff in accordance with the following steps:

A. Attrition. Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing layoffs.

B. Voluntarily. Those who volunteer for layoff will be laid off first. Requests for volunteers will be sent to employees. An employee who volunteers to be laid off will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the job category are qualified to perform the remaining work.

C. Selection for Reduction/Layoff. The District shall select the employee in the affected job category for layoff or reduction in hours. The District shall utilize the following criteria in order of application for determining the employee for layoff or reduction in hours:

D. Needs of the District. Those needs as identified and determined by the Board through normal channels in accord with its constituted authority.

E. Qualifications as Established by the Board. Including, but not limited to specific job skills, experiences, certification [if applicable], training, District evaluations, current and past assignment and practical experience in the area of need best relate to the position, etc.

F. Reemployment. Employees shall be recalled on the basis that they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested, to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the District advised of any change in his/her address. Within three (3) working days of receipt of a recall notice, the employee shall notify the District of his/her intentions regarding the recall. The employee shall report to work no later than five (5) days thereafter.

Food Service

Notice of Layoff

Whenever possible, in the event of a layoff of personnel, the Board shall give at least two (2) weeks' notice to the affected employee.

Order of Layoff

The Board shall have the right to determine the number and/or location of positions to be eliminated. Employees in eliminated positions shall have the right to replace less senior employees in unaffected positions that work equal to or less than the hours they are currently working within their pay classification or a lower pay classification if they are qualified to perform the duties and responsibilities of the unaffected position.

Employees who are replaced by other employees under this section shall have the right to replace less senior employees as provided above.

policy

Recall

Employees shall be recalled in inverse order of layoff within their classification provided they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the District advised of any change in her/his address. Within three (3) working days of receipt of a recall notice, the employee shall notify the District of her/his intentions regarding the recall. The employee shall report to work no later than ten (10) days thereafter (or the date requested by the District, if later). The employee shall retain rights for a period of one (1) year from the date of their layoff.

The Superintendent shall determine the appropriate employees for reduction considering all factors that he or she deems important and in the best interests of the District.

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VACANCIES

It shall be the policy of the Board of Education to employ the person best suited to perform the duties of a particular District vacancy at any level.

Notice of all vacancies shall be posted in each school or building for three (3) working days. The job posting shall list the job title, location, hours, FTE, the rate of pay and the required qualifications for the position. Individuals who inform the district with the internal application system of their interest in a posted position shall be considered.

Internal posting does not provide any preference for internal candidates.

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STAFF DISCIPLINE

The School Board retains the right and the responsibility to manage the work force. When the discipline of a staff member becomes necessary such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. The Superintendent may issue discipline, short of termination, when she/he deems appropriate, however, student performance on examinations may not form the basis for staff discipline.

Investigation of Possible Criminal Activity

The District may be required to investigate potential wrongdoings on the part of its employees. Such investigations may require that the employee answer questions relating to the activity. Employees may be required to answer such questions, consistent with any applicable collective bargaining agreement. Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee. In cases where this possible wrongdoing may involve criminal activity, the District shall inform the employee that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. Employees must also be informed that refusal to answer questions may be considered in determining discipline.

Staff may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action.

The Superintendent or designee may issue discipline to staff members when she/he deems appropriate. The level of discipline may range from oral reprimands to suspension or termination. The level of discipline shall be consistent with the seriousness of the offense as determined by the Superintendent or designee.

policy

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 4340.

Franklin v. City of Evanston, 384 F.3d 838 (7th Cir. 2004)
Garrity v. New Jersey, 385 U.S. 493 (1967)

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TERMINATION AND RESIGNATION

TERMINATION

Employment may be terminated upon a majority vote of the School Board.

RESIGNATION

A support staff member may resign by filing a written resignation with the Human Resources Department.

A resignation, once accepted, may not then be rescinded.

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PHYSICAL EXAMINATION

The School Board requires any candidate as a condition of employment, to submit to an examination, including a test for tuberculosis, in order to determine the physical capacity to perform assigned duties. Such examinations shall be done in accordance with 118.25 Wis. Stats., the Superintendent's guidelines, and/or the terms of the collective bargaining agreement.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board/Superintendent and to allow the Superintendent or his/her designee to speak to the health care provider who conducted the medical examination in order to get clarification (see Form 4160 F2).

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 4122.02, the successful candidate who is required to submit to a medical examination, as well as the medical health care provider that is designated by the Board to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

In the event of a report of a condition that could influence job performance, the Superintendent shall base a nonemployment recommendation to the Board upon a conference with the examining physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities. Freedom from tuberculosis in a communicable form is a condition of employment.

policy

The Board shall assume any fees for required examinations.

118.25, Wis. Stats.
121.52(b), Wis. Stats.
29 C.F.R., Part 1630
29 C.F.R. Part 1635
42 U.S.C. 12101 et seq. Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the School Board to protect the students and employees of this District from the effects of contagious diseases and other circumstances that render support staff members unable to perform their duties.

The Board authorizes the Superintendent to place a support staff member on sick leave or suspend a support staff member for physical or mental disability to perform assigned duties in conformance with the law and consistent with any applicable terms of a collective bargaining agreement.

The Superintendent shall require that the support staff member submit to an appropriate examination by:

A. a healthcare provider designated by the Board and compensated by the District;

B. a healthcare provider designated by the support staff member provided such healthcare provider has been approved by the District.

The staff member will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board/Superintendent and to allow the Superintendent to speak to the health care provider who conducted the medical examination in order to get clarification. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

As required by Federal law and regulation and Board Policy 4122.02, the Superintendent shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider, it shall be treated as a confidential medical record as required by the ADA.

If, as a result of his/her such examination, the support staff member is found to be unfit to perform assigned duties, the support staff member shall be placed on leave with such compensation to which s/he is entitled until proof of recovery, satisfactory to the Superintendent, is furnished.

Should a support staff member refuse to submit to an examination following the exhaustion of proper appeals, the Superintendent shall consider the certification of charges for reasons of insubordination.

The Superintendent may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 4430.01 as provided by law.

111.32 et seq. the Wisconsin Fair Employment Act
29 C.F.R. Part 1630
29 C.F.R. Part 1635
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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policy

SUBSTANCE ABUSE

The School Board recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of support staff members, the Board recognizes the responsibility to assist in a manner recommended by appropriate specialists in the treatment of those illnesses.

A support staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to support staff members having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected alcohol or drug problem rests with the support staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board. The Board will assist an employee with an alcohol or drug problem in developing reasonable accommodations so that the employee may perform his/her work, consistent with State and Federal law. Existence of a substance abuse problem does not excuse misconduct in employment or violation of Board policy.

No support staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.

Support staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

This policy shall be administered in accordance with the Americans with Disabilities Act of 1990 and applicable State laws.

Americans with Disabilities Act of 1990
Wis. Stat. 111.34

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policy

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The School Board believes that early recognition and treatment of illegal drug use, controlled substance abuse, or alcohol abuse is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption.

The District encourages the earliest possible diagnosis and treatment for illegal drug use or controlled substance abuse and supports sound treatment efforts. Whenever feasible, the District will assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Staff members with personal drug or controlled substance abuse problems should request assistance from the Director of Human. Assistance will be provided on a confidential basis, and each staff member will be referred to the appropriate treatment and counseling services.

Although the District will assist a staff member to the extent feasible through the Employee Assistance Program, the Board cannot guarantee that the staff member's use of illegal drugs or abuse of alcohol or controlled substances will not impact adversely the staff member's employment status through disciplinary procedures.

policy

SUPPORT STAFF ETHICS

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

A. recognize basic dignities of all individuals with whom they interact in the performance of duties;

B. represent accurately their qualifications;

C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;

D. seek and apply the knowledge and skills appropriate to assigned responsibilities;

E. keep in confidence legally-confidential information;

F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private interests;

G. avoid accepting anything of value offered by another for the purpose of influencing judgment;

H. adhere to the policies of the Board;

I. refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit legally protected rights as a citizen.

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policy

WHISTLEBLOWER PROTECTION

The School Board expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative procedures. Pursuant to State law, the Board expects employees to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor which is doing business with the Board, which creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, instructional staff members are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor which is doing business with the Board.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the Superintendent.

After such a report is made, the immediate supervisor will ask that the report be put in writing.

Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made such a report based on a reasonable and good faith belief that the report is accurate and not based on the employees intent to harm, harass, intimidate, retaliate against another individual.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

policy

If the alleged misconduct that is reported involves a Board member, the employee shall report to the Superintendent who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the Superintendent the employee shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by an instructional staff member pursuant to this policy, an investigation shall be commenced as soon as possible and shall be handled expeditiously.

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policy

STUDENT SUPERVISION AND WELFARE

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

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with a student, including a student age sixteen (16) or older, shall be referred to the proper authorities and be subject to discipline up to and including discharge.

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

It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

A. Each support staff member shall report immediately to the principal any accident or safety hazard s/he detects.

B. Each support staff member shall immediately report to the principal knowledge of threats of violence by students.

C. A support staff member shall not send students on any personal errands.

D. A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

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

E. If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.

F. A support staff member shall not transport students in a private vehicle without the approval of the principal.

G. A student shall not be required to perform work or services that may be detrimental to his/her health.

H. Staff members are discouraged from engaging students in social media and online networking media, such as Facebook, Twitter, MySpace, etc.

I. Staff members are expressly prohibited from posting any video or comment pertaining to any student on social networking media or similar forums, such as YouTube without the permission of administration.

Most information concerning a child in school, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse (see Policy 8330).

48.981, 948, 948.095 Wis. Stats.

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USE OF TOBACCO BY SUPPORT STAFF

The School Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children, and at all District-sponsored events.

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

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SUPPORT STAFF DRESS AND GROOMING

The School Board believes that support staff members are an important and integral part of the District. Also, since the support staff is highly-visible staff to the students, the professional staff, and the public, the Board believes the support staff should at all times be well dressed and groomed. Support staff members who understand this precept and adhere to it enlarge the importance of their task, present an image of dignity, and encourage respect.

The Board retains the authority to specify the following dress and grooming guidelines for support staff. When assigned to District duty, all support staff members shall:

A. be physically clean, neat, and well groomed;

B. dress in a manner consistent with their support responsibilities;

C. dress in a manner that communicates to others a pride in personal appearance;

D. dress in a manner that does not cause damage to District property.

policy

WEAPONS

The School Board prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

This prohibition does not apply to unloaded firearms in a locked vehicle or locked firearms case, or to separately stored ammunition, that is on any part of school grounds used as a parking facility provided, however, that the firearm case or rack is not visible to those passing by the vehicle (i.e., the case is in the vehicle trunk or, if not possible, covered with a blanket or in some fashion shielded from vision.)

Concealed Carry Permit Holders

Nothing in this policy prohibits an employee with a properly issued permit to carry a concealed weapon from exercising his/her rights consistent with Wisconsin's concealed carry law and the State and Federal gun free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 948.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

A staff member who is a concealed carry permit licensee may not carry a concealed weapon or otherwise store a weapon or ammunition in his or her personal vehicle while transporting students for school sponsored events or school-related purposes in his or her own vehicle. This does not apply to the transportation of students related by blood or marriage to the staff member if only such students are being transported.

Definition of "Weapon"

For this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Exceptions to this policy include:

A. weapons under the control of law enforcement personnel while on duty, or off duty if there is an appropriate agreement between the District and the employer of the law enforcement personnel;

B. items approved by a principal as part of a class or individual presentation under adult supervision, including but not limited to hunters' education course, if used for the purpose of and in the manner approved working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);

C. theatrical props used in appropriate settings;

D. starter pistols used in appropriate sporting events; and

E. a lockback knife having a blade no longer than three (3) inches in length, a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's employment.

The Superintendent may refer a staff member who violates this policy to law enforcement officials. The staff member may also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of any applicable collective bargaining agreement.

policy

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy shall be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy.

120.13(1), Wis. Stats.
175.60, Wis. Stats.
943.13, Wis. Stats.
948.605, Wis. Stats.
18 U.S.C. 921(a)(3)
18 U.S.C. 922
20 U.S.C. 7151

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EVALUATION OF SUPPORT STAFF

The School Board recognizes the importance of implementing a program of support staff member evaluations for the purpose of promoting individual job performance and improving services to students.

The Superintendent shall prepare administrative guidelines for the conduct of support staff member evaluations.

policy

OUTSIDE ACTIVITIES OF SUPPORT STAFF

The School Board directs the Superintendent to promulgate the following guidelines so that employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten an employee's effectiveness within the School System, the Board reserves the right to evaluate the impact of such interest, activity, or association upon an employee's responsibilities.

A. Employees should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.

B. Employees shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.

C. Employees shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.

D. Employees shall not campaign on school property on behalf of any political issue or candidate for local, State, or National office.

E. Employees should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.

F. Employees should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.

policy

FREEDOM OF SPEECH IN NON-INSTRUCTIONAL SETTINGS

The School Board acknowledges the right of its support staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, including matters related to the performance of their job duties or responsibilities, the support staff member's expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and, therefore, avoid situations in which the support staff member's expression could conflict with the District's interests. In such situations, s/he should:

A. state clearly that his/her expression represents personal views and not necessarily those of the School District;

B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;

C. not make threats or abusive or personally defamatory comments about co-workers, administrators, or officials of the District;

D. refrain from making public expressions which s/he knows to be false or are made without regard for truth or accuracy.

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policy

GRIEVANCE PROCEDURE

Pursuant to state law, the School Board shall provide a grievance procedure for the orderly resolution of employee grievances related to employee discipline, employee terminations, and workplace safety. Any employee of the District who is not currently under a labor agreement has the right to access the grievance procedure provided the grievance is filed in writing within the applicable timelines, and provided that the issue presented by the grievance properly concerns a grievable complaint. However, nothing within this policy or within the written rules and procedures implementing this policy shall be construed:

A. To prevent an employee and the District from voluntarily resolving, or attempting to resolve, an employee's grievance, complaint, concern or other dispute using informal methods separate from the formal grievance process, such as a mediated resolution or other similar outcome.

B. To interfere or conflict with the District's obligations or an employee's or labor organization's rights, under any collective bargaining agreement. To the extent any collective bargaining agreement includes a contractual grievance procedure for the resolution of any grievance that is also within the jurisdiction of the District's statutorily-required grievance procedure, the District shall fully honor the contractual grievance procedure, including binding arbitration to the extent applicable.

C. To grant or confer to any employee any substantive rights or employment protections that would not exist in the absence of this policy and its implementing rules, except for those primarily procedural rights inherent and minimally necessary to an employee's ability to access and use the grievance procedure in the manner defined by state law and by the Board.

No employee is required to pursue a formal grievance using the procedures established pursuant to this policy, and supervisors and administrators are expected to fulfill their supervisory role(s) with respect to managing employee complaints and concerns even where an employee is unable to or elects not to pursue a grievance under the formal procedures established by the Board.

The grievance procedure shall provide for grievances to be handled in a timely manner. The procedure shall also include an opportunity for a grievant to present his/her grievance before an impartial hearing officer, as well as an appeals process in which the highest level of appeal is the Board.

No employee or District official shall, or attempt to, restrain, interfere with, coerce, discriminate against and/or retaliate against any employee who files or processes a grievance in good faith. The same protections apply to any person who otherwise participates in the presentation, processing or resolution of a grievance (e.g., a witness), regardless of whether the allegations presented by the grievance are ultimately sustained. Actions taken in bad faith, such as engaging in abuse of the process, providing false information, or engaging in libel or slander in connection with a grievance, are not protected. Violations of this paragraph may lead to disciplinary action, up to and including termination.

In the event a grievance proceeds to a hearing before an impartial hearing officer, the Superintendent or designee shall identify an impartial hearing officer consistent with minimum requirements set forth by the Board. The role of the hearing officer shall include adherence to the following:

Deleted: District Administrator

A. A hearing officer must agree to comply with all relevant laws and with all applicable Board policies and District procedures to the extent not inconsistent with the law, including laws and policies covering public records, personnel records, and student records.

B. An impartial hearing officer shall neither add to, delete from, nor modify any Board policies or administrative rules or regulations, although it shall be within the purview of a hearing officer to reach a conclusion that a given policy, rule or regulation violates applicable law (subject to an appeal of such a conclusion to the Board).

C. In reaching conclusions based upon his/her factual findings, an impartial hearing officer is not to substitute his/her independent judgment for the judgment of the District provided that the hearing officer determines that the District's conclusions and any action taken by the District were lawful and reasonable under all of the facts, circumstances, and applicable standards. However, a hearing officer may state in his/her decision that s/he believes an alternative conclusion would have been more reasonable and explain the basis for making such a determination. An employee may appeal such a decision to the Board and request that the Board consider adopting the hearing officer's alternate conclusion(s) or resolution.

Overview

The purpose of this process is to provide for an internal complaint resolution procedure that is consistent with the requirements of state law and Board policy for resolving complaints concerning employee discipline, employee termination and workplace safety. This process is intended to serve as the written document that sets forth the procedure for the complainant and the District to use to process a complaint.

Overall points to consider regarding the Complaint Resolution Process

An employee must file the complaint or appeal a decision for themselves. No third party complaints or appeals will be considered.

Both the District and the complainant shall not be retaliated against for the filing of or the result of a complaint throughout the process.

This process may be revised, updated or repealed at any time.

The District reserves the right to consolidate complaints for processing, if appropriate.

A complaint shall be considered waived if not filed or appealed within the designated timeline.

No recordings (video or audio) shall be allowed at any point in the process other than by the identified court reporter.

Complainants and the District are allowed representation of their choosing throughout the process.

Eligibility

Who is eligible to use this process:

A. Non-union employees effective October 1, 2011.

B. Represented employees at the expiration of current Labor Agreement – July 1, 2012.

C. Not applicable to student employees or work study employees.

What items are covered under this process:

A. Discipline resulting in:

1. loss of pay or time;
2. suspension;
3. demotion.

B. The process is not applicable for:

1. verbal warnings;
2. written warnings;
3. corrective Action Plans;
4. performance Improvement Plans;

5. professional Development Plans;
6. performance Evaluations or Reviews;
7. administrative suspension with pay pending investigation;
8. non-disciplinary changes in wages, benefits or positions/assignments.

Termination

Process is not applicable for termination as a result of:

A. layoff;
B. non-renewal;
C. voluntary termination (resignation, retirement);
D. job abandonment (no-call, no-show);
E. elimination of position and subsequent termination;
F. inability to perform the functions of the position;
G. failure to meet the qualifications of a position;
H. end of temporary, substitute or limited-term assignment;
I. reduction in hours or in full-time equivalency;
J. job transfer or change in assignment;
K. non-reappointment to an extra-curricular assignment.

Workplace Safety

A. Defined as: Conditions of employment affecting an employee's safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment and workplace violence.

B. A complaint can be filed over a workplace safety issue if the safety of at least one (1) employee is involved (versus visitors or students only).

C. The issue must concern safety of a person (not the "safety" of one's vehicle or other possession).

D. The complaint must be filed by an employee who is presently affected by the issue or who might reasonably in the future be affected by the issue.

E. The issue presented by the complaint must be under the reasonable control of the District.

F. The District reserves the right to require additional documentation if required.

Process

Steps in the process:

A. Notice to supervisor.

B. Appeal to Superintendent or designee.

C. Appeal to Impartial Hearing Officer.

D. Final appeal to the School Board.

Step One:

The employee, within five (5) working days from the date of discipline, termination or event giving rise to safety concern, will provide the following in writing on the Grievance Form to their immediate supervisor:

A. A clear and concise statement of the issue or complaint including:

B. Date incident occurred and witnesses to the incident

C. Whether the grievance concerns a disciplinary action, a termination, or a workplace safety issue

D. Process (or policies) violated

E. Steps taken to informally resolve the issue

F. Why the employee disagrees with the decision

G. Remedy sought

H. Employee's signature and date

In order to provide enough time for the organization to do a thorough investigation of the issue, the immediate supervisor will respond with a decision within fifteen (15) working days, including rationale for the decision.

Step Two:

If the employee does not agree with the result of Step One, the employee may appeal the decision to the Superintendent or designee. The employee, within five (5) working days of the issuance of the decision given from Step One, must provide the following in writing on the Grievance Appeal Form to the Superintendent or designee:

A. A clear and concise statement of the issue or complaint including

B. All information provided in Step One

C. Any additional information

D. Rationale regarding why the employee disagrees with the Step One decision

Note: The secretary to the Superintendent will serve as the gate-keeper and distributor of all information.

The Superintendent or designee will first determine if the applicable issue qualifies for application under this process (qualifying discipline, termination, workplace safety). Once determined that the issue qualifies, the Step Two process will proceed.

The Superintendent or designee will then call a meeting of all appropriate parties to discuss the complaint.

In order to provide enough time for the organization to do a thorough investigation of the issue, the Superintendent or designee will respond with a decision within fifteen (15) working days, including rationale for the decision.

Step Three:

If the employee does not agree with the result of Step Two, the employee may appeal the decision to an Impartial Hearing Officer (IHO). The District will identify a pool of potential IHOs for the complainant to choose from.

The employee, within five (5) working days of the issuance of the decision given from Step Two, must provide the following in writing on the Grievance Appeal Form to the Superintendent or designee:

A. A clear and concise statement of the issue or complaint including

B. All information provided in Step One and Two

C. Any additional information

D. Rationale regarding why the employee disagrees with the previous decisions

The complainant will inform the Superintendent or designee in writing within five (5) working days of their choice of IHO.

After the employee chooses an IHO, the secretary to the Superintendent will serve as the gate-keeper and distributor of all information. The secretary to the Superintendent will gather all information and exhibits from prior steps in the process and distribute to the IHO and complainant prior to the hearing.

The following shall apply to the hearing before an Impartial Hearing Officer:

A. Neither the employee nor the District can discuss the case with the IHO in advance of the formal hearing. The only communication will be for scheduling purposes.

B. Every effort will be made to schedule a hearing within fifteen (15) working days. However, if, due to scheduling and availability issues, it may be necessary to use an alternate IHO or mutually agree on rescheduling the hearing.

C. The IHO cannot have an interest in the case. The IHO will determine whether they have a conflict of interest in the case and report so to the Superintendent or designee.

D. It is not expected that there will be a cost to using an IHO, but, if there is a cost incurred for the IHO and/or a transcription of the hearing, the District will pay the costs.

E. The hearing will be documented by a court reporter. If there is a cost incurred for transcribing the hearing, the District will pay the costs.

F. Any witnesses will need to be notified of the hearing by the party that will call them, witnesses will not be notified by the IHO.

Hearing Process

The hearing will be presided over by the IHO. The complainant and the District will be allowed a maximum of one hour each to present necessary information at the hearing. The complainant will go first for both the initial statement and presentation of witnesses. The IHO has discretion to allow additional witnesses with time given to both parties equally.

The Hearing shall be held in compliance with the Wisconsin Open Meetings Law when applicable.

The IHO will only consider information provided at the hearing. The IHO may uphold the decision in Step Two or may over-rule the prior decision if it is determined that the District acted in a way that was arbitrary or capricious and recommend appropriate action to be taken. The IHO will issue a timely written decision, making every effort to make a decision within fifteen (15) working days.

The decision will include:

A. a summary of facts and evidence;

B. a summary of relevant policies;

C. analysis of above;

D. decision.

Step Four:

If either the employee or the District does not agree with the result of Step Three, they may appeal the decision to the School Board.

The employee or District, within five (5) working days of the date of issuance of the decision given from Step Three, will provide the following in writing on the Grievance Appeal Form to the Superintendent or designee:

A. a clear and concise statement of the issue or complaint including

B. all information provided in Step One, Two and Three

C. rationale regarding why the employee or District disagrees with the previous decision

D. information not previously furnished will not be considered at this step

The secretary to the Superintendent will serve as the gate-keeper and distributor of all information. The secretary to the Superintendent will gather all information and exhibits from prior steps in the process and distribute to the School Board, Board Counsel and complainant prior to the Board proceeding.

The proceeding before the School Board will be scheduled at the next practical board meeting as appropriate and shall be held in compliance with the Wisconsin Open Meetings Law when applicable.

Board Proceeding Process

The proceeding before the Board will be informal and consist of oral presentation by both sides. The complainant and the District will be allowed a maximum of fifteen (15) minutes each to present necessary information. The complainant will go first in the presentation.

The proceeding is presided over by the Board Counsel, as long as a Board quorum is present.

policy

EMPLOYEE ANTI-HARASSMENT

Prohibited Harassment

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

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the School Board will take immediate steps calculated to end the harassment, prevent its reoccurrence, and, if applicable, remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members, agents, contractors, or other persons.

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

Definitions

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a school employee on the basis of the employee's Protected Characteristics that:

A. places a school employee in reasonable fear of harm to his/her person or damage to his/her property;

B. is sufficiently severe, pervasive, and persistent so as to create a hostile working environment which materially alters the employee's working conditions from the perspective of a reasonable person similarly situated;

C. has the effect of substantially disrupting the orderly operation of a school or any other aspect of the District's operations.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;

B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;

C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;

D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;

E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;

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

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

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

A. unwelcome sexual propositions, invitations, solicitations, and flirtations;

B. physical and/or sexual assault;

C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;

D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;

E. sexually suggestive objects, pictures, videotapes, audio recordings, or literature, placed in the work or educational environment, which may embarrass or offend individuals;

F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;

G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;

I. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; and

J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

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

Boundary Invasions

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to the following:

A. hugging, kissing, or other physical contact with a student

B. telling sexual jokes to students

C. engaging in talk containing sexual innuendo or banter with students

D. talking about sexual topics that are not related to curriculum

E. showing pornography to a student

F. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship")

G. initiating or extending contact with students beyond the school day for personal purposes

H. using e-mail, text-messaging or websites to discuss personal topics or interests with students

I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval

J. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences)

K. going to a student's home for non-educational purposes

L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student)

M. giving gifts or money to a student for no legitimate educational purpose

N. accepting gifts or money from a student for no legitimate educational purpose

O. being overly "touchy" with students

P. favoring certain students by inviting them to come to the classroom at non-class times

Q. getting a student out of class to visit with the staff member

R. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so

S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues)

T. being alone with a student behind closed doors without a legitimate educational purpose

U. telling a student "secrets" and having "secrets" with a student

V. other similar activities or behavior:

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

Religious (Creed) Harassment

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

National Origin Harassment

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

Age Harassment

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

Race/Color Harassment

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

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's current or past disabling condition or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

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

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

Reporting procedures are as follows:

A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.

B. Teachers, administrators, and other school officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.

C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.

D. Appropriate school officials are as follows:

1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the Superintendent, who shall assume the role of the District Compliance Officer for such complaints.

2. Any complaint under this policy regarding the Superintendent or Board Member that is received by the District Compliance Officer shall be referred to the School Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.

E. The reporting party or complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent.

F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

District Compliance Officers

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

Kimberly Hall
Director of Human Resources
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1225
(Telephone Number)

khall@dce.K12.wi.us
(E-mail Address)

Jack Stoskopf, Assistant Superintendent
Business/Personnel Services
6300 Alderson Street
Weston, WI 54476

715-359-4221 ext. 1243
(Telephone Number)

jstoskopf@dce.K12.wi.us
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's web site.

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

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

Investigation and Complaint Procedure

Any employee or other member of the School District community or visitor to the District who believes that s/he has been subjected to harassment or has witnessed harassment of another may seek resolution of his/her complaint through the procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Once the complaint process begins, the investigation will be complete in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

Complaint Procedure

An individual who believes s/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, Principal, CO, Superintendent, or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall assume the role of CO for such complaints.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the compliant process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other Supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All written complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the complainant and/or the alleged harasser. In making such a determination, the CO should consult the Complainant to assess his/her position to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deem appropriate in consultation with the Superintendent. No temporary arrangements shall be disciplinary to either the complainant or respondent.

Within two (2) business days of receiving a complaint, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of this policy shall be provided to the respondent at that time. The respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

A. interviews with the complainant;

B. interviews with the respondent;

C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the complainant has been subject to harassment. The COs recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to Board Policy 4340. Nothing in this policy shall be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. All complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.

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

All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the State or Federal law will be maintained in a manner consistent with the law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the Superintendent shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

All sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Allegations Constituting Criminal Conduct

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

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

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

Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Wis. Stats. 111.31, 118.195, 118.20
20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as The Individuals with Disabilities Act)
20 U.S.C. 1681 et seq.
20 U.S.C. 1681 et seq., Title IX
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 794, Rehabilitation Act of 1973
29 C.F.R. Part 1635
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The School Board believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline and reported to the appropriate law enforcement authorities.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

Chapter 947, Wis. Stats.

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COMPENSATION FOR PART-TIME STAFF

The School Board requires that part-time support staff be prorated so that they are compensated in an amount equivalent to the portion of time worked, whether it be a fraction of a day or a fraction of a year. The Superintendent shall ensure that such arrangements are consistent with any applicable terms of a collective bargaining agreement.

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GROUP HEALTH PLANS

The School Board shall have discretion to establish and maintain group health plans for the benefit of eligible employees. These group health plans may provide health benefits through insurance or otherwise as permitted by law.

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PRIVACY PROTECTIONS OF FULLY INSURED AND/OR SELF-INSURED GROUP HEALTH PLANS

The School Board provides coverage to eligible employees under fully insured group health plans. The Board has established the following fully insured and/or self-insured group health plans:

A. Medical Plan

B. Dental Plan

C. Employee Assistance Plan

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The Board also acknowledges that these fully insured and/or self-insured group health plans are required to comply with the HIPAA Security Rule. The group health plans, working together with the insurer, will ensure the confidentiality, integrity, and availability of the group health plans' electronic protected health information in accordance with the HIPAA Security Rule.

The Board hereby appoints Assistant Superintendent for Business Services to serve as the Security Official of the group health plans. The Board delegates authority to the Security Official to perform a risk analysis and to develop risk management procedures, if necessary.

The Security Official shall review the insurer's internal policies and procedures implementing various security measures required by the HIPAA Security Rule with respect to electronic protected health information. All of the group health plans' functions are carried out by the insurer and the insurer owns and/or controls all of the equipment and media used to create, maintain, receive, and transmit electronic protected health information relating to the group health plans. Accordingly, the insurer is in the best position to implement the technical, physical, and administrative safeguards required by the HIPAA Security Rule. The Security Official may elect to adopt the insurer's own policies addressing security measures for the group health plans' electronic protected health information, as appropriate.

The fully insured group health plans established by the Board shall:

A. Refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.

B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.

C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.

D. Provide notification to affected individuals, the Secretary of the U.S. Department of Health and Human Services, and the media (when required), if the plan or one of its business associates discovers a breach of unsecured protected health information, in accordance with the requirements of HIPPA and its implementing regulations.

policy

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.

B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.

C. Information disclosed to the plan under a signed authorization that meets the requirements of the Privacy Rule.

20 U.S.C. 1232g
29 C.F.R. Part 1635
42 U.S.C. 1320d-2
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
Health Insurance Portability and Accountability Act (HIPAA)
45 C.F.R. 160.102(a), 164.302, 164.308 (a)(2), 164.404, 164.406, 164.408
45 C.F.R. 164.502, 164.502(a), 164.520(a), 164.530(g), 164.530(h), 164.530(j)
45 C.F.R. 164.530(k)

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BENEFITS

It is the School Board's policy to provide a competitive and comprehensive package of employee benefits to its employees to effectively attract and retain high quality employees.

The specific design and development of employee benefit plans, including health insurance, dental, short term and long term disability insurance, and life insurance benefits shall be determined by the Superintendent with approval by the Board. These programs shall be reviewed no less than annually and where necessary or appropriate, the Superintendent shall solicit bids from potential vendors to provide employee benefits, or analyze alternative options, such as self-funding insurance plans. The Superintendent shall present to the Board for its approval any proposed changes or contract extensions for such benefits.

Deleted: and vision insurance,

A schedule of current benefits shall be available in the District office and in the main offices of each school building.

The Committee shall review existing benefits packages and review all employee benefits described in this policy on at least an annual basis. The Superintendent may solicit bids from benefits providers if s/he deems it appropriate. Proposals shall be forwarded to the committee for consideration. The Committee shall report annually to the Board regarding current employee benefits and any proposed changes.

The Superintendent shall also present his/her recommendations to the Board.

The Board retains finally authority to establish, modify, rescind, add, or in any way affect employee benefits.

The Board shall determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employee and employer share of applicable premiums through Board action.

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LEAVES OF ABSENCE

Administration may approve up to five (5) days of unpaid leave during a two-year period provided the employee gives a fourteen-day written, advance notice prior to the leave. All unpaid leave will be subject to the availability of qualified substitutes.

Deleted: Any support staff member may request a discretionary unpaid voluntary leave of absence for up to five (5) days per year.

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FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")

Introduction

In accordance with Federal and State law, the School Board will provide family and medical leave to support staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, you should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, you must have been employed by the Board for at least twelve (12) months in the past seven (7) years and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave. All full-time instructional staff members are deemed to meet the 1,250 hour requirement.

To be eligible for leave under the WFMLA, you must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to you under this policy, as well as your rights during leave, depend upon whether you satisfy the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

A. for the birth of the eligible staff member's child and to care for a newborn child

B. for placement with the eligible staff member of a child for adoption or foster care

C. to care for an eligible staff member's spouse, child or parent with a "serious health condition"

The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom you have assumed the day-to-day obligations of a parent. A child must be either under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition.

"Parent" includes a staff member's spouse's legal guardian only if you are requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position

E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;

2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or

3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a calendar year for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year as follows:

A. a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;

B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and

C. a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or

2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;

2. continues over an extended period of time (including recurring episodes of a single underlying condition); and

3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. You or your family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the Superintendent with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for your own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

Employees must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the Superintendent (forms available from the U.S. Department of Labor).

When planning medical treatment, the staff member should consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her supervisor in order to work out a treatment schedule which best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he must notify the Superintendent within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to his/her own serious health condition or the serious health condition of his/her spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the Superintendent within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the Superintendent as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare or to clarify illegible answers and to authenticate the Certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent doubts the validity of a Certification, it may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the Superintendent to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The Superintendent will give the staff member the Notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the Superintendent will, at a minimum, verbally notify the staff member whether leave is being designated as FMLA leave within two business days of the date the staff member provides information to the Superintendent sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.

The Superintendent will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the Superintendent may offer a staff member a temporary transfer to another position for which s/he is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member may use the following leaves provided by the Board, if available:

A. vacation or personal leave, if available, for any family or medical leave;

B. accrued paid family leave (i.e., paid leave covering the particular circumstances for which the staff member is seeking leave), if available, for birth, adoption, or to care for a seriously ill family member; and

C. accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the staff member's own serious health condition.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the Superintendent for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he is not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her supervisor immediately. Upon such notice, the Superintendent will promptly reinstate the staff member to active employment, provided s/he has the present skill and ability to perform the essential functions of his/her job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he must present certification to return to work to his/her supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

policy

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The Superintendent may designate another administrator to perform his/her duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall see that the policy is posted properly.

The Superintendent shall provide a copy of the policy upon the request of a staff member.

29 U.S.C. 2601 et seq.
29 C.F.R. Part 825
103.10, Wis. Stats.
Wis. Admin. Department of Workforce Development (DWD) 225
National Defense Authorization Act of 2010

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policy

NURSING MOTHERS

As required by the Fair Labor Standards Act (FLSA) it shall be the policy of the Board to support the decision of support staff members to breastfeed their infants by providing unpaid breaks for lactating employees to express breast milk for infants on District premises.

The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public can be prevented, and one where an employee who is using this area can be shielded from view.

Prior to returning to work from maternity leave, the employee shall notify her supervisor of her intent to continue breastfeeding her infant(s), and of her need to express milk during work hours. It shall be the responsibility of the employee to keep her supervisor informed of her needs in this regard throughout the period of lactation.

The employee can express milk during regularly scheduled unpaid break periods. The building administrator or employee's supervisor shall make accommodation in the event that the time of regular breaks needs to be adjusted or, in the event that additional and/or longer unpaid breaks are needed. In the event that the number and duration of the unpaid breaks requires modification to the employee's work schedule, the building administrator or the employee's supervisor shall work with the employee to determine the necessary modifications.

29 U.S.C. 207 (Section 4207)

© NEOLA 2010

policy

EMPLOYEE LEAVES

The School Board recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4432 (sick leave), Policy 4430.01 (FMLA), and Policy 4430 (extended leave).

Jury Duty Leaves

Employees of the District who are selected for jury duty are required to serve according to Wisconsin State Statutes. Employees who are selected for jury duty shall notify their principal/supervisor as soon as possible each time that they are called for possible service.

Staff members who are not placed on the jury shall notify their principal/supervisor and return to their assignment immediately. If a staff member is actually seated on the jury, he or she shall also notify the principal or supervisor. When released from jury duty, employees shall immediately notify their principal/supervisor, return to their work assignment and complete the scheduled work day unless there is less than one (1) hour before the end of their work day. In all cases, the principal/supervisor shall notify the Director of Human Resources.

Compensation Arrangements: Employees called for jury duty shall be paid their regular earnings. Staff members must submit a check for the amount of the jury duty fees (not including travel allowance) to the Personnel Office within one week after they have been paid by the County or the amount will be deducted from their subsequent check.

policy

Bereavement Leave

In case of death in the immediate family* of the employee (spouse, children, stepchildren, mother, father) employees will be granted a maximum of five (5) working days off at the normal rate of pay, exclusive of overtime. In case of death in the family of grandchildren, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents or a relative with whom the employee lives, employees will be granted a maximum of three (3) working days off at the normal rate of pay, exclusive of overtime, upon notification of their immediate supervisor. This provision shall not be applicable if an employee is on leave-of-absence, paid sick leave or vacation.

Funeral leave of one (1) day with pay shall be granted to attend the funerals of the employee's uncle, aunt, niece, nephew, spouse's grandmother and spouse's grandfather. Other relatives of the employee or relatives of the employee's spouse, other than those listed above, do not qualify for paid time off. This provision shall not be applicable if an employee is on leave of absence, paid sick leave, or vacation, or the funeral is on the weekend.

Upon advance written approval of the director of human resources, an employee shall be granted reasonable time off with pay up to a maximum of eight (8) hours for pallbearer duties.

The superintendent may approve additional time off on an individual basis.

*Definitions:

Spouse	current husband or wife
Children	biological offspring or adopted
Stepchildren	biological offspring or adopted of spouse
Mother	biological or adoptive female parent
Father	biological or adoptive male parent

Grandchildren	children or stepchildren of biological or adopted children
Sister	biological or adopted female sibling
Brother	biological or adopted male sibling
Mother-in-law	mother of current spouse
Father-in-law	father of current spouse
Brother-in-law	biological or adopted male sibling of current spouse
Sister-in-law	biological or adopted female sibling of current spouse
Grandparents	father or mother of one's biological or adoptive father or mother
Uncle	biological or adopted male sibling of one's mother or father
Aunt	biological or adopted female sibling of one's mother or father
Niece	biological or adopted female child of one's sibling
Nephew	biological or adopted male child of one's sibling
Spouse's grandmother	biological or adoptive mother of spouse's biological or adoptive mother
Spouse's grandfather	biological or adoptive father of spouse's biological or adoptive father

policy

Uniformed Services Leave

The School Board recognizes that many employees of the district may choose to belong to the Wisconsin National Guard or United States Military Reserve Unit. As our country no longer experiences a universal draft, it is commendable for these people to volunteer their services in the National Guard or Military Reserve.

USERRA protects the jobs rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf

policy

EMPLOYEE SICK LEAVE

Employees are eligible to use paid sick leave in accordance with this policy. Any employee that is sick and will not be able to attend work on a scheduled work day shall contact their immediate supervisor as early as possible.

CUSTODIANS

Sick Leave Accumulation and Use

Each employee shall be granted twelve (12) days of sick leave credited on March 1 of each year. For newly hire employees they will be credited on a prorate basis. Unused sick leave may accumulate to a maximum of 120 days. Paid sick leave shall begin on the first day of absence. Sick leave pay is defined as the employee's base hourly rate at the time of the illness. Certification by a physician may be required for payment of sick leave, if deemed necessary. All doctors' certifications must be kept in the medical files at the Human Resources office. Sick leave will only be paid for the illness of the employee with the exception that up to five (5) days of accrued sick leave per school year may be used for illness, care of, or appointment for a spouse, legally dependent child, parent, or self. The District encourages staff to make doctor appointments outside working hours whenever possible.

PARAPROFESSIONALS

Sick Leave Accumulation and Use

Each twelve (12) month employee shall accrue twelve (12) days paid sick leave equal in time to the employee's workday. Each school year employee shall accrue nine (9) days paid sick leave equal in time to the employee's workday. Unused sick leave may be accumulated to a total of 100 workdays. Sick leave may be charged in no less than one-hour increments, and any time of absence for sickness that constitutes less than one hour of the employee's workday will be counted as one hour of sick leave.

The Board may question or investigate the use of sick leave. Any employee obtaining sick leave benefits by fraud, deceit, or falsified statements shall be subject to disciplinary action including, but not limited to, suspension or dismissal.

The Board may require a physician's certificate after an employee has been absent three (3) days for a personal illness or after three days of any other authorized use of sick leave.

Limitations

Sick leave will only be paid for the illness of the employee with the exception that up to five (5) days of accrued sick leave per school year may be used for illness, care of, appointment for a spouse, legally dependent child, parent or self. The District encourages staff to make doctor appointments outside working hours whenever possible.

FOOD SERVICE

All food service employees must sign the Food Employee Reporting Agreement as required by the Food Service Safety Plan and the Marathon County Health Department.

Each employee shall earn one (1) day paid sick leave equal in time to the employee's normal working day, for each month of service. Unused sick leave may accumulate to a maximum of 100 working days. Sick leave may be charged in no less than one-hour increments, and any absence for illness that constitutes less than one (1) hour of the employee's workday will be counted as one (1) hour of sick leave. The District may require a physician's excuse for any absence due to illness. Employees may utilize up to five (5) days of sick leave for the illness, care of, or appointment for a spouse, legally dependent child, parent or self.

ADMINISTRATIVE – CONFIDENTIAL

Each administrative-confidential employee shall receive twelve (12) days paid sick leave per year to accumulate to a maximum of 120 days. Sick leave may be charged in no less than one-hour increments, and any time of absence for sickness that constitutes less than one (1) hour of the employee's workday will be counted as one (1) hour of sick leave.

policy

Limitations

Sick leave benefits are granted upon sickness of the employee. Additionally, up to five (5) days per year may be granted for illness, care or appointment for a spouse, a legally dependent child, parent or self.

policy

JOB-RELATED EXPENSES

The School Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The Superintendent shall prepare administrative guidelines to implement this policy.

policy

UNAUTHORIZED WORK STOPPAGE

The School Board is obligated and committed to provide certain basic services to students residing in the School District under its jurisdiction and as contracted. Therefore, if the schools are open and students are in attendance, those basic services will be provided.

Recognizing the fact that a District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services to the schools and will fulfill its obligations to operate the schools when possible.

Support staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

110.70(4)(l), Wis. Stats.

policy

5000	**STUDENTS**
5111	Eligibility of Resident/Nonresident Students
5111.02	Educational Opportunity for Military Children
5112	Entrance Age
5113	Open Enrollment Program (Inter-District)
5113.01	Course Options
5113.02	Intra-District Safe School Transfers Options
5114	Nonimmigrant Students and Visitor Programs
5120	Assignment within District
5136	Personal Communication Devices
5200	Attendance
5223	Absences for Religious Instruction
5230	Late Arrival and Early Dismissal
5310	Health Services
5310.01	Emergency Nursing Services
5320	Immunization
5330	Administration of Medication/Emergency Care
5335.01	Students with Anaphylactic Reactions to Foods
5340	Student Accidents/Illness/Concussion
5341	Emergency Medical Authorization
5350	Student Suicide
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5421	Grading
5451.02	Technical Excellence Higher Education Scholarships
5460	Graduation Requirements
5460.01	Diploma Deferral
5463	Credits from Nonpublic Schools
5464	Early Graduation

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policy

5500	Student Code of Classroom Conduct
5500.01	District Discipline Philosophy
5511	Dress and Grooming
5512	Use of Tobacco by Students
5513	Care of District Property
5514.01	Student Use of Motor Vehicles
5516	Student Hazing
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5517.01	Bullying
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5530	Drug Prevention
5540	The Schools and Governmental Agencies
5540.01	Investigations Involving Suspected Child Abuse
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5605	Suspension/Expulsion of Students with Disabilities
5610	Suspension and Expulsion
5610.01	Alternative Expulsion Hearing Procedure
5610.02	In-School Discipline
5611	Due Process Rights
5630	Corporal Punishment
5630.01	Use of Restraint and Seclusion with Students
5710	Student Complaints
5720	Student Activism
5722	School-Sponsored Publications and Productions
5751	Parental-Married Status of Students
5771	Search and Seizure
5772	Weapons
5780	Student/Parent Rights

Deleted: 5730 - Equal Access for Nondistrict-Sponsored, Student Clubs and Activities -

policy

5830	Student Fund-Raising
5840	Student Groups
5850	Social Events
5855	Student Attendance at School Events
5860	Safety Patrol
5870	Student Production of Goods and Services
5880	Public Performances by Students

UNDERLINED POLICIES ARE POLICIES THAT ARE NEW, REVISED, OR NEED TO BE COMPLETED.

policy

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The School Board establishes the following policy for determining the eligibility of students to attend the schools of this District.

A. The Board will educate, tuition-free, students who are legal residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, it must be based on a reason other than educational purposes.

B. The District shall provide a free education to those students who are considered by Federal law to be illegal aliens or considered to be homeless by State-established criteria.

C. Upon request of a student's parent, students who have gained twelfth grade status and who no longer reside within the District shall be permitted to complete their high school education tuition free.

D. Students enrolled in the special education program of this District whose parents do not reside within the District may attend as tuition students with tuition computed pursuant to 121.83(1)(c) Wis. Stats. (Discretionary as to attendance, and mandatory as to calculation of tuition.)

E. Resident students in grades 9-12 who attend private school or home-based educational programs shall be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes.

F. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at his/her former school district shall be allowed to complete his/her education at the former school district, provided the other district agrees. The school board of residence shall pay the student's tuition. The school of attendance shall count the student in its membership for State Aid purposes under subchapter II.

G. Children of joint custody orders may attend school without payment of tuition if one (1) parent resides in this District or the order designates as the residential parent the parent with legal residence in the District.

H. Foreign students, participating in a bona fide, foreign-exchange program and living with a resident host family, may be admitted tuition-free.

I. Students whose parents do not reside within the District, but who present evidence that they will move into the District within a short period of time, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.

J. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.

K. Tuition students may be accepted in accordance with State law and the approval of the Superintendent.

L. Nonresidents may be accepted into the District's Adult Education classes upon payment of the appropriate fees.

M. Nonresident students may be accepted into the District's Summer School Program upon payment of appropriate fees.

N. Nonresident students may be accepted into the District's program under the Full-Time Open Enrollment Program.

policy

O. The Superintendent, at his/her discretion, may deny admission to a student who has been expelled from another Wisconsin public school district, for the period of the unexpired term of the expulsion. When the expulsion from the other district has expired, the student is to be admitted providing all other eligibility requirements have been met.

The Board may prohibit the enrollment of a student during the term of an expulsion order issued by a charter school under section 118.40(2r) Wis Stats., or by a public school district in another state, provided that the Board determines that the conduct giving rise to the expulsion would have been grounds for expulsion under Policy 5610.

P. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.

120.13(1(f), 121.77 et seq., 121.81, 121.84, Wis Stats.
42 U.S.C. 11431

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policy

EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN

Children of an active duty member of the United States armed services shall be entitled to all of the rights and protections afforded under the Interstate Compact on Educational Opportunity for Military Children (Compact).

The intent of this policy is to minimize the potential challenges to educational success for children of military families because of frequent moves and deployment of their parents by:

A. facilitating the timely enrollment and placement of children of military families in educational and other school programs and activities;

B. facilitating the on-time graduation of children of military families; and

C. providing for the uniform collection and sharing of information between and among schools and military families.

A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the Superintendent to visit with his/her parent or legal guardian relative to such leave or deployment of the parent or guardian. The additional excused absences granted by the Superintendent, to visit with a parent who has returned from deployment, is only required, if the return was within the past thirty (30) days

The Superintendent shall maintain guidelines for implementation of this policy which are consistent with the Compact and State law.

policy

The guidelines shall apply to children of military families within the state as well as between member states.

Interstate Compact on Educational Opportunity for Military Children
2009 Wisconsin Act 329

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policy

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ENTRANCE AGE

The School Board shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

A. Kindergarten

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A child is eligible for entrance into four-year old kindergarten if s/he attains the age of four (4) on or before September 1st and a child is eligible for five year old kindergarten when s/he attains the age of five (5) on or before September 1st of the year in which s/he applies for entrance and meets residence requirements. The child may not be placed in an alternative program without permission of the parent.

B. First Grade

A child must be six (6) years of age on or before September 1st in the year in which s/he enrolls. A student must have completed a kindergarten program or must receive a waiver of this requirement.

Any student who has not completed a five (5) year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5) year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in his or her prior state or country.

2. Any student who has moved to the District from another state or country that does not require the completion of five (5) year old kindergarten prior to enrollment in first grade.

3. Any student who, at the discretion of the building principal, in consultation with the first grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five (5) year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

   The Principal shall perform any required testing to establish the student's academic capabilities and shall prepare a written evaluation that either grants or denies the waiver and provides explanation as to the decision.

Appeal of Denial of Waiver

The parents of any student denied a waiver under this section by the building principal may appeal that decision to the Superintendent by submitting a written request to the Administrator within ten (10) days of the decision of the principal.

The decision of the Superintendent is final.

C. Early Admission

The District shall prescribe procedures, conditions, and standards for early admission to kindergarten and first grade.

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Deleted: Older Students

Deleted: A person who is a resident of the District and over twenty (20) years of age may enroll providing the Senior High School Principal does not think his/her enrollment will interfere with the education of the other students.

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Wis. Stats 118.14, 118.15, 120.12(25)

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OPEN ENROLLMENT PROGRAM
(Inter-District)

The School District ("District") will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

DEFINITIONS

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The following definitions will apply to the District's Open Enrollment Program.

Non-Resident District

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A school district located in Wisconsin which is not a student's district of residence.

Non-Resident Student

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A student who does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.

Deleted: is a legal resident or otherwise legally entitled to attend school in another school district in Wisconsin and

Tuition Student

Deleted: ( )

A non-resident student who attends school in the District and pays tuition in accordance with State law.

Deleted: who is a resident of the State of Wisconsin and

Full-Time Enrollment

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A student is enrolled for the entire school day and receives all of his/her required education in this District.

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Class Size

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The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the District Administrator.

Deleted: Unless otherwise stated in the terms of a collectively-bargained, negotiated agreement, the

Program Size

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The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

Resident Student

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A student who is a legal resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Non-resident Students.

FULL TIME OPEN ENROLLMENT

A. Procedures for Processing of Open Enrollment Applications

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The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection.

Deleted: Prior to accepting any open enrollment applicants, the District will accept or reject all timely applications made under the Chapter 220 program. **[NOTE: This is required for Chapter 220 districts.]**

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B. Decisional Criteria for Non-Resident Applications

Decisions on non-resident open enrollment applications will be based only on the following criteria:

1. The availability of space in the schools, programs, classes, or grades within the District. The School Board shall determine during a regular meeting each January the number of regular education and special education spaces available. In determining the amount of space available, the District will count resident students, students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) or 118.51(3m)(a) and are already attending public school in the District.

Deleted: Whether there is space available for non-resident transfer students.

Deleted: anticipated space available for the next school year in the schools, programs, classes and grades of the District.

Deleted: tuition waiver students under 121.84 Wis. Stats.,

Other factors the District Administrator may consider in determining the availability of space include:

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Deleted: , but shall not be limited to the following:

a. District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.

b. District practices, policies, procedures or other factors regarding faculty-student ratio ranges for particular programs, classes or buildings.

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c. Enrollment projections for the schools of the District which include, but are not limited to, the following factors: the likely short and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of non-resident open enrollment students, the required length of K-12 attendance opportunities for open enrollment students and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.

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d. ... [2]

2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.

3. Whether the non-resident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:

   a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.

   b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.

   c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.

   d. Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.

   Notwithstanding the Board's acceptance of a non-resident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the non-resident student will attend a school in the District, s/he is determined to fall under paragraph B. 3.

   The Board may request a copy of a non-resident student's disciplinary records from the resident School Board.

   The resident Board shall provide to the nonresident Board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the non-resident student's individualized education program ("IEP"), are available in the District. Funding for the education of students with disabilities will be made to the non-resident school district by the Department of Public Instruction in accordance with State law.

5. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.

6. Whether the non-resident student has been referred to his or her resident Board under 115.777(1) Wis. Stats. or identified by his or her resident school board under 115.77(1m)(a) Wis. Stats. , but not yet evaluated by an individualized education program team.

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Deleted: The District shall prepare an estimate of costs associated with providing the special education or related services required by a non-resident student's IEP to the resident school district no later than the 3rd Friday following the first Monday in May, or within ten (10) days of receipt of an application from a student with an IEP under the alternative procedures.

Deleted: for the special education program identified in the

Deleted: (See paragraph B. 1. above).

Deleted: Whether the non-resident student has been screened by the resident School Board to determine if there is reasonable cause to believe that s/he is a child with exceptional educational needs.

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Deleted: Whether the resident School Board has been informed that the non-resident student may have exceptional education needs that have not yet been evaluated by an IEP Team.

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Deleted: Whether the application of a non-resident student has been denied by the District of which s/he is a resident.

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(Note: If a non-resident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident Board. If such notice is provided, the non-resident may be transferred to his/her resident school district.)

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7. If the Board has made a determination that a non-resident student attending the District under the open enrollment program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year.

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Deleted: Whether the non-resident school board has made a determination that a student attending the non-resident school district is habitually truant from the non-resident school district during either semester of the current school year, the non-resident school board may prohibit the student from attending the non-resident school district in the succeeding semester or school year.

[NOTE: The truancy determination shall be made on the sole basis of enrollment in the non-resident district. Open enrollment may not be denied based on the student's truancy from any other district.]

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C. Procedure for Evaluating Applications by District Residents to Transfer to Another District

The Board will consider only the following criteria for denying resident applications:

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Deleted: Whether the application would increase racial imbalance in either the District or the district to which the student has applied. **[NOTE: This is a controversial issue and the U.S. Supreme Court decisions and Wisconsin statutes apparently are in conflict. Contact District legal counsel for advice.]**

D. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy when the non-resident student enters middle school, junior high school, or high school. A non-resident student may be required to reapply only once.

E. Transportation

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site, unless the non-resident student is a special education student and transportation is required by his/her IEP.

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Deleted: Whether the resident student is a special education student and the implementation of his/her IEP in the other district would impose an undue financial burden on the District.

Deleted: Financial burden is determined through review of actual increased expenses relative to providing services specific to the student in question, not including pro-rated costs of facilities and materials and including expenses for instructional faculty only if those faculty are added as a result of the student and devoted primarily to that student.

Deleted: (Note: Notwithstanding the Board's approval of a resident student's application, the Board may withdraw approval if, after the District student has begun in the other school district, the IEP as implemented by the non-resident school district would impose an undue financial burden on the District.)

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Deleted: The Board may provide transportation to non-resident students from his/her resident district provided the student's resident district approved. The District Administrator shall develop procedures for implementing this provision.

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The Board will not permit a neighboring District to bus resident students from within its boundaries for attendance at the non-resident neighboring District. The District Administrator shall develop procedures for implementing this provision.

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ALTERNATIVE APPLICATION PROCEDURES

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one of the statutory criteria and has not applied to more than three (3) non-resident school districts. Applications for open enrollment under the alternative application procedures for enrollment in 2015-2016 school year will be evaluated based on the District's policy and Administrative Guidelines in place prior to July 1, 2015, which may be accessed here. (See AG 5113 and AG 5113B – Open Enrollment for Students with Disabilities.

Deleted: Admission of Students Participating Under Open Enrollment)

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ANNUAL REVIEW

The Board shall review its Open Enrollment Program annually.

General Provisions

A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.

The District's Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.

The District Administrator shall be responsible for developing and promulgating administrative guidelines to implement this policy. (See accompanying pages.) Such guidelines shall address at least the following matters:

- participation in interscholastic athletics
- assignment within the District
- payment of fees and other charges

118.51, Wis. Stats.
Wis. Admin. Code, Ch. P.I. 36

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COURSE OPTIONS

The Board of Education will provide students enrolled in the District with the ability to take up to two (2) courses at any given time through one or more other educational institutions, including in a non-resident public school district, the University of Wisconsin system institution, a technical college, a nonprofit higher education institution, a tribal college, a charter school, and any other nonprofit organization approved by the Department of Public Instruction. Likewise, the Board will consider the enrollment of a non-resident student in up to two (2) courses per term under the criteria set forth in this policy and any criteria required by law.

Deleted: ( ) including nonresidents enrolled through a whole grade sharing agreement with the student's resident school district

Resident Student Applications for Course Options

A. General Procedures

The parent of any student enrolled as a resident of the District that wishes to attend one (1) or two (2) courses at another educational institution under this policy shall make a written application to such other institution no less than six (6) weeks prior to the beginning of the term in which the course(s) are offered. The application:

Deleted: ( ) or a nonresident enrolled through a whole grade sharing agreement with the student's resident school district

1. must be on a form provided by the Wisconsin Department of Public Instruction;

2. must be copied to the Board at the same time as the application is made to the other educational institution.

B. Decisional Criteria for Resident Applications

The Board shall review all applications received under this policy to attend courses at an outside educational institution under the criteria below. Both the educational institution of proposed attendance and the Board must approve the course.

Acceptance or denial of any resident student's application shall be made no later than one (1) week prior to the start of the course. Rejection of a student's application to attend such courses shall be made in writing and shall provide an explanation of the reason for rejecting the application. One of the following reasons must be the basis for such rejection:

1. *Individualized Education Program (IEP).* If the Board determines that the proposed course conflicts with the student's IEP, the Board shall reject the course.

2. *High School Graduation Requirements.* If the Board determines that the proposed course does not satisfy graduation requirements, the Board may reject the application.

3. *Student Plan.* If the Board determines that the proposed course does not satisfy the student's academic and career plan, the Board may reject the application.

If the District determines that the course does not satisfy the District's high school graduation requirements, it shall notify the student in writing of this determination at least one week prior to the start date of the course. This notice shall be provided whether the application is approved or rejected.

Non-Resident Student Applications for Course Options

A. General Procedures

The parent of any non-resident student that wishes to attend one or two courses offered by the District shall make a written application to the Board no less than six (6) weeks prior to the beginning of the term in which the course(s) are offered. The application:

1. must be on a form provided by the Wisconsin Department of Public Instruction;

2. must be copied to the student's resident School Board at the same time as the application is made to the non-resident School Board.

B. Decisional Criteria

The Board will determine acceptance or rejection of a non-resident student's application to attend courses in the District using the same criteria and policies for entry into the course that apply to resident students, except that preference for attendance may be given to resident students. Applications from non-resident students that are already accepted into two courses in a particular term will be rejected on that ground. If a particular course has limited enrollment, those spots not taken by resident students will be allocated to non-resident applicants under this policy that otherwise qualify for enrollment on a randomly selected basis.

The parents and the resident school district are to be notified, in writing, no later than one (1) week prior to the commencement of the course whether the application has been accepted or rejected. If accepted, the notification is to include the name of the school the student is to attend and that the enrollment is valid only for the forthcoming semester or school year or special time period during which the course(s) will be offered. If rejected, the notice shall state the reason for the rejection.

General Requirements

A. Notice of Intent to Enroll

The parents of the student must notify both the resident school district and the district in which the student has applied for course options enrollment of the student's intent to enroll after receipt of the decision to accept the application but before the beginning of the applicable course.

B. Transportation

By enrolling in a course under this policy either as a resident or non-resident, the parent understands that the parent is responsible for transporting the student to and from any courses attended under this policy, unless the Department of Public Instruction agrees to reimburse the parent directly for such costs.

Tuition for Attendance at Another School District

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Tuition costs shall be paid for by the resident school district. Parents may not be charged any cost by either the resident school district or educational institution of attendance under this policy.

Tuition for Attendance at an Institution of Higher Education

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A student that attends course(s) at an institution of higher education may be charged additional tuition by the institution if the student will receive postsecondary credit for successful completion of the course. The Board and the institution must agree on the permissible amount of tuition the institution of higher education may charge for applicable courses.

Only an institution of higher education (IHE) may charge a student, or parent or guardian if the student is a minor, additional tuition and fees for attending a course at the IHE for post-secondary credit. This amount charged by the IHE is in addition to the amount paid to the IHE by the resident district under State law.

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E. Appeal of Rejection

Any application that is rejected under this policy may be appealed to the State Superintendent of Public Instruction within thirty (30) days of the decision. The Superintendent's decision is final and will only reverse the initial decision if that decision was arbitrary or unreasonable.

Release of Resident Students

The Board shall release any resident student who wishes to apply for part-time enrollment in another school district except that the District must refuse to allow a student to enroll if the course conflicts with the provisions of an IEP for the student.

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Wis. Stats. 118.52

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INTRA-DISTRICT SAFE SCHOOL TRANSFERS OPTIONS

The School Board shall allow a student to attend another appropriate grade level public school within the School District, including a public charter school, if either of the following applies to the student:

A. Persistently Dangerous School – The student attends a school identified as persistently dangerous by the Department of Public Instruction; or

B. Victim of Violent Criminal Offense – The student has been a victim of a violent criminal offense under either of the two (2) following circumstances and reports the incident to the appropriate law enforcement agency and to the building principal:

1. The student has been a victim of a violent criminal offense while on the school grounds that the student attends during school hours, or during a school-sponsored event at the school that the student attends that does not occur during school hours; or

2. The student has been a victim of a violent criminal offense while being transported to school for the purpose of attending curricular programs during school hours or from school to home immediately following school hours on a school bus owned, leased, or contracted by the School District or by a motor vehicle operated as an alternative method of transportation under Sec. 121.555, Wis. Stats. For a student who has been a victim of a violent criminal offense while being transported to or from a school by a common carrier in a School District providing transportation under Sec. 121.54(1), Wis. Stats., the Board shall make transfer decisions on a case-by-case basis.

The Board is not required to offer a transfer to a student who is a victim of a violent criminal offense under the following circumstances:

a. while away from school s/he attends, but during a school sponsored activity or field trip

b. while traveling on the school bus to or from a school sponsored activity or field trip

c. while on school grounds of the school s/he attends, but not during school hours or during a school sponsored event

If there is not another appropriate grade level public school within the School District, including a public charter school, the Board shall not be required to offer the student the option to transfer.

Persistently Dangerous School

The Board, upon written notification from the department that a school in the District has been identified as persistently dangerous shall do the following:

A. Within ten (10) working days of receiving the notice provide written notice to the parents or guardians of the students attending the school that the school has been identified as persistently dangerous and that students attending the school may transfer to another appropriate grade level public school operated by the School District, including a public charter school.

B. Within thirty (30) working days of receiving the notice, complete the transfer of those students who accept the offer to be transferred.

C. Within thirty (30) days of receiving the notice submit to the department the school's safety plan, a summary of local efforts to address the school's safety concerns, current available data deemed relevant by the Board that is not reflected in the school performance report and, upon the Department's request, other information deemed relevant by the Department.

D. Within thirty (30) working days of receiving the notice submit a corrective action plan to the Department including, for example, the following corrective actions:

1. providing additional personnel to supervise children
2. providing conflict resolution instructional programs
3. collaborating with local law enforcement agencies
4. providing school discipline enforcement training for school staff
5. providing additional security measures

Upon receipt of notice from the Department that a school is no longer persistently dangerous, the Board shall notify parents and guardians of students that the Department no longer considers the school persistently dangerous.

Victims of a Violent Criminal Offense

The Board, or the Board's designee, upon written notification from a student to a building principal that s/he has been the victim of a violent criminal offense, shall, within ten (10) working days of the report of the incident determine, in consultation with law enforcement officers (if necessary) and the building principal, if the incident is a violent criminal offense under the Appendix to P.I. 23. The alleged offender need not be convicted for the Board to find that a violent criminal offense has occurred.

If the incident is a violent criminal offense, the Board shall also do the following:

A. Within ten (10) working days of the report of the incident notify in writing the parents or guardians of the student of the choice to transfer to another appropriate grade level public school operated by the School District, including a public charter school.

B. Within thirty (30) working days of the student accepting the offer to transfer, complete the transfer.

policy

This policy is implemented pursuant to the Elementary and Secondary Education Act of 1965 and Department of Public Instruction Administrative Rule, Section P.I. 23 – ESEA Intra-District Safe School Transfer Options. The provisions of this policy are intended to comply with P.I. 23. To the extent that this policy is ambiguous or inconsistent with P.I. 23, P.I. 23 shall govern.

20 U.S.C. 7912
Wis. Admin. Code § P.I. 23

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OPEN ENROLLMENT FOR STUDENTS WITH DISABILITIES

The resident school district is responsible for the screening of a child to determine if there is reasonable cause to believe that the child has a disability and should be referred for a special education evaluation. This should be done prior to the open enrollment of a student to another school district. The resident school district will inform the nonresident district of the student's need for special education.

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When a child who is attending the District under open enrollment is referred for evaluation, the evaluation must be consistent with the requirements under the Individuals with Disabilities Education Act (IDEA) and State law. An IEP team is required to consult with appropriate personnel designated by the student's resident school district, in conjunction with the non-resident school district the student is attending.

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When a child who is attending the District under the open enrollment program is subject to an annual IEP review, the review must be performed by staff appointed by the District in collaboration with staff designated by the student's resident school district.

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The District will provide an appropriate educational program to implement the IEP of a child attending school under the full-time open enrollment program unless the IEP requires a special education program or services that are not available or in which no space is available. In those circumstances, the nonresident district may notify the student's resident district that the program or services are not available in the nonresident district. If the student's resident district is notified that the nonresident district does not have the required special education program or services or that there is no space available, then the resident district is responsible for providing an appropriate educational placement for the student.

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The Department of Public Instruction will make aid transfer payments for all open enrolled students with disabilities in accordance with State law.

In this instance, the resident district is responsible for providing an appropriate educational placement for the student.

Procedural Safeguards

Once a student has transferred to the District under the open enrollment program, the District is responsible for the following:

A. Receiving referrals for students who are suspected of having a disability (A referral may be made to either the nonresident or resident school district. Whichever school district receives the referral must notify the other school district).

B. Appointment of an IEP Team (the resident school district must appoint a representative to the IEP team).

C. Conducting initial evaluations and re-evaluations.

D. Development and revisions to the IEP.

E. Notification and provision of procedural safeguards and due process.

F. Providing a placement.

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The nonresident district must not change the placement of the child who is the subject of a hearing or court proceeding during the pendency of the hearing or court proceeding except where the parents' consent or the health and safety of the child or other person's is endangered by delaying the change.

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A. ... [2]

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B. ... [3]

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policy

NONIMMIGRANT STUDENTS AND VISITOR PROGRAMS

The Board of Education recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having exchange students as members of the student body of this District's high school.

An exchange visitor student is a foreign national who has been selected by a sponsor that has been approved by the United States Department of State (USDOS) to participate in an exchange visitor program and who is seeking to enter or has entered the United States temporarily on a J-1 visa.

Exchange Visitor Program for Nonimmigrant Students with J-1 Visas

The Board authorizes the Superintendent to consider a request to admit an exchange visitor student who meets the USDOS requirements and applies for admission through a sponsoring organization, and to determine whether or not that student should be accepted.

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In accordance with Federal law, an exchange visitor student will be selected and sponsored by an organization that has been approved by the USDOS. The Board, pursuant to Federal law, requires the sponsoring agency to secure prior written acceptance of the Superintendent for the placement of an exchange visitor student in any District high school.

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After written acceptance of school placement is secured, the sponsoring agency should issue the certificate of eligibility for J-1 Visas to the exchange visitor student who meets the criteria established in Federal law for participation in an EVP.

Pursuant to Federal law the sponsoring agency is also responsible for selecting a host family who resides in the District for each exchange visitor student.

Lastly, pursuant to Federal law, a sponsoring agency can place no more than five (5) exchange visitor students per District high school.

However, with Board approval, the Superintendent may request, in writing, the placement of more than five (5) students from a sponsoring agency in the high school.

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Student and Exchange Visitor Program for Nonimmigrant Students with F-1 Visas

The Board authorizes the District to petition for approval to provide a Student and Exchange Visitor Program (SEVP). As an authorized SEVP provider, the District will issue the certificate of eligibility to nonimmigrant students who complete the application process successfully, which will enable them to apply for an F-1 Visa.

Participation by nonimmigrant students in this program will be consistent with Federal law that requires the following:

A. the student possess sufficient English language proficiency to participate in the high school curriculum;

B. the student's participation does not exceed an academic year;

C. the student pays to the Board the full amount of tuition prior to the commencement of the academic term of attendance;

D. the student otherwise maintains his/her lawful temporary immigration status.

Other Nonimmigrant Students

This policy does not apply to nonimmigrant students with citizenship in countries other than the United States who are not participating in an approved exchange visitor program at a District school or who are not sponsored by the District so they can attend a school in the District as participants in the student and exchange visitor program (SEVP) on a valid F-1 visa.

All other nonimmigrant students with citizenship in countries other than the United States who seek to enroll in the District's schools are subject to State law and the District's policies regarding enrollment and, if applicable, tuition.

8 C.F.R. 214 et seq.
8 U.S.C. 1101 (Immigration Reform and Control Act)
121.84(1)(c), Wis. Stats.
Mutual Education and Cultural Exchange Act of 1961, as amended
Immigration and Nationality Act
22 C.F.R. 62, Exchange Visitor Program

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ASSIGNMENT WITHIN DISTRICT

The School Board directs that the assignment of students to schools within this District be consistent with the best interests of students and the best use of the resources of this District.

The Board shall determine periodically the school attendance areas of the District and shall expect the students within each area to attend the school so designated.

The Superintendent shall periodically review existing attendance areas and recommend to the Board such changes as may be justified

No assignment to schools or attendance schedules shall discriminate against students on the basis of gender, race, religion, disability, or national origin.

The Superintendent or designee may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the best interest of the student.

Every effort shall be made to continue a student in the elementary school to which s/he is initially assigned.

Wherever possible and advisable in the interests of the students, siblings shall be assigned to the same building.

The Superintendent or designee shall assign incoming transfer students to such schools, grades, and classes as may afford each student the greatest likelihood of realizing his/her fullest educational potential.

The principal shall assign students in his/her school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.

policy

PERSONAL COMMUNICATION DEVICES

Student use of electronic communication devices, including but not limited to cell phones, on school premises are subject to restricted use during the school day. The use will be governed by the expectations of classroom teachers and school expectations delineated in the student handbook. The use may not in any way:

A. disrupt the educational process;

B. endanger the health or safety of the student or others;

C. infringe upon the rights of others at school;

D. involve illegal or prohibited conduct.

At no time may cell phones or other electronic communication devices be used to take, record or transfer photographs or video images of a person in school locker rooms, restrooms or other private areas.

The District shall not be responsible for the security or safety of electronic communication devices that students choose to bring to school.

Nothing within this policy shall be construed to limit a student's ability to possess and use an electronic device in a manner that functions as assistive technology necessary for a student's education and that is required under an individualized education plan or a Section 504 plan.

Any student found violating this policy shall be subject to school discipline. Students will be notified annually of this policy through registration materials and/or student handbooks.

policy

ATTENDANCE

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

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Written Excuse Required

The principal shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a satisfactory explanation for the absence of a student for all or any part of the school day. The Administration reserves the right to verify such statements and to investigate the cause of any absence.

School Attendance Officer

The Superintendent shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.

B. Submitting to the Superintendent, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The Superintendent shall then submit this information to the State Superintendent.

C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent or Guardian

The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent or guardian agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the School Attendance Officer or his/her designee, for the following reason or exception as determined by the building administrator: Quarantine of the student's home by a public health officer.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Superintendent shall develop administrative guidelines to address unexcused absences.

The Board authorizes, but does not encourage the Superintendent or designee, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

policy

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law.

Deleted: The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

A. procedures to be followed for notifying the parents or guardians of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents or guardians

B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned

C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district

D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school

E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals

F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies

G. methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Notice shall be made by personal contact or telephone call, if possible, and a written record of this notice shall be kept. If such notice is not effective, notice shall be made by mail. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered or certified mail, which contains the following:

A. a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly

B. a statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk

C. a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.

D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian if s/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

A. met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused

B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law

C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level

D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Superintendent Guidelines

The Superintendent shall develop administrative guidelines concerning the attendance of students which:

A. ensure a school session which is in conformity with the requirement of the law;

B. ensure that students absent for an excusable reason have an opportunity to make-up work they missed;

C. govern the keeping of attendance records in accordance with State law;

D. facilitate implementation of the Truancy Plan;

E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;

F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.;

G. provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned;

H. ensure that all parents and students are informed of the District's Attendance Policy and related guidelines;

I. enable the School Attendance Officer to perform his/her duties under State law and this policy; and

J. address unexcused absences.

115, 118.15, 118.125(2), 118.153, 118.16, 118.162, Wis. Stats.

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policy

FULL-TIME STUDENT

The School Board has established criteria for the determination of full or part-time students. Those students meeting the following criteria are defined as full-time and/or part-time students in the D.C. Everest Area School District.

A full-time student in the D.C. Everest Area elementary, middle, junior high or senior high schools:

A. Is one who is enrolled in a regular K-12 program at one of the regular attendance centers, or

B. Is one who is enrolled in a special education program which may or may not take place at one of these attendance centers.

A part-time student in the D.C. Everest Area School District is one who may be only studying a specific course or portion of a program of student, and is not considered to working toward completing any grade level or school requirement.

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policy

ABSENCES FOR RELIGIOUS INSTRUCTION

The School Board desires to cooperate with those parents who wish to provide for religious instruction for the children but also recognizes its responsibility to enforce the attendance requirements of the State.

The Board shall permit students, with written parental permission, to be absent from school during required school periods at least sixty (60) minutes but not more than 180 minutes per week to obtain religious instruction outside of school.

A student must be properly registered and a copy of such registration must be filed with the principal. The supervisor of the religious instruction must report monthly to the District the names of the students who are attending the weekly instruction.

The District will assume no liability for a student while attending religious instruction nor will it provide transportation for such instruction.

No solicitation for attendance at religious instruction shall be permitted on District premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

118.155, Wis. Stats.

policy

LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The School Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by personal request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

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policy

HEALTH SERVICES

The School Board may require students to submit to periodic health examinations to:

A. protect the school community from the spread of communicable disease;

B. determine that the learning potential of each child is not lessened by a remediable, physical disability.

The District shall specify the need for health services which may include, but not be limited to:

A. athlete physical examinations;

B. dental examinations;

C. vision screening;

D. audiometric screening.

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate physical defect or disability.

118.25(3)(4), 118.255, Wis. Stats.
20 U.S.C. 1232h

© NEOLA 2006

policy

EMERGENCY NURSING SERVICES

To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day.

Deleted: and during all school sponsored activities of students

The District shall provide for the management of illness (Policy 5310, Policy 5335, Policy 8450, and Policy 8453), accidental injury (Policy 5340 and Policy 5341), and the administration of medication and emergency care (Policy 5330).

The Superintendent shall develop guidelines that will provide student emergency information cards, equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible. The Superintendent shall also identify a medical advisor.

The District shall make available emergency student information, first aid supplies, and appropriate and accessible space for the rendering of emergency nursing services.

This policy has been reviewed by the school nurse in cooperation with other school district personnel and representatives from community health agencies and services. The Medical Advisor and nurse shall review, as needed, and evaluate emergency nursing services each year, including a review of the policies referenced above.

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Wis. Stat. 121.02(1)(g)
PI 8.01(2)(g)4

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policy

IMMUNIZATION

The School Board requires that all students be properly immunized pursuant to the provisions of the State Health Department regulations.

All students shall be required to provide records establishing that they meet the State Health Department's immunization requirements or request a waiver of those requirements not later than the 30th school day from the beginning of the school year or initial enrollment in the District, for students transferring into the District.

The parent of any student for which record of proper immunization is not on file, shall be given written notification of this requirement by the 15th school day and the 25th school day following enrollment. The notice shall:

A. state the immunization requirements;

B. state that Court action and civil forfeiture penalty can result due to noncompliance;

C. explain the reasons for the immunization program and provide information on how and where to obtain immunizations;

D. inform the parent of the right to request a waiver of the immunization requirement based on reasons of health, religion, or personal conviction.

Waivers of the immunization requirements shall be granted only for medical, religious, or personal convictions.

Any student that fails to meet the immunization requirements within the first thirty (30) school days of enrollment shall not be permitted to attend school for up to ten (10) day consecutive school days. The parent will be provided with an opportunity to be heard by the Board under the District's student expulsion policy. Notice to this effect shall be provided in writing to the parent and student.

policy

The Superintendent shall establish administrative guidelines to implement this policy and comply with State law and shall report to the County District Attorney the names of any students who have not completed the immunization requirements or submitted a written waiver within sixty (60) days of admission.

120.12(16), 252.04, Wis. Stats.
Wis. Admin Code DHS 144.07

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policy

ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent or guardian in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file.

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Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents/Guardians, or students authorized in writing by their practitioner and parents/guardians, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the Superintendent's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the Superintendent or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon and epinephrine, unless the act or omission constitutes a high degree of negligence. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office or health room, unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, shall be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any Superintendent or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as district employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s).

118.29, 118.291, 121.02 Wis. Stats.
PI 8.01(2)(g)
Wis. Admin. Code N 6.03
2009 Wisconsin Act 160

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policy

STUDENTS WITH ANAPHYLACTIC REACTIONS TO FOODS

Some food products can cause an anaphylactic reaction if a person eats and/or touches the residual oils from the food. Foods known to cause anaphylactic reactions include but are not limited to: peanuts, tree nuts, beans, peas, fish, shellfish, mushrooms, eggs, milk, wheat, soy and certain types of fruits.

It is the policy of the District to provide a food safe environment for a student with a known, diagnosed anaphylactic food allergy without banning the food product at school or in the classroom. Schools cannot guarantee a 100% safe school environment. Schools will take measures to minimize the risk of an exposure and educate staff to respond to life threatening reactions.

The food service department will make dietary substitutions in accordance with USDA regulations 7 CFR Part 15b, when the "Medical Statement for Children with Disabilities Requiring Special Foods in Child Nutrition Programs" is correctly completed by a physician and returned to the Supervisor of Food Services.

The school nurse and parents will collaboratively write an Individualized Health Plan (IHP) for other necessary precautions and/or staff training needed outside of the food service program.

policy

STUDENT ACCIDENTS/ILLNESS/CONCUSSION

The School Board believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Accidents

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

The Superintendent may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the Superintendent on all accidents.

Illness

School personnel shall not diagnose illness or administer medication of any kind except in accordance with administrative guidelines.

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Deleted: Concussion

Deleted: A concussion is a type of traumatic brain injury that interferes with normal functioning of the brain by changing how the cells in the brain normally work. A concussion can be caused by a bump, blow or jolt to the head and/or the body. Any force that is transmitted to the head causing the brain to bounce around and/or twist in the skull can result in a concussion. Over ninety percent (90%) of concussions do not involve loss of consciousness. Concussions can happen to anyone regardless of age while participating in a sport and/or an athletic activity.

policy

Concussion

D.C. Everest Area Schools will follow the guidelines for concussion education and management as outlined in Wisconsin State Statute 118.293 effective June 1, 2012.

At the beginning of each season for all organized youth athletic activities the persons operating the athletic activity will distribute a concussion and head injury information sheet to each person who will be preparing for and participating in the competition. Information regarding concussions and a consent form acknowledging the information must also be provided to the parent of the person participating. No person can participate in the activity – including practice, summer drills and/or in games – until the person returns the form signed by their parent and/or guardian.

It is the responsibility of the coach and/or youth activity director to remove any person from the activity if they exhibit any signs or behaviors that are consistent with a concussion; and/or the coach believes the person sustained a concussion. No person suspected of a concussion may return to play on the same day.

A person who has been removed from an athletic competition and/ youth athletic activity needs medical clearance from a health care provider and/or athletic trainer to return to participation in the activity including practice sessions, drill and/or games.

911 may be called at the discretion of the coach, athletic director, and/or youth athletic activity director if the condition of the person deteriorates and is possibly life threatening.

It is the responsibility of D. C. Everest Athletic Director, Director of Community Services and District Nurse to implement and review this policy annually. This policy and subsequent procedure of guidelines applies to all district WIAA sponsored events at school; as well as to all community athletic activities, organized leagues and camps for persons' age 19 years or less that utilize district facilities.

118.29, 118.293, Wis. Stats.

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policy

EMERGENCY MEDICAL AUTHORIZATION

The District will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file during the school year.

Deleted: in each school building

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

118.29(4), Wis. Stats.

policy

SCHOOL BOARD
D.C. EVEREST AREA SCHOOL DISTRICT

STUDENT SUICIDE

All school personnel should be alert to the student who exhibits signs of mental health issues or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure.

Any officer, employee, or volunteer of this Board who, in good faith, attempt to prevent suicide by a student is immune from civil liability for his/her acts or omissions in respect to the suicide or attempted suicide.

Using the Department of Public Instruction notice, the Superintendent shall annually inform the professional staff of the resources available from the Department and other resources regarding suicide prevention.

Kelson v City of Springfield, 767 F2d 651
115.365(3), Wis. Stats.
118.295, Wis. Stats.

© NEOLA 2008

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Deleted: The School Board recognizes that depression and self-destruction are severe problems among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.

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Step 1 - Stabilization ... [1]

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policy

PROMOTION, PLACEMENT, AND RETENTION

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

A. completed the course requirements at the presently assigned grade;

B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;

C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

A. require that parents are informed in advance of the possibility of retention of a student at a grade level;

B. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

policy

Promotion from Grade 4 and Grade 8

For Unified, Common and K-8 Districts

The Board directs the Superintendent to prepare a list of specific criteria for promoting students from the 4th and 8th grades. The criteria shall include the student's score on the 4th and 8th grade examination, unless the student has been excused from taking the examination; the student's academic performance; the recommendations of teachers which shall be based solely on the student's academic performance; and any other academic criteria recommended for Board consideration.

118.33(6), Wis. Stats.

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policy

GRADING

Student Grading and Assessment

D.C. Everest is committed to using grades to communicate academic achievement based on essential learning criteria. Traditional grading practices have not reliably reported student achievement, primarily due to the inclusion of non-academic factors. Best practices suggest that regular feedback has a strong, positive impact on learning. Grades are one important opportunity to provide that feedback. The following principles guide our District-wide efforts:

A. Grades reflect a student's knowledge and level of performance and guide teachers to make decisions about what level of instruction a student needs next.

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B. Grades are based on a variety of assessments that measure student achievement.

C. Assessment is equivalent within courses, departments, and grade levels.

D. Grades clearly communicate information that enhances the partnership among parents, students and teachers and are meant to provide feedback about student achievement.

E. While non-academic factors are highly valued and contribute to student achievement, they will be communicated separately.

F. Accommodations are made as needed to help students achieve targeted outcomes.

G. Modifications will be noted on a report card.

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At D.C. Everest, educators use grades in a manner consistent with these principles. Grades communicate to students, families, current and future teachers, employers, and other academic institutions what a student knows and is able to do.

policy

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TECHNICAL EXCELLENCE HIGHER EDUCATION SCHOLARSHIPS

Wisconsin's Technical Excellence Higher Education Scholarship is a State supported program, jointly administered by the Department of Public Instruction (DPI) and the Higher Education Aids Board (HEAB). The program offers scholarship recipients scholarships for post high school education at eligible technical education institutions in Wisconsin.

The School Board will designate the appropriate number of senior(s) from the high school with the highest levels of proficiency in technical education subjects as scholars eligible to receive a Technical Excellence Higher Education Scholarship.

Deleted: By February 25th of each school year, the

The following standards must be met to qualify for the Technical Excellence Higher Education Scholarships. The student and alternates must:

A. be a resident of the United States who is either a U.S. citizen or an alien lawfully admitted for permanent residence;

B. be a Wisconsin resident as defined in 36.27 Wis. Stats.;

C. have achieved senior status and have been in attendance for four (4) consecutive semesters during their junior and senior years;

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D. be selected based on the highest levels of technical proficiency as of the last day of the semester which ended just prior to February 25th and participated in a Skills Standard Program offered by the Wisconsin Department of Public Instruction (DPI).

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policy

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Except for the limitation on the number of designated scholars, the faculty of the high school shall select the applicable number of seniors for designation as scholars and shall certify, in order of priority, any remaining seniors with the same level of proficiency as alternates for the scholars or, if there is no remaining senior with the same level of proficiency, any remaining seniors with the next highest level of proficiency as alternates for the scholars.

39.415 Wis. Stats

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policy

GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board directs the District Administrator to prepare a list of specific criteria for granting a high school diploma which includes the student's academic performance, the recommendations of teachers, the statutory credit requirements, and any additional Board-approved credit requirements.

The Board permits students in 7th or 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved pupil assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

Credit may be earned in any subject area meeting the requirements under this policy.

The Board directs the Superintendent to develop appropriate courses after determining annually whether sufficient student interest and appropriate staffing justifies offering such course(s). The Superintendent shall establish procedures to determine whether a middle school student is academically prepared to take any course approved for high school credit.

Deleted: Courses taken by middle school students for high school credit shall appear on the students' high school transcript, along with the grade received; however, the grade and class will not be factored into the students' high school grade point average. ...[1]

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The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board as provided by State law.

policy

Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. Committee may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements) or a certificate of attendance, if appropriate.

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal. A student may be denied participation in graduation activities for disciplinary reasons.

Deleted: and for non-payment of fees.

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one credit of mathematics and/or science credit.

115.28, 118.30, 118.33, Wis. Stats.

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policy

DIPLOMA DEFERRAL

Social graduation is an opportunity for students with individualized education programs ("IEPs") to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation. Students may participate in social graduation only upon the recommendation of their respective IEP teams. If social graduation is recommended, the student may engage in all aspects of the graduation celebration (e.g., wearing a cap and gown; sitting with the graduating class; having his/her name printed in the program and read aloud at the ceremony; walking across the stage to receive a faux diploma). Instead of receiving an official diploma, however, the student will receive an unsigned diploma or a certificate of participation.

The determination of whether social graduation is recommended for any particular student will be made on an individual basis during the first semester of any year in which the student's chronological peer group is eligible to receive a high school diploma. The IEP team may raise the issue, or the student and/or his/her parent may raise the issue. The IEP team members should consider whether social graduation is appropriate to further the student's progress with regard to IEP goals. The team may also consider any objectives the student will be required to accomplish before s/he is eligible to participate. Finally, the team should determine additional arrangements or preparations, if any, that will need to be made to enable the student to participate in the ceremony. If the team determines that social graduation is recommended, the Superintendent shall be notified. The IEP team makes the final decision with regard to social graduation, in accordance with the student's IEP goals, Federal and State laws and regulations and Board policies. Students for whom participation in graduation ceremonies is precluded for disciplinary issues (when the discipline was not a manifestation of the student's disability) or nonpayment of school fines may not participate in social graduation.

Deleted: District Administrator

After participating in the ceremony, the student is expected to continue working on his/her IEP transition goals and objectives. The student will also continue to receive services to address his/her transitional, vocational, and/or independent living skills as delineated in his/her IEP. An official high school diploma will be granted to the student when the IEP team determines that the transition goals have been met.

When the student turns twenty-two (22) during the school year, s/he will be permitted to complete the current semester before services cease.

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policy

CREDITS FROM NONPUBLIC SCHOOLS

In recognizing its responsibility to uphold the minimum educational standards of the State of Wisconsin, the School Board establishes the following policy and criteria regarding the acceptance of credits from nonpublic schools whether they be private schools, as defined by law, or other types of schools.

For credit or course-work to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided.

Recognition of credits or course-work shall be granted when the proper assurance and the student's transcript has been received. The District reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the learnings which are prerequisite to a placement.

Although credits from nonpublic schools may be granted and placed on a student's transcript, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken at the District or at a school whose curriculum meets the requirements stated in 118.165 (1) shall be considered in class ranking and for entering on the transcript.

118.165, 115.01, Wis. Stats.
P.I. 18, Wis. Adm. Code

policy

SCHOOL BOARD
D.C. EVEREST AREA SCHOOL DISTRICT

STUDENTS
5464/page 1 of 1

EARLY GRADUATION

The School Board recognizes that a senior student may complete his/her high school education in less than the traditional four (4) year period of time. Provisions should be made for individuals to be considered in terms of their future needs, expectations, and plans.

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This policy will allow exception to the usual eight (8) semesters of attendance, but other graduation requirements as detailed in the D.C. Everest Course Book shall continue to be required and according to School Board requirements.

The Superintendent or the designee is authorized to approve early graduation in keeping with the administrative guidelines which have been developed to administer this policy.

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policy

STUDENT CODE OF CLASSROOM CONDUCT

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

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

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

Student conduct on or adjacent to school premises, on school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the Student Code of Classroom Conduct. In addition, student conduct on internet-based social media outlets, such as FaceBook, Twitter, MySpace, YouTube, etc. when such conduct forms a sufficient connection to school or staff, is governed by the Code of Conduct. This Code of Classroom Conduct shall be reviewed and approved periodically.

policy

Student conduct in the classroom shall be governed by the rules and provisions of the Code of Classroom Conduct developed for each school in consultation with a committee of School District residents that consists of parents, students, members of the School Board, school administrators, teachers, pupil services professionals, and other residents of the School District who are appointed to the committee by the School Board. Each school's Code of Classroom Conduct shall be adopted by the School Board.

118.13, Wis. Stats.
118.164, Wis. Stats.
120.13, Wis. Stats.
Wis. Admin. Code P.I. 9.03
Wis. Admin. Code P.I. 41
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendments Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
29 U.S.C. Section 794, Rehabilitation Act of 1973
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

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policy

DISTRICT DISCIPLINE PHILOSOPHY

It is the objective and policy of the Board of Education to recognize, preserve, and protect the individual rights and responsibilities of all the students and at the same time, to encourage and enforce the exercise of these rights and responsibilities within the necessary framework of an orderly, efficient and continuing school educational process. Within this policy framework, it is the continuing duty of the Board, the administrative staff, and the faculties of each school to prohibit and prevent types of student conduct that constitute a disruption to the educational process. Behavior that becomes dangerous, disruptive and/or destructive cannot be tolerated.

Discipline begins in the home between parent and child and continues in the classroom with the relationship between the official employee or agent and the student. Each has the mutual responsibility for the understanding of their role and maintenance of that discipline.

In maintaining discipline, official employees or agents must be able to proceed with the assurance that support will be forthcoming from other staff members, the administration and the Board. In order to make sure disciplinary measures taken are reasonable, official employees or agents shall be aware of the rights and responsibilities of the individual student, the rights and responsibilities of other students, and the policies of the Board. In case of a legal suit or school-related assault by a student or his/her parents against an official employee or agent, the Board at the request of the employee, will provide legal counsel to advise the employee or agent of his/her rights and responsibilities with respect to such suit or assault.

The District rules regarding student rights, responsibilities and discipline have been outlined in the Student Rights and Responsibilities booklet. This booklet is disseminated to each junior and senior high student at the beginning of each school year. Copies are also available at each elementary school for student, parent, teacher, and administrator use.

policy

Each elementary building is responsible for providing a handbook that gives essential information to students and parents. The student handbook will be given to all students at least every three years. All new students will receive a copy of the student-parent handbook. Although each building's handbook will differ slightly; all handbooks will have the following common elements:

A. Personnel

B. School Board

C. Attendance Areas

D. Calendar

E. Attendance Procedures

F. Support Services (Glossary of Terms)

G. School Health Services

H. Homework Policy

I. Bus Procedures

J. Lunch Program

K. General School Rules

L. Latch Key

M. School Discipline Plan

In addition to the above-mentioned rules, the Board authorizes each principal to develop, implement and enforce rules and regulations concerning conduct and other factors which affect the safety and welfare of the school. The building principal will communicate these rules to all students. In addition to the Student Rights and Responsibility Code Book, each building will have its own handbook listing rules and regulations of conduct and behavior.

policy

All students will be granted their due process rights which include the following:

A. Students will be informed of the rules they are expected to uphold.

B. The facts relevant to the situation will be investigated.

C. Students will be informed of the violations and given the opportunity to express their version of the incident.

D. An impartial decision maker (usually the principal or designee) will be provided in serious cases.

E. Discipline will be administered to suit the offense.

F. Rules promulgated by the Board will be enforced with reasonableness, in good faith and uniformity.

If any of these rules and procedures or portions thereof are at any time determined to be in conflict with state or federal law, or found invalid by a court of law, such determination not to enforce a rule or such finding of invalidity shall not affect any other portion of these rules or procedures.

The School District shall not discriminate in standards or rules of behavior or disciplinary measures, including suspensions and expulsions, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

policy

DRESS AND GROOMING

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

A. present a hazard to the health or safety of the student himself/herself or to others in the school;

B. interfere with school work, create disorder, or disrupt the educational program;

C. cause excessive wear or damage to school property;

D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

A. designate the principal as the arbiter of student dress and grooming in his/her building;

B. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;

policy

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

If the clothing cannot be removed, the student may be sent home after contact is made with the student's parent/guardian.

120.13(1), Wis. Stats.

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policy

USE OF TOBACCO BY STUDENTS

The School Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

120.12(20), Wis. Stats.
254.92, Wis. Stats.
20 U.S.C. 6081 et seq.
U.S.D.O.E. Memorandum, 1995
20 U.S.C. 7182
20 U.S.C. 7114

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policy

CARE OF DISTRICT PROPERTY

Basic to the philosophy of the School Board is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair and is directly related to increased school taxes.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures including suspension and expulsion. Also their parents shall be financially liable for such damage to the extent of the law except that students over eighteen (18) years of age or older shall be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District owned, borrowed or leased equipment, school records, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings.

The Superintendent or designee may report to the appropriate authorities any student whose damage of District property has been serious or chronic in nature.

The Superintendent shall develop administrative guidelines to implement this policy.

120.13, Wis. Stats.

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policy

STUDENT USE OF MOTOR VEHICLES

The School Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this District, provided that such students are licensed drivers and have been granted permission by the purchase of a parking sticker to drive a motor vehicle on school grounds.

The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.

The Principal will establish guidelines and publish them in the student handbook.

policy

STUDENT HAZING

The School Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the principal or to the Superintendent. The individual informed of the situation shall immediately do the following:

Deleted: District Administrator

A. Write all information concerning the reported activity or planned activity received from the person reporting the incident to create a complete record of the initial contact with administration.

B. Determine if any potential criminal activity has occurred, and if so contact law enforcement immediately.

C. Determine whether the information received illustrates hazing behavior that is based on the student's or any group of students sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws ("Protected Classes"). If the conduct reported appears to be based on one (1) or more Protected Class, the Administrator shall inform the District Compliance Officer and refer to Policy 5517 – Student Anti-Harassment and proceed accordingly.

D. If the hazing or planned hazing does not appear to be based on any Protected Classes, then the Administrator shall proceed to conduct an investigation consistent with the procedures found in Policy 5517.01 - Bullying. If at any point, information surfaces indicating that hazing activity was based on one (1) or more Protected Class, the Administrator or designee conducting the investigation shall contact the Compliance Officer and consult Policy 5517 – Student Anti-harassment.

Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. Disciplinary action for staff members may be issued up to and including termination from employment. (See Policy 3139 – Staff Discipline or Policy 4139 – Staff Discipline).

policy

The Superintendent shall distribute this policy to all students and District employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

118.13 Wis. Stats.
120.13 Wis. Stats
948.51 Wis. Stats
P.I. 9, 41 Wis. Admin. Code
Fourteenth Amendment, U.S. Constitution
20 U.S.C. 1415
20 U.S.C. 1681 et seq., Title IX of Education Amendments Act
20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974
29 U.S.C. 794, Rehabilitation Act of 1973
42 U.S.C. 1983
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990
42 U.S.C. 2000 et seq., Civil Rights Act of 1964
42 U.S.C. 2000d et seq.
34 C.F.R. Sec. 300.600-300.662
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

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policy

STUDENT ANTI-HARASSMENT

Prohibited Harassment

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

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

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

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

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

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

Other Violations of the Anti-Harassment Policy

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

A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.

B. Filing a malicious or knowingly false report or complaint of harassment.

C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties

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Definitions

Bullying

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

Harassment

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

A. places a student in reasonable fear of harm to his/her person or damage to his/her property;

B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or

C. has the effect of substantially disrupting the orderly operation of a school.

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Sexual Harassment

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

A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;

B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;

C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

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

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

A. unwelcome verbal harassment or abuse;

B. unwelcome pressure for sexual activity;

C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;

E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;

F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;

2. rating a person's sexuality or attractiveness;

3. staring or leering at various parts of another person's body;

4. spreading rumors about a person's sexuality;

5. letters, notes, telephones calls, or materials of a sexual nature;

6. displaying pictures, calendars, cartoons, or other materials with sexual content.

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

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and

I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

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National Origin Harassment

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

Disability Harassment

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

Reporting Procedures

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

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If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.

B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or Superintendent.

C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the building principal or Superintendent.

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D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.

E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.

F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Complaint Coordinator for receiving reports of harassment prohibited by this policy. At least one (1) Complaint Coordinator or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

District Compliance Officers

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

Employee Issues:

Kimberly Hall	Jack Stoskopf, Assistant Superintendent,
Director of Human Resources	Business/Personnel Services
6300 Alderson Street	6300 Alderson Street
Weston, WI 54476	Weston, WI 54476
715-359-4221 ext. 1225	715-359-4221 ext. 1243
khall@dce.K12.wi.us	jstoskopf@dce.k12.wi.us

Student Issues:

Mary Jo Lechner, Assistant Superintendent	Jennifer Zynda
Curriculum and Learning	Pupil Services Director
6300 Alderson Street	6300 Alderson Street
Weston, WI 54476	Weston, WI 54476
715-359-4221, ext. 1327	715-359-4221, ext. 1222
mjlechner@dce.k12.wi.us	jzynda@dce.k12.wi.us

The names, titles, and contact information of these individuals will be published annually in the School District Annual Report to the public and on the School District's web site.

A CO will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the School District community,

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and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

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Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Thereafter, the COs must contact the student, if over age eighteen (18) or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) calendar days of learning of the incident.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

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If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Complaint Procedure

A student who believes she/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, Superintendent, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a complainant informs a teacher, principal, or other District employee at the student's school, the CO, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

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Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of class schedule for the complainant or the alleged harasser, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the ( ) Principal ( ) Superintendent prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be provided an opportunity to respond to the complaint. .

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

A. interviews with the complainant;

B. interviews with the respondent;

C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;

D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations

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At the conclusion of the investigation, the CO shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to harassment. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the Superintendent must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final. If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or Superintendent shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

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Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Confidentiality

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

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

All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

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Sanctions and Monitoring

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The Board shall enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases

where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

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

Reprisal

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

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

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Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the Superintendent determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Complaint Coordinators, the name, mailing

address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address

and telephone number of the United States Department of Education, Office for Civil Rights.

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A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

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

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policy

BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Definitions

"Bullying"

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

D. ""Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;

2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;

3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and

4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;

5. hacking into or otherwise gaining access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;

2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;

3. using a camera phone to take and send embarrassing photographs of students;

4. posting misleading or fake photographs of students on web sites.

"**Harassment**" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"**Staff**" includes all school employees and Board members.

"**Third parties**" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaint Procedures

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the Superintendent.

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

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment.

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

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be **annually** distributed to all students enrolled in the School District, their parents and/or guardians and employees. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks.

Deleted: The policy will also be distributed to organizations in the community having cooperative agreements with the schools.

Deleted: All new hires will be required to review and sign off on this policy and the related complaint procedure.

Deleted: The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

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

Deleted: An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public. ... [1]

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Wis. Stat. 118.46

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DISORDERLY CONDUCT

The School Board recognizes the right of each student to attend school for the purpose of receiving an education. The disruption of the educational program of the schools by disorder or any other purposeful activity will not be tolerated.

For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which is reasonably likely to disrupt the normal operation of the school.

The Board, having the responsibility for providing an educational program for the students of this District, shall have the authority to preserve order for the proper functioning of that program.

Students shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the schools.

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DRUG PREVENTION

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;

B. all chemicals which release toxic vapors;

C. all alcoholic beverages;

D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

E. "look-alikes";

F. anabolic steroids;

G. any other illegal substance so designated and prohibited by law.

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

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

A. emphasize the prevention of drug use;

B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:

1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;

2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;

3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;

4. promotes positive emotional health, self-esteem, and respect for one's body;

5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education;

C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;

D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;

E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.

F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;

G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;

H. require the notification to parents and students that compliance with the standards of conduct is mandatory;

I. provide a biennial review of the school district's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;

J. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's Policy 5610 and Policy 5771 and AG 5610 and AG 5771 on Search and Seizure and Suspension and Expulsion are complied with fully.

Deleted: The Superintendent shall ensure that the warning notice concerning anabolic steroids is installed and properly maintained in each of the District's locker rooms or athletic dressing areas.

policy

Professional staff members are not liable for referring a student to law enforcement or for removing a student from school premises or from participation in a school-related activity for suspicion of possession, distribution, or consumption of any alcoholic beverage or a controlled substance.

The Superintendent shall establish administrative guidelines necessary to implement this policy.

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

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THE SCHOOLS AND GOVERNMENTAL AGENCIES

The School Board is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its responsibility to cooperate with law enforcement agencies and its need for assistance from law enforcement in certain circumstances.

When law enforcement requests permission to interview a student at school, the Superintendent or building administrator shall be contacted prior to any further action by law enforcement. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose, whether the officer has stated that there is an emergency involving imminent threat, or that the officer is in possession of a valid warrant. A warrant shall be deemed valid if executed by a judicial officer and describes the school premises.

If law enforcement is contacted by the administration for assistance, administration shall maintain the lead role in the investigation and shall be present or contact a parent to be present for any interview to the extent reasonable.

When an agency requests permission to remove a student, or does remove a student without prior permission, the building administrator shall notify the Superintendent.

Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of school administration due to suspicion of a violation of school policy that may also be criminal. Second, law enforcement investigations may occur without the initiation of school officials and may or may not involve activity on school grounds.

Different procedures are to be followed in each instance as outlined below:

A. By law enforcement personnel, on request of school authorities

1. An administrator may exercise his/her discretion in determining whether to request assistance of police in investigating a crime, or allegation of a crime, committed in his/her school building or school grounds during school hours. If assistance is so requested, it shall be directed to the local law enforcement agency and the administration shall remain the primary investigator with assistance from law enforcement. When determining whether to contact law enforcement, a school administrator shall consider the mandatory reporting requirements of Section 48.981 in the event the allegations involve suspected child abuse or neglect.

2. If the administrator requests assistance, a police officer may conduct an investigation within the school building and interview students as witnesses in school during the school day. Administrators shall take steps to assure that students are not removed from classes if at all possible. The administrator shall be present during the interview unless the law enforcement officer, student or his/her parent requests that the school official not be present. The student may request other representation such as legal counsel. If a student requests legal counsel, the administrator will make an effort to contact the parent(s) and the student will be put in custody of the police. The administrator shall attempt to contact the parent(s) of any student prior to questioning by police. A decision whether to take a student into custody is the decision of the police.

3. If the investigation focuses on a particular student as a prime suspect of crime, the administrator and the police officer shall abide by the guidelines with respect to any interrogation, search and arrest. Once law enforcement is involved in an investigation of possible criminal activity on school grounds, assuring that the constitutionally protected rights are respected during the investigation process is the law enforcement officers' responsibility.

4. School officials shall assist and cooperate in investigations as requested by law enforcement and consistent with District responsibility to maintain the confidentiality of student records under State and Federal law.

B. By law enforcement personnel without request of school authorities

1. Police officers will be asked to make every effort to interview students outside of the school hours and outside of the school setting in those cases where assistance has not been requested by school authorities. This procedure will not apply to circumstances where a serious crime may be involved, or where imminent threats to persons or property may be involved or where law enforcement states that it is not feasible to interview the student outside of school due to the nature of the investigation and that they are not able to provide specific information substantiating the need to immediately interview the student.

2. If the police deem it absolutely necessary to interview a student at school, the law enforcement personnel shall first contact the administrator regarding the planned visit and inform the administrator of the circumstances that require him/her to investigate within the school and obtain his/her approval to interview a student during school hours. The police officer shall not commence his/her investigation until such approval is obtained. The law enforcement personnel may appeal to the Superintendent if it is deemed that approval was unreasonably withheld.

The administrator shall make every effort to maintain the privacy of the student.

3. Accordingly, the administrator shall do the following:

   a) Request that every attempt be made to schedule questioning during a time the student is not in class.

   b) Request that the student be pulled out of class by a school administrator, rather than a police officer, if necessary.

4. If law enforcement officer is in possession of a **valid warrant**, school officials shall in no way interfere with the officer's execution of the warrant. A warrant shall be considered "valid" if it accurately describes the school facility and is executed by an authorized judicial official. District officials shall not attempt to evaluate the sufficiency of probable cause upon which the warrant is based.

   In the event a law enforcement officer seeks to execute a warrant on school grounds, the officer is to be directed to building administration. The administration shall attempt to assist in executing the warrant by directing the student to report to the office. The school administration shall then (1) contact the student's parent if the student is a minor; and (2) contact the Superintendent. This process shall be followed unless the law enforcement official states that s/he has reason to believe that the subject of the warrant poses an immediate threat to the health and safety of others while in the school. In such a case, school officials shall grant access to the facility for execution of the warrant.

policy

The Superintendent shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.

118.257, Wis. Stats.
120.13(35), Wis. Stats.

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INVESTIGATIONS INVOLVING SUSPECTED CHILD ABUSE

In the event of a law enforcement or social services investigation involving allegations of child abuse under Chapter 48 of the Wisconsin Statutes, school officials shall permit access to any student the law enforcement officer or social services agent determines s/he must speak with.

Office staff shall notify the Superintendent or the building administrator of any such investigation and shall keep a log of activities by the agency conducting the investigation, noting the date, and time of any interviews and the students involved.

The school administration shall notify the student's parents only after being advised by the agency conducting the investigation that parental/guardian contact will not impede their investigation. Because such investigations may involve allegations against the student's caretaker(s), the administration must not contact the parents/guardians unless authorized to do so by the investigating agency.

If the investigating agency determines that it must remove the student from school in the course of their investigation, the administrator should make a record of when the student was released, the agency to which the student was released and the name of the individual agent that removed the student.

This policy should be viewed in conjunction with Policy 8462. Nothing in this policy affects District staff responsibilities as mandatory reporters of suspected child abuse.

Wis. Stats. 48.981

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STUDENT DISCIPLINE

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

A. conform to reasonable standards of socially-acceptable behavior;

B. respect the person and property of others;

C. preserve the degree of order necessary to the educational program in which they are engaged;

D. respect the rights of others;

E. obey constituted authority and respond to those who hold that authority.

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;

B. do not discriminate among students;

C. do not demean students;

D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

A. relate in kind and degree to the infraction;

B. help the student learn to take responsibility for his/her actions;

C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the Superintendent shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

The Superintendent shall publish to all students the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.

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The building administrator shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.

policy

Teachers and other employees of this Board having responsibility for the supervision of students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board or when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

120.13(1), Wis. Stats.

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SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES

In matters relating to the disciplining of students with disabilities, the School Board shall abide by Federal and State laws.

The Superintendent shall establish administrative guidelines and ensure they are properly implemented when disciplining any student with disabilities.

20 U.S.C. Section 1401 et seq.
Section 504, 1973 Rehab. Act
Chapter 115, Wis. Stats.
Section 120.13(1)

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SUSPENSION AND EXPULSION

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

SUSPENSION

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

The Superintendent, the principal, or a teacher designated by the Superintendent may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

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

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

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the Superintendent, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the Superintendent finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

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

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

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a)(3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to the criminal justice or juvenile delinquency system.

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

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1)(c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

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

ADMINISTRATIVE GUIDELINES

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

A. strategies for providing special assistance to students who are in danger of being expelled and are not achieving the goals of the educational program;

B. procedures that ensure compliance with State and Federal law including, but not limited to, due process rights;

C. provision for completing school work when appropriate.

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

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ALTERNATIVE EXPULSION HEARING PROCEDURE

Pursuant to Sec. 120.13(1)(e)(3), Wis. Stats., the School Board has adopted an alternative expulsion procedure to Policy 5610 and AG 5610.

The School Board will designate an independent hearing officer(s), prior to the start of the school year, who will be responsible for conducting the expulsion hearing in accordance with State law and AG 5610.01. The independent hearing officer shall not be a regular school employee.

Within thirty (30) days after the date of the expulsion order, the Board shall meet to review the decision and will either confirm, reverse, or modify the expulsion order. In the interim, the order of the hearing officershall be enforced.

Any appeal of the Board's decision shall be in accordance with Wisconsin Statute 120.13(1)(e)(3).

This policy shall be reviewed annually by the Board prior to the start of the school year and either readopted or repealed.

120.13(1)(e), Wis. Stats.

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IN-SCHOOL DISCIPLINE

It is the purpose of this policy to provide an alternative to out-of-school suspension. The availability of in-school discipline options is dependent upon the financial ability of the School Board to support such a program.

In-school discipline will only be offered at the discretion of the Building Principal for offenses found in the Student Code of Conduct.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. No student shall be refused transportation services until the parent has been notified and other suitable transportation arrangements have been made. Notification to the parent is the responsibility of District personnel and should be made prior to the departure of school buses. If a parent cannot be contacted, the child should be detained on another day.

The Superintendent is to establish administrative guidelines for the proper operation of such programs and to ensure that appropriate due-process procedures are followed as applicable.

120.13(1), Wis. Stats.

policy

DUE PROCESS RIGHTS

The School Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the Superintendent. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefor, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

policy

The Superintendent shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

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CORPORAL PUNISHMENT

While recognizing that students may require disciplinary action in various forms, the School Board cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Professional staff should not find it necessary to resort to physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or school through suspension, expulsion, or other disciplinary intervention.

Professional staff as well as support staff, within the scope of their employment, may use and apply reasonable and necessary force to:

A. quell a disturbance threatening physical injury to self or others;

B. obtain possession of weapons or other dangerous objects upon or within the control of the student;

C. use self-defense or defend others;

D. protect property;

E. remove a disruptive student from school premises, a school-related activity, or a District vehicle;

F. prevent a student from inflicting harm on himself/herself;

G. protect the safety of others.

In addition, staff members may use or apply incidental, minor, or reasonable physical contact designed to maintain order and control with the scope of employment.

policy

In accordance with State law, corporal punishment shall not be permitted. If any staff member, full-time, part-time, or substitute intentionally inflicts, or causes to be inflicted, physical pain by hitting, paddling, spanking, slapping, forcing prolonged maintenance of physically-painful positions, or makes use of any other kind of physical force as a means of disciplining a student, s/he may be subject to discipline up to and including discharge by this Board and possibly criminal assault charges as well. This prohibition applies as well to volunteers and those with whom the District contracts for services.

In determining whether or not a person was acting within the exceptions noted above, if appropriate, deference may be given to reasonable, good faith judgements made by District employees or agents.

The Superintendent shall provide administrative guidelines which shall include a list of alternatives to corporal punishment.

118.31, Wis. Stats.

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USE OF RESTRAINT AND SECLUSION WITH STUDENTS

It is the policy of the School Board to permit the use of seclusion and restraint only when a student's behavior presents a clear, present and imminent risk to the physical safety of the student or others, it is the least restrictive intervention feasible and it is performed in a manner consistent with this policy and law. All students, including students with disabilities, must be treated with dignity and respect. Behavior interventions and support practices must be implemented in such a way as to protect the health and safety of the students and others.

All employees and "covered individuals" shall comply with State and Federal law regarding the use of seclusion and restraint.

Seclusion is defined in the law as the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

Individuals covered by the law include employees of a public or charter school and student teachers. The law specifically includes individuals contracted with the school to provide services, such as CESA employees and student teachers.

The "covered individuals" (school employees and contracted individuals who provide services for a public or charter school) may use seclusion with a student only if all of the following apply:

A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others and it is the least restrictive intervention available.

B. The seclusion lasts only as long as necessary to resolve the risk to physical safety.

C. A covered individual maintains constant supervision of the student.

D. The seclusion room or area is free of objects or fixtures that may injure the student.

E. The student has adequate access to bathroom facilities, drinking water, necessary medication, and meals.

F. No door connecting the seclusion room or area to other rooms or areas is capable of being locked.

Physical restraint is defined as a restriction that immobilizes or reduces the ability of a student to freely move his/her torso, arms, legs, or head. The "covered individuals" may only use physical restraint on or with a student only if all of the following apply:

A. The student's behavior presents a clear, present, and immediate risk to the physical safety of the student or others and it is the least restrictive intervention available.

B. The degree of force used and the duration of the physical restraint do not exceed the degree and duration that are reasonable and necessary to resolve the risk.

C. There are no medical contraindications to the use of physical restraint.

D. None of the following maneuvers or techniques are used:

1. those that do not give adequate attention and care to protecting the student's head

2. those that cause chest compression

3. those that place pressure or weight on the student's neck or throat

4. it does not constitute corporal punishment

5. neither mechanical nor chemical restraints are used

Actions that are specifically excluded from the definitions of seclusion and physical restraint above include: 1) if a student is not confined to an area from which s/he is physically prevented from leaving; 2) directing a disruptive student to temporarily separate himself/herself from the general activity in the classroom to allow the student to regain control or for the teacher to maintain or regain classroom order; 3) directing a student to temporarily remain in the classroom to complete tasks; or 4) briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort or redirect the student.

Parental Notice and Written Report Requirements

Whenever seclusion or physical restraint is used with or on a student, the Principal or his/her designee shall notify the student's parent or guardian as soon as practicable but no later than one (1) business day after the incident. The notice shall advise the parent of the incident and of the availability of the written report.

The Principal shall prepare this written report, in consultation with the individuals involved, within two (2) business days of the incident. The written report shall include details of the student and staff involved in the incident, the description of the incident and the actions of the student before, during and after the incident. The written report shall be retained as a record by the school district and within three (3) business days of the incident, the report shall be made available to the parent for review.

In addition, the school principals will be required to prepare and present an annual report to the Board of the number of incidents involving seclusion or physical restraint, the total number of students involved and the number of students with disabilities involved in such incidents.

Individual Education Program (IEP) Requirements

The law requires that for students with identified disabilities under the Individuals with Disabilities in Education Act (IDEA), the first time that seclusion or physical restraint is used on a "child with a disability," the student's Individual Education Program (IEP) team must convene as soon as possible after the incident. The IEP team shall review the student's Individualized Education Plan to ensure that it contains appropriate positive behavioral interventions and supports to address behaviors that are of concern and to revise the IEP if necessary.

Mandatory Training for Staff

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Staff who engage in the lawful use of physical restraint shall obtain training as to the methods of preventing the need for physical restraint, identification of dangerous behaviors that may indicate the need for physical restraint and the methods of evaluating risk of harm such that physical restraint is warranted, experience in administering and receiving various types of restraint, instruction on the effects of restraint, monitoring signs of distress during restraint, obtaining medical assistance and demonstrating proficiency in administering physical restraint.

Pursuant to State law, the Superintendent shall create and maintain a record of the training received by the employees and school staff covered by the State law governing seclusion and restraint (Act 125).

Limited Training Requirement Exception

Training for staff in the use of physical restraint is required unless the situation is an emergency and a trained individual is not immediately available due to the "unforeseen nature of the emergency." However, at a minimum the school in which physical restraint is used must ensure that at least one (1) employee has been trained in its use.

Disciplinary Action for A Violation of This Policy

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In addition to any penalty prescribed by law, the Superintendent is directed by this policy to see that a Board employee who intentionally, knowingly or recklessly violates this policy is subject to disciplinary action up to and including dismissal. A Board employee engages in conduct "intentionally" if, when s/he engages in the conduct, it is his/her conscious objective to do so. A Board employee engages in conduct "knowingly" if, when s/he engages in the conduct, s/he is aware of a high probability of a violation of this policy. A Board employee engages in conduct "recklessly" if s/he engages in conduct in violation of this policy in a plain, conscious, and unjustifiable disregard of harm that might result to a student and the disregard involves a substantial deviation from acceptable standards of conduct established by this policy.

Retaliation for Fully Implementing or Reporting Violations

No Board employee shall be permitted to retaliate against a person for reporting or objecting to actions in violation of this policy or providing information regarding a violation of this policy.

Individuals with Disabilities Education Act, as amended
Wis. Stats. Chapter 115 and 118 (115.787 and 118.305)

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STUDENT COMPLAINTS

The School Board recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the Superintendent.

118.13 Wis. Stats.
P.I. 9, 41, Wis. Adm. Code
Fourteenth Amendment, U.S. Constitution
20 U.S.C. 1681, Title IX of Education Amendments Act
20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974
29 U.S.C. 794, Rehabilitation Act of 1973
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990
42 U.S.C. 2000 et seq., Civil Rights Act of 1964
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

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STUDENT ACTIVISM

It is the policy of the School Board to encourage students to express opinions and ideas, take stands, and support policies, publicly or privately, orally and in writing. Students may be given this opportunity for expression through established school media. Such expression should not interfere with the educational program or present a health or safety hazard. Students may advocate change of law or school regulations and pursue their advocacy by due process means.

Students may not use obscenity, slanderous or libelous statements, or disruptive tactics, or advocate violation of the law or school regulations.

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SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

The School Board sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorized the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

policy

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

The Board expressly authorizes the publication/performance of student media outside the school community (i.e. to the general public). See Board Policy 9160.

The building principal shall designate one or more professional staff members to serve as advisors for the purpose of establishing guidelines for appropriate subject matter for publication and with responsibility for compliance with established guidelines. The staff member shall review proposed content and promptly notify the student writers whether their proposed article will or will not be published.

Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

Advertising is permitted in all school-sponsored student publications/productions.

Advertisements submitted for publication or inclusion in a production shall be reviewed by the class/activity advisor and/or the building principal. The Superintendent retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

General Prohibitions

Regardless of their status as non-public or limited-purpose public *forums*, the Board prohibits publications, productions and advertisements that:

A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;

B. fail to identify the student or organization responsible for the publication/performance;

C. solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Board.

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EQUAL ACCESS FOR NONDISTRICT-SPONSORED, STUDENT CLUBS AND ACTIVITIES

The School Board will generally not permit the use of school facilities by nondistrict-sponsored student clubs and activities or District-sponsored, extra-curricular clubs and activities during instructional hours, unless the activity will not interfere with instructional time for participating students. During noninstructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for Nondistrict-Sponsored student clubs and activities to meet on school premises shall be made to the building principal, who shall grant permission provided that s/he determines that:

A. the activity has been initiated by students;

B. attendance at the meeting is voluntary;

C. no agent or employee of the District will promote, or lead;

D. the meeting does not unduly disrupt the orderly conduct of instructional activities in the school;

E. nonschool persons do not direct, conduct, control, or regularly attend the activity.

A student-initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights law (hereinafter referred to as "Protected Characteristics").

policy

The Board will not permit the organization of a fraternity, sorority, or secret society. A student-initiated meeting may be attended by no more than two (2) outside resource person(s). The Superintendent may exclude nonstudents from directing, controlling, or attending any such meetings of students.

A professional staff member may be assigned to attend a student initiated meeting in a custodial capacity but shall not be required to participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

Adults or community organizations who wish to sponsor a meeting or activity for students shall follow the procedure established in Policy 7510 – Use of District Facilities to request permission to use the District's facilities for such a meeting or activity. Adults who make such a request shall be required to provide a general description of the purpose of the meeting or activity, and participation in such a meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights law (hereinafter referred to as "Protected Characteristics").Furthermore, conducting such a meeting or activity during the school day may be permitted, provided it occurs during non-instructional time and parent permission may be required for any student wishing to participate.

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

118.13 Wis. Stats.
P.I. 9, 41 Wis. Admin. Code
Fourteenth Amendment, U.S. Constitution
20 U.S.C. 1415
20 U.S.C. 1681 et seq., Title IX of Education Amendments Act
20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. 4071 et seq., Equal Access Act of 1984
29 U.S.C. 794, Rehabilitation Act of 1973
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990
42 U.S.C. 1983
42 U.S.C. 2000d et seq.
42 U.S.C. 2000e et seq., Civil Rights Act of 1964
34 C.F.R. 300.600-300.662
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

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PARENTAL-MARRIED STATUS OF STUDENTS

A student's marital status shall not be a basis for discrimination or other restriction in that student's educational programming. Likewise, the Board of Education supports the provision of modifications and other services to enable resident school age parents to continue their education.

School age parents include any person under the age of twenty-one (21) who is not a high school graduate and is a parent, expectant parent, or a person who has been pregnant within the immediately preceding 120 days.

The school may request medical verification of a pregnant student's ability to continue in all classes in her program. A school age parent, however, may not be compelled to withdraw from his/her regular education program.

115.91 Wis. Stats.
118.13 Wis. Stats.
118.15(4m) Wis. Stats.
P.I. 9, 41, Wis. Adm. Code
Fourteenth Amendment, U.S. Constitution
20 U.S.C. 1681, Title IX of Education Amendments Act
20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974
29 U.S.C. 794, Rehabilitation Act of 1973
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990
42 U.S.C. 2000 et seq., Civil Rights Act of 1964
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

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SEARCH AND SEIZURE

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

School Property

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

The Board directs that the searches may be conducted by the Superintendent, building principals, assistant principals, Police Liaison Officer, and others as assigned by the Superintendent.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school liaison officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator may proceed with the search. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by an administrator and the police liaison officer in the presence of the student. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

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Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

A. The presence of the dogs on school property is authorized in advance by the Superintendent, except in emergency situations, or is pursuant to a court order or warrant.

B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.

C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

policy

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The Superintendent shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

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

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WEAPONS

The School Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the Superintendent.

This prohibition does not apply to cased, unloaded firearms in a locked vehicle driven or parked in any part of school grounds used as a parking facility, and ammunition for such firearms.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

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

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The Superintendent will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

A. weapons under the control of law enforcement personnel;

B. items pre-approved by the Superintendent or designee, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved);

C. theatrical props used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

120.13(1), Wis. Stats.
943.13, Wis. Stats.
948.605, Wis. Stats.
18 U.S.C. 921(a)(3)
18 U.S.C. 922
20 U.S.C. 7151

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STUDENT/PARENT RIGHTS

The School Board recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time the Board recognizes that no student may be deprived of the basic right to equal access to the educational program and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with the guidelines and District rules.

Administrators, counselors, and teachers shall not provide a supporting affidavit for students who have petitioned the court to grant them the status of emancipated minors unless prior approval has been obtained from the Superintendent.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

policy

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent shall develop a procedure addressing the rights of parents and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

This policy shall not supercede any rights under the Family Education Rights and Privacy Act.

20 U.S.C. 1232h

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policy

STUDENT FUND-RAISING

The School Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. The Board requires that fundraisers by student clubs and organizations that involve the sale to students food items and/or beverage that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals.

Fundraising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the Principal.

Fundraising off school grounds may be permitted by the Superintendent.

All other fund-raising shall be done in accordance with Board Policy 9700.

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The Superintendent shall establish administrative guidelines for the solicitation of funds which shall:

A. specify the times and places in which funds may be collected;

B. describe permitted methods of solicitation which do not place undue pressure on students;

policy

C. limit the kind and amount of advertising for solicitation;

D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;

E. limit the number of fund-raising events.

F. Specify how funds will benefit students.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

Wis. Stat. 103.23

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policy

STUDENT GROUPS

It is the policy of the School Board that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school-approved personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature.

Membership in the organization or operation of any high school fraternity, sorority, or any other secret society as described by law is prohibited throughout the School District. In particular, the Board will not tolerate any type of gang or gang-related activity to occur on District property or while students are under the auspices of the Board.

939.22(9), Wis. Stats.

policy

SOCIAL EVENTS

The School Board recognizes the value of student social events in enhancing and enriching the educational experience for the children of this community.

The Board will make school facilities available and provide appropriate staff for the conduct of social events within the school facilities which have been approved by the principal.

School social events which take place outside school facilities must be approved by principal.

As voluntary participants in school social events, students shall be held responsible for compliance with the rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures applicable during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school.

The Superintendent shall develop administrative guidelines for the conduct of student social events which shall include provision for chaperonage, adult supervision, and/or police protection required by the circumstances of the event.

120.13(1), Wis. Stats.

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policy

STUDENT ATTENDANCE AT SCHOOL EVENTS

The School Board encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending as nonparticipants are properly safe-guarded, the Board recommends that all pre-high school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The Board will not be responsible for students if they attend without an adult chaperone.

The Board will provide supervision for all students who are participants in District-sponsored events.

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SAFETY PATROL

The School Board recognizes the value of a student safety patrol as an essential part of the school program to instruct the students of this District in good safety habits and to provide opportunities for leadership training.

The Board authorizes the formation of a school safety patrol of students in grades K - 5 who shall serve without recompense.

Members of the school safety patrol may be assigned to control and direct student traffic in the school buildings; on school grounds; and on sidewalks or paths adjacent to a street or roadway.

No safety patrol member shall be permitted to direct or place himself/herself in the path of vehicular traffic.

The Board authorizes the purchase of supplies and equipment to identify safety patrol members and enable them to perform their assigned functions.

118.10, Wis. Stats.

policy

STUDENT PRODUCTION OF GOODS AND SERVICES

It is the policy of the School Board that students may produce goods and services for nonprofit community organizations or groups during school hours or in school activities only to the extent that such production furthers the educational development of those students. Care must be exercised by the administration in interpreting this policy to avoid exploitation of the students.

policy

PUBLIC PERFORMANCES BY STUDENTS

The School Board recognizes the value to students of sharing their talents and skills with the community through participation and performances in public events.

The Board endorses such performances when:

A. they constitute a learning experience which contributes to the educational program;

B. the circumstances of the event do not pose a threat to the health, safety, and well-being of the students who will be involved.

All requests for public performances by students require the approval of the principal.

The Superintendent shall develop administrative guidelines to implement this policy which include the requirement that parental permission is sought and received before students participate and that the interests of our students are to be protected and guarded against exploitation.

policy

6000	**FINANCES**
6110	Federal Funds
6144	Investment Income
6145	Borrowing
6150	Tuition Income
6151	Bad Checks
6152	Student Fees, Fines, and Charges
6210	Fiscal Planning
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6320	Purchasing
6330	Leasing School Property
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6621	Change Fund
6670	Trust and Agency Funds
6680	Recognition
6700	Fair Labor Standards Act (FLSA)
6800	System of Accounting
6830	Audit

policy

FEDERAL FUNDS

It is the objective of the School Board to provide equal educational opportunities for all students within the District. Therefore, it is the intent of the Board to study Federal legislation to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accord with Federal guidelines on discrimination. All Federal funds received by the District will be used in accordance with the applicable Federal law. The Superintendent shall ensure that each draw of Federal monies is as close as administratively feasible to the related program expenditures.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless the instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in the schools.

Compliance Supplement for Single Audits of State and Local Governments
20 U.S.C. 7906

© NEOLA 2002

policy

INVESTMENT INCOME

The School Board authorizes the Superintendent or Assistant Superintendent, Business/Personnel Services to make investments of available monies from the funds of the District on a competitive basis in:

A. time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in the State, if the time deposits mature in not more than five (5) years;

B. bonds or securities issued or guaranteed as to principal and interest by the Federal government or by a commission, board, or other instrumentality of the federal government;

C. bonds or securities of any county, city, drainage district, technical college district, village, town, or school district in the State;

D. other securities authorized by 66.0603;

E. the local government pooled-investment fund.

The purpose of the investments is to maximize the returns on the District's cash balances consistent with safety of those monies and with the desired liquidity of the investments.

Investments in U.S. Treasury securities and those other securities completely guaranteed by the Treasury as to payment of principal and interest may be purchased in any dollar amount or up to 100% of the available reserves.

Interest derived from an investment shall be deposited, except as otherwise provided by law, in the District's General Fund.

25.50, 66.0603, 67.10, Wis. Stats.

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BORROWING

Upon a two-thirds (2/3's) affirmative vote of the School Board, the Assistant Superintendent, Business/Personnel Services shall prepare the data and applications regarding the borrowing of funds needed for the immediate operation of the District. Such borrowing shall be in accordance with the provisions of 67.12(8).

Quotations shall be solicited for all short term loans which the Board has authorized. Funds shall be borrowed from the responsible organization offering the most favorable terms, as approved by the Board.

67.12, Wis. Stats.

policy

TUITION INCOME

The School Board shall assess tuition for attendance in District schools by students who are not entitled to receive a free, public education in this District and whose enrollment has been approved by the Superintendent.

Tuition rates shall be determined in accordance with 121.83 and reviewed by the Board. Rates shall represent the cost per student membership within the limits established by law. Rates will be available before the beginning of the school year or before the student's attendance commences. Charges shall be the maximum permitted by law.

The School Board will make the final decision as to whether a nonresident other than open enrollment is admitted to the District. The School Board retains the right to refuse admittance to nonresident other than open enrollment students.

The Assistant Superintendent, Business/Personnel Services shall be responsible for the assessment and collection of tuition. Tuition billing may be assessed daily in advance of the period for which the billing is made.

121.75 et seq., Wis. Stats.

policy

BAD CHECKS

When the District receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the Assistant Superintendent Business/Personnel Services or designee shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within fourteen (14) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the School Board authorizes the Superintendent to remove the fee or charge from the District's Accounts Receivable and to take appropriate action against the student and/or the parents.

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STUDENT FEES, FINES, AND CHARGES

The School Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge.

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the Business Office with an accurate accounting of all transactions.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Any fees or fines collected by members of the staff are to be turned into the School Office within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Assistant Superintendent, Business/Personnel Services to take the student and/or his/her parents to Small Claims Court for collection.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

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policy

FISCAL PLANNING

The School Board shall collect and assemble the information necessary to discharge its responsibility for the fiscal management of the School District and to plan for the financial needs of the educational program. The Board will strive toward maintaining both short and long range projections of District financial requirements.

Annually the School Board shall:

A. adopt a budget calendar;

B. approve a per student allocation used to determine building budgets;

C. approve the flat dollar allocation for support budgets;

D. approve the allocation for buildings and grounds projects based upon recommendations from Administration.

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policy

BUDGET PREPARATION

The District's operation and educational plan is reflected in its budgets. Each year, the School Board will cause to have prepared and then review and approve the budget.

Each budget shall be designed to carry out District operations in a thorough and efficient manner, maintain District facilities properly, and honor continuing obligations of the Board.

A proposed budget requires the critical analysis of every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

The Board directs the Assistant Superintendent, Business/Personnel Services to present the budgets to the Board along with all available information associated with each budget in sufficient time to allow for proper analysis and discussion prior to the hearing.

When presented to the Board for review and/or adoption, the information shall include, as appropriate:

A. the proposed expenditure and revenue in each financial category for the ensuing year;

B. the actual expenditure, the approved budget, and the revenue in each financial category for the previous three (3) years.

65.90, Wis. Stats.

policy

BUDGET HEARING

The annual budget adopted by the School Board represents the Board's position on the allocation of resources required to operate an appropriate system of education. All reasonable means shall be employed by the Board to present and explain that position to all interested parties. A public budget hearing will be conducted at the annual meeting.

The report will include:

A. receipts and expenditures of the School District since the last annual meeting;

B. the current cash balance of the School District;

C. the budget summary required under s. 65.90 of the Wisconsin Statutes.

D. the amount in the trust established pursuant to Section 66.0603 (lm) (b) 3. of the Wisconsin Statutes, the investment return earned by the trust since the last annual meeting, the total of disbursements made from the trust since the last annual meeting, and the name of the investment manager if the investment authority has been delegated.

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Each member of the Board and each Superintendent shall be sufficiently acquainted with the budget and its underlying purposes to answer questions from members of the public.

A simplified form of the budget may also be prepared annually and may be sent to appropriate parties and distributed to each person attending the annual budget hearing.

policy

A simplified budget may include the expenditure in each major category of current expense for the current year and the coming year and a summary of anticipated receipts as well as a brief explanation of significant increases and decreases from the preceding budget.

The final budget approved by the Board shall be made available to the public in the form and places as required by law.

65.980, Wis. Stats.
120.11(3), Wis. Stats. (for common or union high districts only)

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policy

BUDGET IMPLEMENTATION

The School Board places the responsibility of administering the budget, once adopted, with the Superintendent. S/He may consult with the Assistant Superintendent, Business/Personnel Services when major purchases are considered and shall keep the Board informed as to problems or concerns as the budget is being implemented.

The Superintendent is authorized to proceed with making financial commitments, purchases, and other expenditures within limits provided in the budget, limitations stated in Board policies, and within legal authority expressed in State statutes.

Listings of the Treasurer's report, balance sheets, and budget transfers shall be submitted monthly to the Board to keep members informed as to the status of the budget and overall financial condition of the District.

If, during the fiscal year, it appears that actual revenues will be less than actual expenditures, the Assistant Superintendent Business/Personnel Services shall present to the Board recommended amendments to the budget that will prevent expenditures from exceeding revenues. S/He shall ensure that such recommendations shall be in accordance with requirements of the law and provisions of negotiated agreements. Budget amendments must be approved by a two-thirds vote of the full Board.

66.0607(7), 120.11(4) Wis. Stats.

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policy

FUND BALANCE

Operating Reserve

The School Board recognizes a need to maintain an operating reserve in the General Fund for the following reasons:

A. To provide adequate working capital sufficient to meet the cash flow requirements of the District thus minimizing cash-flow (temporary) borrowing needs.

B. To serve as a safeguard against unanticipated expenditures and unrealized revenues.

C. To maintain or improve the District's favorable credit rating.

In recognition of these needs, the School Board shall support and continually strive to develop and maintain sufficient funds to achieve a minimum of fifteen percent (15%) of total annual operating expenses in the fund balance as measured at fiscal year-end (June 30).

The School Board shall report its fund balance in accordance with generally accepted accounting principles. The District shall classify fund balance into the following categories:

A. Non-spendable - Cannot be spent because they are either (a) not in spendable form (such as inventory and prepaid expenses) or (b) legally or contractually required to be maintained intact.

B. Restricted - Should be reported when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.

C. Committed - Specific purposes pursuant to constraints imposed by formal action of the district's highest level of decision-making authority.

policy

D. Assigned - Reflects amounts that are constrained by the government's intent to be used for specific purposes, but meet neither the restricted nor committed forms of constraint.

E. Unassigned - The residual classification for the general fund only.

The fund balance for general fund shall be designated as unassigned other than the amount restricted for self-insurance. The fund balance for the spendable portions of the special revenue trust fund, debt service fund, capital projects fund, food service fund, postretirement fund and the community service fund shall be designated as restricted.

In the event that the School Board may want to reclassify fund balances into a new category, they may do so by a majority vote during a posted and open meeting.

For any fund where the current year results in expenditures exceeding revenues, the deficit will first reduce unassigned fund balance, then assigned fund balance and finally to committed fund balance until exhausted.

Fund balance information shall be published and reported in accordance with state law requirements. The Board shall annually review the status of the operating reserve following the audit of the District's financial statements.

Fund balance information shall be published and reported in accordance with state law requirements. The Board shall annually review the status of the operating reserve following the audit of the District's financial statements.

Government Accounting Standards Board Statement 54

policy

PURCHASING

Purchasing Procedures

All purchasing by the District shall be delegated by the Superintendent to the Assistant Superintendent, Business/Personnel Services or his/her designee.

Purchasing for budgeted items shall originate with key personnel directly responsible for their use. The Assistant Superintendent, Business/Personnel Services shall arrange for appropriate administrative review whereby all purchasing will be examined and approved, or denied.

District staff making purchasing decisions will consider price, quality, service, guarantee of product, payment terms, delivery and dependability of supplier. Employees are to purchase only budgeted items, purchase only goods and services that are appropriate, manage their budgets, and account for what is purchased.

If the Business Office denies a purchase based upon budget availability, it will be returned to the person who entered the requisition, check request or P-Card transaction. When sufficient budgeted funds are not available in an account to permit the purchase of goods or services necessary to the educational program or to the operation or maintenance of the District, budget transfers will be required.

Purchase Orders

Requisitions for budget items shall be entered into the District's financial software by personnel overseeing the respective budget with the appropriate supporting documentation. The Business Office shall receive and process the requisition in a manner beneficial to the overall purpose of the schools. If the Business Office denies a requisition, it will be returned to the person who originally entered it. When a requisition receives final approval, the budgetary accounts will be encumbered and a purchase order will be sent to the respective vendor by the business office. When the product or service has been procured the department that placed the order is responsible to receive for the product through the District's financial system. When the final invoice has been received by accounts payable, the amount due will be paid and the purchase order closed.

Check Requests

Certain circumstances allow for the use of a check requests. Some examples include employee reimbursements, insurance, transportation invoices and other miscellaneous transactions. All check request will be entered into the District's financial software by personnel overseeing the respective budget with the appropriate supporting documentation. The Business Office shall receive and process the check request in a manner beneficial to the overall purpose of the schools. If the Business Office denies a check request, it will be returned to the person who originally entered the request. When a check request receives final approval by the business office, the invoice will be paid by accounts payable. Accounts with insufficient funds will be denied until a budget transfer is completed to cover the amount of the check request.

Reoccurring Invoice Entry

Invoices paid on an ongoing basis shall be entered by the business office through a reoccurring entry. Some examples include water, sewer, gas, electric, propane and postage. Because of the ongoing nature of these transactions, they do not need monthly approvals by a District administrator.

Procurement Cards (Credit Cards)

Procurement cards may be issued to staff members to be used in purchasing goods and services solely and exclusively for the authorized business purposes of the District. Each staff member using a procurement card (P-Card) must first have signed a P-CARD USE AGREEMENT form.

The Assistant Superintendent, Business/Personnel Services shall establish procedures for staff to follow when using a P-Card. Staff shall be responsible for the proper use of a P-Card. Improper or unauthorized use of the purchasing privilege shall result in reduced credit limit or surrender of the card and may result in other disciplinary action up to and including termination.

Employees ordering goods or services by P-Card are responsible for reconciling their transaction within the District's financial software with the appropriate supporting documentation.

policy

Receiving Goods

Each receipt of goods is to be inspected for possible damage and counted by the person responsible for receipt of product. The Business Office shall be notified of all damage or discrepancies found by persons receiving materials or equipment.

Relations with Vendors

The school board wishes to maintain good working relations with vendors who furnish materials, supplies, and services to the school District. Vendor representatives should be acknowledged and interviews granted or not, depending on the circumstances. All communications should be answered or acknowledged promptly.

No purchase will be made from a member of the Board, nor from any member of his or her immediate household, nor from any enterprise in which he or she holds a substantial interest, except for public utilities and those purchases allowed by law. (Ref. Wisconsin Statutes 946.13)

No employee or Board member shall endorse any product of any kind in such a manner as will identify him or her in any way as an employee of the school District unless approved by the Superintendent or the School Board.

Payment for Goods & Services

Checks for all budget-approved items shall be issued weekly. A list of checks will be submitted monthly to the School Board for ratification.

Conflict of Interest

District purchases aggregating more than $5,000 in a given year may not be placed with any firm in which a significant interest is held by any School Board member, the Superintendent of Schools or other administrative personnel, or any employee of the District in a position to use, or recommend the use of the item or service purchased.

Purchasing Prior to Annual Meeting

The School Board recognizes a need to continue the operations of the school District prior to final adoption of the fiscal year budget and setting of the District's tax levy. Therefore, approval is granted to place orders and continue operations before final budgets are adopted by the board.

Quantity Purchasing

In an effort to obtain the most favorable purchase prices, the school District may utilize quantity purchasing, and competitive bidding when the quantity or cost of materials is great enough to warrant the time and expenditure involved. Quantity purchasing might be achieved through cooperative buying with other governmental units, other school Districts, or consolidating purchases within the District. Standard bid lists may be developed in as many product areas as determined by the Business Office.

Bids & Quotations

Written bids or quotations for materials or services may be sought when the quantity or cost of materials is great enough to warrant the time and expenditure involved. On purchases of high dollar value for which specifications can be reliably written, the quality gauged, and the quantity measured or counted, competitive quotations or bids shall be requested at the discretion of the Assistant Superintendent, Business/Personnel Services.

The Assistant Superintendent for Business/Personnel Services, or his designee, may accept bids or quotations for supplies and materials, equipment and minor remodeling or maintenance projects.

Bidding for school building construction shall conform to Wisconsin Statutes and shall be preceded by a pre-qualification procedure. The School Board, at a regular or special meeting, shall accept bids for construction contracts.

The School Board reserves the right to accept or reject any or all bids, and to accept only those bids it deems most advantageous to the District.

policy

Local Purchasing

The District shall cooperate with local merchants in offering them the opportunity to bid. Local purchasing will be given preference whenever the following factors are equal between local and non-local firms, businesses or vendors. However, administration still reserves the right to reject any or all quotations for any reason.

A. Quality of product

B. Conformance to specifications

C. Cost of product

D. Promptness of delivery

E. Service for maintenance, repair and guarantee of product

F. Dependability of supplier

G. Payment terms

66.29, 66.293 Wis. Stats.
48 C.F.R. Section 9.4

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LEASING SCHOOL PROPERTY

The School Board is authorized to lease for a term not exceeding fifteen (15) years; property, buildings, and equipment, not needed for school purposes to any person for any lawful use at a reasonable rental fee, if approved at an annual or special school district meeting. Lease agreements entered into, modified or extended before April 17, 2004, may not exceed fifteen (15) years.

Deleted: school sites

120.13(25) Wis. Stats.

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policy

COOPERATIVE PURCHASING

The School Board recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this District through joint agreements for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units.

The Board authorizes the Assistant Superintendent, Business/Personnel Services or designee to negotiate such joint purchase agreements for services, supplies, and equipment which may be determined to be required from time to time by the Board and which the Board may otherwise lawfully purchase for itself, with governmental contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

Section 16.73 Wis. Stats.

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PAYMENT OF CLAIMS

The School Board directs the prompt payment of legitimate claims by suppliers of goods and services to the School District.

Each bill or obligation of this Board must be itemized fully, and verified before a warrant can be drawn for its payment.

When an invoice is received, it shall be verified that a voucher is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, and that the amount of the invoice is correct. Each verified claim is to be paid within thirty (30) days.

All Accounts Payable Check and ACH payments shall be submitted for Board review in the form of a listing that includes the vendor name, the number and amount of the check, check date, and invoice number.

66.0607, 66.0135, Wis. Stats.

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policy

PAYROLL AUTHORIZATION

The most substantial payment of public funds for the operation of the School District is that which is made to the employees of the School Board for services rendered. To ensure that each person so compensated is validly employed by this District and that the compensation remitted fairly represents the services rendered, this policy is promulgated.

Employment of all District personnel whether by the year, term, month, week, day, or hour in contract, temporary, or substitute form must be approved by the Board except where authority to appoint certain personnel of the District has been delegated to the Superintendent.

109.03, Wis. Stats.

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policy

PAYROLL DEDUCTIONS

The School Board directs the Superintendent to ensure that deductions are made from an employee's paycheck as required by law (e.g., State and Federal withholding and employment taxes). The Board also authorizes payroll deductions for the following purposes:

A. Wisconsin Retirement System (Standard Contribution)

B. Section 125 deductions (cafeteria plans)

C. contributions to United Way

D. payment of group insurance premiums for a plan in which District employees participate

E. 403(b) and WI Deferred Compensation program(s)

F. Other miscellaneous payroll deductions as approved by the Superintendent.

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policy

STUDENT ACTIVITY FUND

It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate, co-curricular and extra-curricular activities of student organizations.

Each activity covered by this policy must be recognized by the Board of Education before monies can be collected or disbursed in the name of said activity. The Superintendent is directed to obtain annually a list and brief description of the objectives, activities, and limitations of each fund prior to the start of the new fiscal year.

Deleted: District Administrator

The Board authorizes the maintenance of approved student activity funds.

All activities shall be on a self-sustaining basis.

The Assistant Superintendent Business Services/Personnel (or his/her designee) shall be the Treasurer of the student activities fund. S/He may delegate responsibility to the principal.

There shall be established in the fund(s) an account for the use of needy students to be disbursed at the discretion of the Building Principal.

Fund raising for all student activities will be in accordance with Board Policy 5830 and Policy 9700.

Interest earned on the activity account will be allocated by the building principal.

Misappropriation of activity funds, which includes theft or any other misuse of funds, will result in discipline up to and including suspension, expulsion and/or termination.

All monies accumulated in the account of a specific activity will be disposed of in accordance with the procedures set forth in the administrative guidelines established by the Superintendent.

Deleted: class or

Deleted: District Administrator

policy

After one year of inactivity, the unexpended funds of discontinued student organizations shall be transferred to student organizations as determined by the building principal.

120.16(2) Wis. Stats.

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policy

PETTY CASH

The School Board recognizes the convenience afforded the day-by-day operation of the schools by the establishment of one (1) or more petty cash funds. The Board shall require the imposition of such controls as will prevent abuse of such funds.

Each administrator of a petty cash fund shall ensure that the funds in his/her care shall be disbursed only for minor expenditures not readily deferred. No petty cash fund may be used to circumvent the purchasing procedures required by law and the policies of this Board. A request for petty cash funds must be signed by the person making the request, include such supporting documentation, and approved by the administrator overseeing the account. The petty cash box must be secured daily.

The administrator or assigned designee of each petty cash fund shall prepare a schedule of disbursements when the funds available in petty cash have declined to less than twenty-five percent (25%) of the full amount authorized and shall show the disbursements by line account numbers. The administrator or assigned designee shall submit a check request with supporting documentation requesting replenishment in like amount.

policy

CHANGE FUND

Deleted: [1]

The Board authorizes the establishment of a change fund to be in the care of the designated building cashier, who shall be responsible for providing change as needed.

These change funds are set up at the discretion of the building principal.

policy

TRUST AND AGENCY FUNDS

The School Board directs the establishment of Trust and Agency Funds for the financial administration of trusts operated by and duly approved by the Board.

The Assistant Superintendent of Business/Personnel Services shall be responsible for the administration of Trust and Agency Funds. Funds will be audited annually and will be administered under appropriate accounting controls. The books of account will record income and expenses separately for each approved area.

Investing - Non-Trust Funds

The Assistant Superintendent, Business/Personnel Services shall be responsible for investing funds not immediately needed to meet current expenditures. Investments shall be made with entities approved by the School Board and comply with statutory investment guidelines. Depositories and investment entities shall be annually approved by the School Board and at least annually the School Board shall review the investment vehicles and status of investments.

Investing – Trust Funds

The School Board realizes that funds held in trust place a high degree of accountability on those having a stewardship responsibility. The Government Accounting Standards Board (GASB) now requires full disclosure of Other Post Employment Benefits (OPEB) liabilities. It is incumbent upon the Assistant Superintendent Business/Personnel Services or designee to develop an investment plan and long range funding goals based upon current and periodically updated actuarial projections identifying and addressing those liabilities. Therefore, the Board has established trust funds to meet its future obligation. The Board may use professional advice, on a fee for services basis, from appropriately licensed or certified person or firm. The investment advisor shall be registered under 15 USC 80b-3 and have knowledge of school finance regulations. The firm shall work with the Assistant Superintendent Business/Personnel Services or designee to develop the appropriate asset mix and fully disclose the volatility or fluctuation of the various asset classes, risk exposure and level of liquidity. The Board shall appoint a trustee who shall not be the investment advisor.

policy

The status of the trust's investment portfolio shall be monitored on a regular basis. A report shall be made at the annual meeting and shall state the amount in trust, the investment return earnings and the total disbursement made from the trust since the last annual meeting. The report shall also include the name of the investment manager if the investment authority has been delegated. The Board shall approve all investment guidelines. The trustee shall be held harmless from any losses that may occur due to the failure of any depository to return capital and/or accrued interest to the district should said trustee of the district follow the guidelines established in this policy or any subsequent Board directives. The Board realizes that at any point in time, the value of invested assets may fluctuate. However, the most important aspect of the investment plan shall be that of protecting the principal.

Post-Employment Benefits

Funds held in trust for post-employment benefits may be invested and re-invested in the same manner as is authorized in Policy 6144. Interest derived from these investments shall accrue, except as otherwise provided by law, to these designated trust funds.

At the annual meeting the Treasurer's report shall include the amount in the trust, the investment return earned since the last annual meeting, the total disbursements since the last annual meeting and the name of the investment manager if investment authority has been delegated under Wis. Stats. 66.0603(3)(b).

66.0603, 120.11, Wis. Stats.

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policy

RECOGNITION

The purpose of this policy is to permit the School Board to honor its staff, former Board members, and other nonemployee persons with plaques, pins, token retirement gifts and awards, and other amenities.

The Board wishes to also honor staff, students, citizens, and advisory groups for their contributions with appropriate recognitions and authorizes administrators to purchase meals, refreshments, and/or other amenities to further the interests of the District.

The Board hereby affirms that the expenses incurred as listed above do serve a public purpose. The Board believes that "public purpose" serves for the promotion of education, rapport with the business community, community relations, and the encouragement of nonemployees to serve as volunteers as well as furthering other interest.

The funds shall be made available from the general fund.

Refer to Administrative Guidelines.

policy

FAIR LABOR STANDARDS ACT (FLSA)

It is the School Board's policy to comply with the provisions of State and Federal Law and their respective implementing regulations, relating to minimum wages and overtime, provided the terms of an applicable collective bargaining agreement do not provide for greater rights to its employees. To that end, the Board shall pay at least the minimum wage to all employees. Further, the Board recognizes the safe and efficient operation of the District may occasionally require covered, non-exempt employees to work more than forty (40) hours during a given work week. Such employees shall be paid overtime compensation.

Work week is defined as the seven (7) day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m. (or Monday at 12:00 a.m. and continuing to the following Sunday at 11:59 p.m.)

Covered, non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours in a given work week will receive overtime compensation at the rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay for all hours worked in excess of forty (40) in the work week.

The Superintendent or his/her designee shall determine the necessity and availability of overtime work.

Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature.

Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor will be subject to disciplinary action, up to and including termination.

Exempt employees are individuals who are exempt from the State and Federal overtime provisions. Generally, individuals employed in a bona fide executive, administrative, or professional capacity, and certain computer employees are considered exempt. To qualify for the exemption, employees generally must meet certain tests regarding their job duties and be paid on salary basis. The salary requirement does not apply to teachers. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work. Subject to certain exceptions, an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked.

The Board reserves the right to make deductions from the pay of otherwise exempt employee under the following circumstances:

A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability

B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness

C. to offset amounts employees receive as jury or witness fees, or for military pay

D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions

E. for penalties imposed in good faith for infractions of safety rules of major significance

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

policy

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the Director of Human Resources.

Deleted: Payroll Department

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

The Superintendent is directed to prepare administrative guidelines to implement this policy.

Deleted: The Board directs the Superintendent to distribute this policy to all employees upon initial hire and on an annual basis. ...[1]

29 U.S.C. 201 et seq.
29 C.F.R. Part 541
104.01, Wis. Stats.
DWD 274.03, Wis. Admin. Code

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policy

SYSTEM OF ACCOUNTING

As specified by the Department of Public Instruction, the School Board follows the Wisconsin Uniform Financial Accounting Requirements (WUFAR) as a listing of account classifications by which it keeps an accounting of all District funds. The District's financial records shall show sources of revenue, amounts received, amounts expended, and the disposition of public property. The Assistant Superintendent of Business/Personnel Services or designee shall complete an accounting of all capital assets to protect the financial investment of the District against catastrophic loss. Further, the Assistant Superintendent of Business/Personnel Services or designee shall establish procedures and regulations necessary to properly account for capital assets and comply with generally accepted accounting principles (GAAP) and ensure that the District's capital assets are properly insured.

The Assistant Superintendent of Business/Personnel Services or designee shall maintain a proper accounting of all District funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts that most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts that most accurately describe the purposes for which such monies are to be or have been spent.

The Assistant Superintendent of Business/Personnel Services or designee shall implement procedures and practices that will determine: (1) Capitalization policies for District assets (i.e., which assets will be capitalized and depreciated over their estimated useful life versus which assets will be expensed in year of purchase); (2) Methods for calculating annual and accumulated depreciation expense for assets including estimates for asset lives, residual asset values, and depreciation methodology; and (3) Procedures for recording gain or loss on sale of capital assets and proceeds from the sale of capital assets in compliance with GAAP Reporting of estimated cash values or replacement values to District insurance providers.

policy

The Assistant Superintendent of Business/Personnel Services or designee is responsible for filing in a timely manner, on behalf of the Board, an annual report with the Department of Public Instruction, on prescribed forms, that states the following:

A. amount of collections and receipts, and accounts due from each source

B. amount of expenditures for each purpose

C. amount of the District's debt, the purpose for which each item of such debt was created, and the provision made for the payment thereof, and

D. other information as required by the Department, along with the audit report as approved by the Board

Before implementing procedures or changing procedures, the Assistant Superintendent of Business/Personnel Services or designee will review the proposed procedure with the auditor appointed by the Board to conduct the Board's financial audit. The procedures established shall comply with all statutorily required standards and generally accepted accounting procedures.

115.28(13), 115.30(1), Wis. Stats.

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policy

AUDIT

The School Board requires that, after the close of the fiscal year (June 30th), an audit of all accounts of the District be made annually by an independent, certified public accountant. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the Board has direct or supervisory control.

The Assistant Superintendent, Business/Personnel Services or designee shall also prepare and submit a copy of the District's audit report to the Department of Public Instruction by each year.

120.14, Wis. Stats.

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7100	Facilities Planning
7217	Weapons
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7250	Commemoration of School Facilities
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7540.03	Student Network and Internet Acceptable Use and Safety
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policy

7540.05	Assistive Technology and Services
7540.06	Electronic Mail
7543	Remote Access to the District's Network
7550	Joint Use of Facilities/Inter-Library Loans

policy

FACILITIES PLANNING

The School Board recognizes that careful, prudent planning is essential to the efficient operation of the schools and that planning must be grounded on accurate data. In order to assure that future District construction supports the educational program and responds to community needs, the Board will prepare a capital construction plan and will revise that plan periodically thereafter. The plan shall include a thorough description and analysis of local and regional demographic factors which influence general population growth and public school enrollments.

In order to apprise the Board of the continuing relevance of the Board's capital construction plan, the Superintendent shall:

A. report to the Board on the enrollment by grades during the school year each semester;

B. prepare student enrollment projections as needed and compare the actual enrollment figures to the previously projected figures to detect early, for the benefit of the Board, any changes in enrollment trends.

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Deleted: C

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.

policy

WEAPONS

The School Board prohibits professional staff members, students, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle to the extent permitted by law without the permission of the Superintendent. Policies regarding staff members are found in Policy 3217 and Policy 4217. The policy pertaining to students is found in Policy 5772.

Deleted: 5217

This prohibition does not apply to unloaded firearms in a locked vehicle or locked firearms case, or to separately stored ammunition, that is on any part of school grounds used as a parking facility provided, however, that the firearm case or rack is not visible to those passing by the vehicle (i.e., the case is in the vehicle trunk or, if not possible, covered with a blanket or in some fashion shielded from vision.)

A volunteer who is a concealed carry permit licensee may transport students for school sponsored events or school-related purposes in his/her own vehicle only if the volunteer has agreed not to carry a concealed weapon while transporting such students. This does not apply to the transportation of students related by blood or marriage to the volunteer if only such students are being transported.

Concealed Carry Permit Holders

No parent or other volunteer may carry or in any fashion possess a concealed weapon, whether they hold a permit or not, while transporting students in a district owned vehicle. Additionally, anyone, including a holder of a concealed carry permit license issued or recognized by the State of Wisconsin, is prohibited by virtue of Wis. Stat. 948.605(2)(b)1r from possessing a concealed weapon anywhere in or on school grounds including parking areas.

Definition of "Weapon"

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Exceptions to this policy include:

A. weapons under the control of law enforcement personnel while on duty, or off duty if there is an appropriate agreement between the District and the employer of the law enforcement personnel;

B. contracted personnel that are authorized by law to carry weapons in the course of their professional duties and for which the District and the contracted entity have a contract that authorizes employees of the contracted entity to carry a weapon on school grounds and in school buildings in the performance of their duties (i.e. armored transport services);

C. items approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to hunters' education courses, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);

D. theatrical props used in appropriate settings;

E. starter pistols used in appropriate sporting events.

The Superintendent may refer a visitor or volunteer who violates this policy to law enforcement officials. The visitor or volunteer may also be subject to other action such as loss of volunteer status at the sole discretion of the Board.

120.13(1), Wis. Stats.
175.60, Wis. Stats.
943.13, Wis. Stats.
948.605, Wis. Stats.
18 U.S.C. 921(a)(3)
18 U.S.C. 922
20 U.S.C. 7151

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policy

GIFTS, GRANTS, AND BEQUESTS

The School Board is appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

The Board shall not discriminate in the acceptance and administration of gifts, grants, and bequests on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability. Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in administrative guidelines.

Deleted: AG 2260B.

All gifts, grants, or bequests having a value of more than $2500.00 shall be accepted by the Board. The Superintendent may accept for the Board gifts of lesser value.

The District shall provide written acknowledgement to the donor of any accepted cash donation of $250 or more and any non-cash donation the value of which is $250 or more. Such acknowledgement shall include the amount of cash or a description of any non-cash donation.

Deleted: Board

The District shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.

Deleted: Board

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board, subject to the Board's effort to comply with any specific wishes of the donor.

Deleted: Any equipment purchased by a parent organization for use in the school, on District property, or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use.

The Board reserves the right to refuse to accept such liability and thus prohibit the use of the equipment by students or District employees during any District-sponsored activity or on any property owned, leased, or used by the District.

118.13 Wis. Stats.
118.27, Wis. Stats.
I.R.C. 170(f)(8)
I.R.C. 170(f)(12)
Title VI, Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act

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policy

SITE ACQUISITION

It is the policy of the School Board that real property acquisition price be based on a true value with regard for fair remuneration to the seller but not an enhancement of the value of the site to the seller.

The Superintendent shall be responsible for site acquisition negotiations. Negotiations for site acquisition shall be conducted as much as possible within the following guidelines:

A. Purchase price shall be based on the last transaction price, taxes on the property after platting, and a reasonable interest earning on the investment based on the current cost of money.

B. Roadways and utility costs to be shared will be calculated on a front footage basis of the proposed site and shall be included only where actual installation has occurred.

C. The Board shall not share such development costs as engineering, earthmoving, litigation, etc. in determining the fair value of the site to be purchased.

Discussion of possible school sites may be carried on in a closed session of the Board to the extent permitted by law, but all official actions must be taken in an open, public meeting. Approval by the electorate at an annual or special meeting shall be obtained to the extent required by law. Official Board action is required to execute a valid contract, and a record of that action must be a part of the minutes of the Board. The process used in acquiring real property must be in accordance with law. Any deviation from the strict requirements of the law may render the transaction void.

120.10(5m), 120.13(20), Wis. Stats.

policy

COMMEMORATION OF SCHOOL FACILITIES

From time-to-time, the School Board may wish to commemorate a school or District facility by means of a plaque or naming the facility after a person. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, State or nation.

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policy

DISPOSITION OF REAL PROPERTY

The School Board believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School District.

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes. Approval of the electorate at an annual or special meeting shall be obtained to the extent required by law.

A. Written offers shall be referred to the Board for review and recommendations. Offers, when received, will be distributed to the members of the Board.

B. All property considered for (sale) disposition may be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

C. The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent or designee. The Board shall give final approval of all sales or lease contracts.

D. In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.

E. Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.

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F. Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

120.10(12), Wis. Stats.

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policy

DISPOSITION OF SURPLUS PROPERTY

The School Board requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

The District shall inspect any and all District equipment (instructional or operational) periodically, to determine the condition and usability of such equipment. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

Deleted: the equipment used in the instructional program

Deleted: in the current educational program

1. repair parts for the equipment no longer readily available
2. repair records indicate the equipment has no usable life remaining
3. obsolete and no longer contributing to the educational program

4. some potential for sale

Deleted: at an auction

5. creates a safety or environmental hazard

C. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

120.10(12), Wis. Stats.

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policy

MAINTENANCE

The School Board recognizes that the fixed assets of this District represent a significant investment of this community and their maintenance is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment. Wherever possible and feasible, maintenance shall be preventive.

The Assistant Superintendent, Business and Personnel Services shall develop, for implementation by the custodial and maintenance staff, a maintenance program which shall include:

A. a regular summer program of facilities repair and conditioning;

B. the maintenance of a critical spare parts inventory;

C. an equipment replacement program;

D. a long-range program of building modernization;

E. repair or replacement of equipment or facilities for energy conservation, safety, or other environmental factors.

The Assistant Superintendent, Business and Personnel Services shall develop and promulgate to the custodial and maintenance staff such guidelines as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant. Such guidelines are to include provision for Handicapped Parking signs which conform to State law.

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Said guidelines shall include the establishment of sound priorities among the requests for repairs received from building principals.

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policy

SAFETY STANDARDS

The School Board believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with the Federal OSHA standards adopted by the State, and take appropriate action on any violations thereof to the Superintendent. Said employee shall also have the authority to organize and direct the activities of a District safety committee.

The Superintendent shall ascertain that the employees and students of this District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law.

In the event an inspection is made by a representative of the State, the Superintendent shall report the results thereof to the Board at the meeting following the receipt of the State report.

101.055, Wis. Stats.

policy

USE OF TOBACCO ON SCHOOL PREMISES

The School Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.

120.12(20), Wis. Stats.
111.321, Wis. Stats.
20 U.S.C. 6081 et seq.
U.S.D.O.E. Memorandum, 1995
20 U.S.C. 7182

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policy

FACILITY SECURITY

Promoting the safety of students, staff and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The Superintendent shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal laws. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate areas in and around the schools and other District facilities, and on school buses.

The Superintendent, Building Principals and the Supervisor of Community Services, or their designee, have the authority to issue keys/badges to community groups to utilize school facilities according to the rules and regulations approved by the School Board.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent is authorized to install safety monitoring equipment on school property in order to protect the health, welfare and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons in school buildings and on District property.

Deleted: metal detectors and video surveillance/electronic

The Superintendent shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

policy

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the main office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.

B. All persons other than students and building staff shall check in with the main office of the building and shall complete a visitor log. Each visitor shall be given visitor identification that shall be worn at all times while in the building.

C. Visitors that intend to visit a classroom during the instructional day may be escorted to the classroom by either a staff member or, if age appropriate, a student from the class. Main office staff may contact the classroom teacher to verify that the visitor is expected.

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Deleted: All visitors are expected to sign out prior to departing the building.

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Deleted: Outside of instructional times, no person other than a staff member may be in any school buildings except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator, the administrator shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor, unless the visitor poses an imminent safety threat.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the main office. In the event the main office does not have record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if any administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

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Deleted: Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding $1,000 in circumstances tending to provoke a disturbance of the peace, may be fined not more than $10,000 or imprisoned not more than ninety (90) days.

Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day.

A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.

B. Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the main office in the same fashion as a visitor.

Parents that do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the Building Administrator. Any decision to permanently expel a parent may only be made by the Superintendent due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individuals presence at a school building, including any restrictions on the individuals physical proximity to an individual that is a student or staff member at the school facility, the Building Administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and the main office.

Sex Offenders on School Property

Any person that is a registered sex offender under Wisconsin Law is required to notify the Superintendent or designee of the specific date, time and place of the person's visit to any school facility and must notify the Administrator of his/her status as a registered sex offender.

Parents of students enrolled in the District must notify the Superintendent of his/her status as a registered sex offender and that s/he has a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election.

Deleted: or to attend a school sponsored event occurring on the school grounds.

120.13(35), 301.475, Wis. Stat.

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policy

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

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

The Superintendent or designee is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Administrators are authorized to carry and use portable video cameras when responding to incidents.
Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded.

Deleted: Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

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

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Wisconsin Pupil Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e. the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e. the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within five (5) days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed after fourteen (14) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

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

The Superintendent is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

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

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

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PROPERTY INVENTORY

As steward of this District's property, the School Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain a continuous inventory of all District-owned equipment that meets the fixed asset capitalization threshold.

If equipment is obsolete or deemed excess or surplus, property will be sold or disposed of in an appropriate manner following the guidelines of Policy 7310.

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It shall be the duty of the Finance Manager to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually.

policy

ACCOUNTING SYSTEM FOR FIXED ASSETS

The School Board shall maintain a fixed-asset accounting system. The fixed-asset system shall maintain sufficient information to permit the following:

A. the preparation of year-end financial statements in accordance with generally-accepted, accounting principles

B. adequate insurance coverage

C. control and accountability

The Finance Manager shall be responsible for the development and maintenance of the fixed-asset accounting system. The Finance Manager shall develop procedures to ensure compliance with all fixed-asset policies. Each building principal shall be assigned fixed-asset responsibilities.

Fixed assets are defined as those tangible assets of the District system with a useful life in excess of one (1) year and an initial cost equal to or exceeding State Statute. Some items may be identified as "controlled" assets that, although they do not meet all fixed-asset criteria, are to be recorded on the fixed-asset system to maintain control.

Fixed assets shall be classified as follows:

A. land

B. building

C. equipment

D. computer

E. site.

Leased fixed assets and assets which are jointly-owned shall be identified and recorded on the fixed-asset system.

policy

Fixed assets shall be recorded at historical cost or, if that amount is not practicably determinable, at estimated historical cost. The method(s) to be used to estimate historical cost shall be established by the Finance Manager.

The purchase of fixed assets, the transfer of fixed assets between buildings, and the disposal of fixed assets shall be initiated by the Finance Manager.
Depreciation shall be recorded for fund fixed assets using the method(s) agreed upon by the Finance Manager and District Auditors.

Accumulated depreciation shall be calculated on a straight line basis and be recorded for general fixed assets.

The following information shall be maintained for all fixed assets:

A. description

B. asset classification (land, building, equipment, etc.)

C. location

D. purchase price

E. vendor

F. date purchased

G. voucher number

H. depreciated life

I. estimated salvage value

J. replacement cost

K. accumulated depreciation

L. method of acquisition (purchase, trade-in, lease, donated, etc.)

M. manner of asset disposal

policy

CONSERVATION OF NATURAL AND MATERIAL RESOURCES

Purpose

The purpose of this policy is to reduce energy consumption, and improve energy efficiency throughout the D.C. Everest Area School District without compromising the educational mission. This is to be accomplished by developing an aggressive and progressive approach for efficiency energy use. This document details steps that will be taken to address these issues and reach the energy efficiency goals of the District. This policy will be reviewed and updated periodically as public awareness, management techniques and technologies change.

Goals:

A. Reduce energy costs, eliminate waste, and conserve energy resources by using energy-efficient and cost-effective technology.

B. Incorporate energy efficiency into the decision-making process during the design and acquisition of facilities, equipment and transportation systems. Emphasize the use of renewable energy sources.

C. Increase energy efficiency through capital investment and improved operations.

D. Increase energy efficiency through improved scheduling and proper utilizations of the spaces.

E. Establish partnerships with government and outside organizations to provide technical assistance and to share costs on energy conserving initiatives to the extent possible.

F. Recognize and promote individual and organizational achievements in conserving energy, advancing campus and departmental energy policy, and obtaining monetary savings.

101.027, Wis. Stats.

policy

USE OF DISTRICT FACILITIES

The School Board believes that the school facilities of this District should be made available for lawful non-school purposes, provided that such use does not interfere with use for school purposes, by school related groups, or for school-related functions. No non-school related group or entity may promote an activity to occur on school grounds under this policy in any manner that conveys the impression that the School District supports, endorses, or is a partner with the group or individual's cause.

The Board will permit the use of school facilities when such permission has been requested and approved through the Greenheck Fieldhouse office. All user agreements, schedules, fees, and rules will be established by the Greenheck Fieldhouse office.

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law.

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LENDING OF DISTRICT-OWNED EQUIPMENT

The Board of Education believes that District-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District.

The Board may lend specific items of equipment on the written request of the user and approval granted by the Superintendent or designee.

The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

District equipment may be removed from District property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the principal is required for such removal.

Removal of District equipment by staff or students from school property for personal use is prohibited.

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CELL PHONE ALLOWANCE

Eligibility for Cell Phone Allowance

The Superintendent and the administrators who meet one or more of the following criteria are required as a condition of employment to personally own a cell phone and obtain an appropriate service plan so that the cell phone is available for use for business-related communications:

A. their jobs require them to spend a considerable amount of time outside of their assigned office or work area during regular work hours and have regular access to telephone and/or Internet/data connections while outside their office or assigned work area;

B. their jobs require them to be accessible outside of scheduled or regular work hours or to be contacted and respond in the event of an emergency;

C. their jobs consistently require timely and business critical two (2) way communication for which there is no reasonable alternative technology.

Administrators who are required to have a personally-owned cell phone as a condition of their employment shall receive a monthly cell phone allowance ("allowance"), up to an amount approved annually by the Board to reimburse them for the costs associated with maintaining and using the personally-owned cell phone for business purposes.

Deleted: Mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers and pagers)) (collectively, "cell phones") enable communication whenever a situation arises necessitating immediate contact, regardless of the person's location at the time.

Deleted: District Administrator

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Deleted: Additionally, other staff members who believe that they meet the above-identified criteria may apply for an allowance.

Allowance Is Not Considered Taxable Income

Provided the employee maintains and uses his/her personally-owned cell phone for business purposes as described herein, the allowance should not be considered additional income to the employee (i.e., the allowance will be treated as a non-payroll reimbursement of a business expense – similar to mileage reimbursements – and no payroll taxes will be withheld from the employee's paycheck for the amount of the allowance and the amount of the allowance will not be reported as wages on the employee's year-end W-2 statement). Additionally, staff members who receive an allowance are not required to submit a log documenting their business-related use of the cell phone; non-exempt employees, however, must comply with the timekeeping requirements set forth above. For determination of individual taxability, employees should check with their tax advisor.

Employee's Responsibilities

The employee is responsible for choosing his/her cell phone, the voice and/or wireless data plan, and the service provider. Since the cell phone is the employee's personal property, the cell phone may be used for personal calls (see below concerning the making of personal calls during work time) and be combined or enhanced with other personal plans (i.e., the employee may also, at his/her own expense, add extra services or equipment features, as desired). The employee is responsible for paying all monthly service charges in full and on time. The Board does not accept any liability for claims, charges, or disputes between the service provider and the staff member. Because the employee is personally responsible for the cell phone, any replacement for loss or damage will be at the expense of the employee. Such replacement or repair must be completed promptly and the Superintendent must be notified if the employee will not be available by his/her cell phone for a period of time.

Deleted: District Administrator

Employees should contact the vendor/carrier through which they purchased their cell phone and their cellular telephone service (including wireless Internet/data service, if applicable) for support.

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Deleted: Employees may contact the District's IT Department/Support Staff for consultation on the type of equipment to purchase if they are obtaining wireless Internet/data service in order to enable e-mail and calendar support through the District's servers (e.g., through Microsoft Exchange, Novell GroupWise, etc.) and to obtain assistance in setting up their device to connect to the District's servers. The District's IT Department/Support Staff will assist employees who have wireless Internet/data service with e-mail and calendar functionality.

Changing or Ending a Cellular Telephone Service Contract Early

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, a personal decision by the employee results in the need to end or change the contract, the employee will bear the costs of any fees associated with the change or cancellation.

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, the employee's misconduct, or misuse of the cell phone, results in the need to end or change the contract, the employee will bear the costs of any fees associated with the change or cancellation.

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, the Board determines to reduce or cancel (unrelated to employee misconduct) the employee's monthly allowance, the Board will bear the cost of any fees associated with the change or cancellation. For example, if the employee is reassigned and/or his/her duties are changed, and the cell phone is no longer needed for business purposes, if the employee does not want to retain the current contract, changes or cancellation fees will be reimbursed by the Board.

When selecting the duration of his/her cellular telephone and/or wireless Internet/data service contract, the employee should take into consideration the length of his/her Board-approved employment contract and not select a duration of the service contract that exceeds the employment contract. If the employee is non-renewed or voluntarily resigns while the service contract is still in effect, the Board will not be responsible for any fees associated with the employee's decision to subsequently change or cancel the contract.

Once the allowance is given to the employee to purchase a device, the cell phone remains the employee's personal property. However, upon termination, nonrenewal or resignation, the Board will immediately discontinue the monthly allowance.

Safe and Appropriate Use of Cell Phones

Employee safety is a priority of the Board, and responsible use of cell phones, requires safe use. See Policy 7530.02 - Staff Use of Personal Communication Devices.

Employees may not use a cell phone in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information – Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their cell phones. See Policy 7530.02 - Staff Use of Personal Communication Devices.

Potential Disciplinary Action/Termination of the Cell Phone Allowance

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a cell phone in any manner contrary to local, State or Federal laws will constitute misuse, and will result in immediate termination of the allowance.

When authorized by the Superintendent the cost of using a personally-owned cell phone for official business may be reimbursed to the employee. Having a personally-owned cell phone is a choice the employee makes, and if the device is used for business purposes, any reimbursement will be for reasonable costs in excess of the base service plan plus any additional charges such as roaming fees or other fees and taxes incurred as a direct result of the business use. In no instances will the employee be reimbursed more than the monthly cost to the employee. To receive the reimbursement, the employee must document the inbound/outbound telephone number, name of person called, texted, or e-mailed or the individual who called, texted or e-mailed the employee, and the date and purpose of the communication along with the original service plan bill.

policy

Employee Use of Board-Owned Cell Phones

The Board will provide Board-owned cell phones to certain employees who require specific equipment or similar technology to perform District functions (e.g., school safety, physical plant maintenance, etc.) and personal phone calls shall be kept to a minimum.

The Board reserves the right to switch an employee to the cell phone allowance program if excessive calls are made or if required documentation is not submitted in a timely manner.

I.R.S. Notice 2011-72 (effective December 31, 2009)

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STAFF USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCDs") has become pervasive in the workplace. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business-related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones

Using a cell phone or other PCD while operating a vehicle is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their PCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from PCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, cellular/wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy 8330 – Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management. Staff are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for verifying all public records, student records and ESI subject to a Litigation Hold that are maintained on the employee's PCD are transferred to the District's custody (e.g., server, alternative storage device). The District's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her PCD.

Similarly, if an employee intends to dispose of, or otherwise stop using, a personally-owned PCD on which s/he has maintained public records, student records and/or ESI that is subject to a Litigation Hold, the employee must transfer the records/ESI to the District's custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally-owned PCD. Failure to comply with these requirements may result in disciplinary action.

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

It is suggested that employees lock and password protect their PCDs when not in use.

Employees are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged or otherwise protected by State and/or Federal law.

Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

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

Personal Use of PCDs While at Work

During work hours personal communications made or received, regardless of whether on a PCD or a regular telephone or network computer, can interfere with employee productivity and distract others. Employees are expected to use discretion in using PCDs while at work for personal business.

Deleted: Employees are asked to limit personal communications to breaks and lunch periods, and to inform friends and family members of the Board's policy in this regard.

A. Excessive use of a PCD or cell phone for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action.

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

Potential Disciplinary Action

Violation of this policy may result in disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, State or Federal laws may also result in disciplinary action up to and including termination.

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BOARD-OWNED PERSONAL COMMUNICATION DEVICES

The School Board will provide personal communication devices ("PCDs") to employees who by the nature of their job have a routine and continuing business need for the use of such devices for official Board business. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], and/or other web-enabled devices of any type. PCDs are provided as tools to conduct Board business and to enhance business efficiencies. Board-owned cell phones are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct Board business (i.e., because some cellular telephone services plan are billed on a time-used basis, Board-owned cell phones should not be used if a less costly alternative method of communication is safe, convenient and readily available).

The Superintendent shall designate those staff members who will be issued a Board-owned cell phone and provided with a cellular telephone and/or wireless Internet/data service plan.

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TECHNOLOGY PRIVACY

The School Board recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without notice or the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with the guidelines, the Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

The Board has software and systems in place that monitor and record all Internet, and computer usage. The Board wants users to be aware that security systems are capable of recording, for each and every user, each Internet site visit, the amount of time spent actively using the Internet, each chat, news group access, e-mail message, and every file transfer into and out of our internal networks to the Internet. No District student or employee should have any expectation of privacy as to his/her Internet usage, or the privacy of any electronic mail message, file, download, note, or other data stored on or transmitted or received through any Board computing facility. The Superintendent reserves the right to review computing activity and analyze usage patterns, and may choose to publicize this data to assure that the Board's computing resources are devoted to maintaining the highest standards of educational benefit and employee productivity. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. The use of passwords does not guarantee confidentiality, and the Superintendent retains the right to access information in spite of a password.

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Computers, electronic mail, and voice mail are to be used for business and educational purposes. Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the Board. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the Superintendent or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer and may not bring software from outside sources for use on Board equipment without the prior approval of the Superintendent or designee. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

In accordance with State law, any staff member who sends an electronic message with the intent to frighten, intimidate, threaten, or harass another person or sends a message containing lewd, obscene, or profane language will be subject to appropriate discipline by the District and may be found guilty of a Class D misdemeanor.

No staff member will be required to provide District administration with access to personal internet accounts, such as social media accounts, that are password protected. This does not preclude administration from reviewing the contents of such accounts that are not restricted and are thus in the public domain, or from receiving information from those granted access to private information, provided that the District administration does not solicit the receipt of such information. Additionally, if private accounts are accessed from the District's computers, network and Internet services ("Network"), the staff member should have no expectation of privacy in the content of any files or records of their online activity while on the Network as prescribed in Policy 7540.04 – Staff Network and Internet Acceptable Use and Safety.

947.0125, 995.55 Wis. Stats.

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policy

DISTRICT WEB PAGE

The School Board authorizes staff members to create web pages/sites that will be hosted on the District's servers and published on the Internet. The web pages/sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and staff-created web pages/sites are subject to prior review and approval of the Superintendent.

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The purpose of web pages/sites hosted on the District's servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web pages/sites:

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A. **Educate**

Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum.

B. **Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. **Communicate**

Content may provide an avenue to communicate with the community.

The information contained on the District's web site should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

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When the content includes a photograph or information relating to a student, the District will abide by the provisions of Policy 8330 - Student Records.

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All links included on web pages must also meet the above criteria and comply with State and Federal law (e.g. copyright law, Children's Internet Protection Act).

policy

Under no circumstances is a web site to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web pages contained on the District's web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization. Nothing in this paragraph shall prevent the Board from linking on the District's web site to recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites).

Under no circumstances is a staff member-created web pages/site, including personal web pages/sites, to be used to post-student progress reports or grades.

Deleted: , class assignments, or any other similar class-related material. District staff may use various resources (e.g., Google) for the purpose of conveying information to students and/or parents.

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

School web sites must be located on District-affiliated servers or hosted service provider equipment as outlined and authorized by signed contracts.

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The Superintendent shall prepare administrative guidelines defining the standards.

The Board retains all proprietary rights to the design of web sites and/or pages that are hosted on the District's servers or hosted service provider equipment, absent written agreement to the contrary.

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Deleted: Students who want their class work to be displayed on the Board's web site must have written permission from their parent or guardian and expressly license its display without cost to the Board. ... [1]

© NEOLA 2009

policy

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Introduction

It is the policy of D.C. Everest Area School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (Pub. L. No. 106-554 and 47 USC 254(h)).

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the D.C. Everest Area School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

policy

Education, Supervision and Monitoring

It shall be the responsibility of all members of the D.C. Everest Area School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Assistant Superintendent of Curriculum and Learning or designated representative.

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The Assistant Superintendent of Curriculum and Learning or designated representative will provide age-appropriate training for students who use the District's Internet facilities. The training provided will be designed to promote the District's commitment to:

Deleted: , Instruction and Technology

A. the standards and acceptable use of Internet services as set forth in the D.C. Everest Area School District Internet Safety Policy;

B. student safety with regard to:

1. safety on the Internet;

2. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and

3. cyberbullying awareness and response;

C. compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA).

policy

STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Introduction

It is the policy of D.C. Everest Area School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (Pub. L. No. 106-554 and 47 USC 254(h)).

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Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the D.C. Everest Area School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Director or designated representative.

The Technology Director or designated representative will provide age-appropriate training for students who use the District's Internet facilities. The training provided will be designed to promote the District's commitment to:

A. the standards and acceptable use of Internet services as set forth in the D.C. Everest Area School District Internet Safety Policy;

B. student safety with regard to:

   1. safety on the Internet;

   2. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and

   3. cyberbullying awareness and response;

C. compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA).

policy

ASSISTIVE TECHNOLOGY AND SERVICES

Students with disabilities have special challenges and may need assistive technology in order to more fully participate in their classrooms, homes, communities and workplaces. Through the use of assistive technology and services these students will have the opportunity to become more independent and self-reliant.

Each IEP team must include in their deliberations consideration of whether the use of assistive technology devices and services to aid students with disabilities is appropriate for each specific student. The Board also directs that students who qualify under Section 504 of the Rehabilitation Act be provided with assistive technology devices and services when deemed necessary.

Students having special needs but not requiring a formal IEP or 504 Plan 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.

"Assistive technology device" means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability. The term does not include a medical device that is surgically implanted, or the replacement of such device.

"Assistive technology service" means any service that directly assists a child with a disability in the selection, acquisition, or use of assistive technology devices. Assistive technology services include:

A. the evaluation of needs including a functional evaluation, in the child's customary environment;

B. purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices;

C. selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing of assistive technology devices;

D. coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;

E. training or technical assistance for a child with disabilities, or where appropriate that child's family;

F. training or technical assistance for professionals (including individuals providing education and rehabilitation services), employers or other(s) who provide services to employ, or are otherwise, substantially involved in the major life functions of that child.

The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize assistive technology resources and assistive technology services.

The Board designates the Superintendent and the Director of Pupil Services as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of assistive technology and services in the District.

Individuals with Disabilities Education Act (IDEA), as amended
20 U.S.C. 1401
Section 504 Rehabilitation Act of 1973
Assistive Technology Act (P.L. 105 – 394) 1998

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policy

ELECTRONIC MAIL

The School Board is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. This policy, as well as any guidelines developed pursuant to it are intended to establish a framework for the proper use of e-mail as an official business tool.

When available, the District's e-mail system must be used by employees for any official District e-mail communications. Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time due to concerns for network security, SPAM, or virus protection. Furthermore, District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

District staff shall not send or forward mass e-mails, even if the e-mails concern District business, without prior approval of the Technology Director or Superintendent.

District staff may join list servs or other e-mail services (e.g. RSS feeds) that pertain to their responsibilities in the District. Staff members are required to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a Litigation Hold, and purging all other e-mails that have been read.

Public Records

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff and Board members may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. E-mails that are student records should be maintained pursuant to Policy 8330 – Student Records. Finally e-mails may constitute electronically stored information ("ESI") that may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e–mails are released pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request.

E-mails written by or sent to District staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns District business, or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a District request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the District.

Retention

Pursuant to State and Federal law, e-mails that are public records or education records, and e-mails that are subject to a Litigation Hold shall be retained.

The District maintains archives of all e-mails sent and/or received by users of the District's e-mail service. Staff members are required to forward copies of any e-mails received in their personal e-mail account(s) not affiliated with the District server to their District e-mail account so that these records are also archived for future retrieval, if necessary.

Unauthorized E-mail

The Board does not authorize the use of its proprietary computers and computer network ("network") to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

Authorized Use and Training

Pursuant to Policy 7540.04, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety.

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REMOTE ACCESS TO THE DISTRICT'S NETWORK

Access to the District's Website (http://www.dce.k12.wi.us/) is encouraged.

The following resources shall be available on the District's website:

A. the District's calendar of events

B. student information system

C. finance system

D. Board agendas and minutes

E. educational resources

F. other staff resources

The Board encourages employees, parents, students, and community members to check the District's website regularly for changes to these resources and for the addition of other resources. Some resources may require a user name and password, or a login procedure due to the personally identifiable nature of the information provided through that resource (e.g., the gradebook program and e-mail system). If a user name and password, or login procedure, is necessary to access a resource, information shall be provided on the website explaining who is eligible for a user name and password, how to obtain a user name and password, and detailed instructions concerning the login process.

Access to the District Network through Server

Board members, District employees, students, as well as contractors, vendors, and agents of the District, are permitted to use their personally-owned or District-owned computer or workstation and/or web-enabled devices of any type to remotely (i.e. away from District property and facilities) access the District's server and thereby connect to the District's Network. This policy is limited to remote access connections that are used to do work on behalf of or for the benefit of the District, including, but not limited to, reading or sending e-mail and reviewing District-provided intranet web resources and completing assigned coursework.

Each individual granted remote access privileges pursuant to this policy must adhere to the following standards and regulations:

A. his/her device computer/device must have, at the minimum, the anti-virus software specified in the District's standards for remote access and connection

B. the individual may only access the Network using his/her assigned user name and password

The individual must not allow other persons, including family members, to use his/her user name and password to login into the Network. The user may not go beyond his/her authorized access.

C. his/her device may not be connected to any other network at the same time s/he is connected to the Network, with the exception of personal networks that are under the complete control of the user

D. the individual may not access non-District e-mail accounts (e.g. Hotmail, Gmail, Yahoo, AOL, and the like) or other external resources while connected to the Network

E. his/her device may not, at any time while the individual is using remote access to connect to the Network, be reconfigured for the purpose of split tunneling or dual homing

F. use of the Network is contingent upon the individual abiding by the terms and conditions of the District's Network and Internet Acceptable Use and Safety policy and guidelines

Users may be required to sign the applicable agreement form (Form 7540.03 F1 or Form 7540.04 F1) prior to being permitted to use remote access.

Additional standards and regulations for remotely accessing and connecting to the District network may be developed and published.

Any user who violates this policy may be denied remote access and connection privileges.

Any employee who violates this policy may be disciplined, up to and including termination; any contractor, vendor, or agent who violates this policy may have his/her contract with the District terminated; and any student who violates this policy may be disciplined up to and including suspension or expulsion.

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policy

JOINT USE OF FACILITIES/INTER-LIBRARY LOANS

The School Board advocates the joint expenditure of District funds and municipal or county funds to provide those facilities from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the Board shall, as either opportunity or need arises, and as it is entitled to do so by law, join with each or all of the governing bodies comprising the District, in acquiring, improving, equipping, operating, or maintaining such jointly-used facilities as recreational and cultural areas and/or facilities.

The Board also authorizes District participation in Inter-Library Loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that school district.

43.72, Wis. Stats.

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policy

8000	**OPERATIONS**
8141	Required Reporting of Staff Conduct
8210	School Calendar
8220	School Day
8310	Public Records
8315	Information Management
8320	Personnel Records
8320.01	Unauthorized Acquisition of Staff Personal Information
8325	Receipt of Legal Documents by District Employees
8330	Student Records
8330.01	Unauthorized Acquisition of Student Personal Information
8340	Letters of Reference
8350	Confidentiality
8390	Animals on District Property
8400	Police Liaison Officer
8405	Environmental Health and Safety Program
8410	School Safety and Crisis Intervention
8420	Emergency Preparedness
8431	Preparedness for Toxic Hazards
8431.01	Asbestos Management
8442	Reporting Accidents
8450	Communicable Diseases
8452	Automated External Defibrillators (AED)
8453	Direct Contact Communicable Diseases
8453.01	Control of Blood-Borne Pathogens
8462	Student Abuse and Neglect
8463	Students Without Parents
8500	Food Services
8510	Wellness
8531	Free and Reduced-Price Meals
8540	Vending Machines

policy

8600	Transportation
8605	Use of Electronic Wireless Communication Devices by District Employees who Operate Board-Owned or Operated Vehicles
8640	Transportation for Field and Other District-Sponsored Trips
8660	Transportation by Private Vehicle
8680	Bus Services Contracts
8710	Insurance
8760	Student Accident Insurance
8800	Religious/Patriotic Ceremonies and Observances
8900	Fraud

programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.
A. [1]

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VOLUNTEERS

The School Board recognizes that citizens can provide valuable contributions to the district's program of services.

The School Board encourages the use of volunteers in and out of the classroom, on committees, and in Community Services' activities. The Board also appreciates citizen organizations that promote and enhance the quality of education.

The School Board endorses the volunteer program subject to legal requirements and suitable administrative rules and regulations.

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policy

REQUIRED REPORTING OF STAFF CONDUCT

The School Board recognizes its responsibilities to effectively address criminal charges, convictions, or dismissal/non-renewal due to immoral conduct, by staff members and, where determined appropriate, to provide a measured disciplinary response consistent with due process. In addition, with respect to any person licensed by the State Superintendent, such matters will be reported to the State Superintendent.

Pursuant to State law, immoral conduct means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare or education of any student. Further, immoral conduct includes the intentional use of a District's equipment to download, view, solicit, seek, display, or distribute pornographic material.

District staff are required to report to the Superintendent alleged immoral conduct by District staff members. If the alleged misconduct to be reported is regarding the Superintendent, the District employee shall report the alleged misconduct to the presiding officer of the Board.

The Superintendent shall investigate any allegation of misconduct by District employees which affects the health, safety, or welfare of a student, and shall report the alleged misconduct to the State Superintendent as required by State law.

Staff alleged to have committed such misconduct shall be reassigned or placed on administrative leave pending the outcome of a misconduct investigation.

Reporting Requirements for Licensed Staff

If any of the following occurs, the name of the licensed staff member, a complete copy of the staff member's personnel file, and all records related to any investigation of the staff member conducted by or on behalf of the District shall be reported to the State Superintendent:

A. the licensed staff member is charged with a crime pursuant to Chapter 948, Wisconsin Statutes, including a crime specified as a felony pursuant to section 948.015 that has a maximum term of imprisonment of at least five (5) years or a crime in which the victim was a child;

B. the licensed staff member is convicted of a crime under Chapter 948, Wisconsin Statutes, or a felony with a maximum term of imprisonment of at least five (5) years, or a crime in which the victim was a child, or pursuant to 940.225(3m), Wisconsin Statutes fourth degree sexual assault;

C. the licensed staff member is dismissed, or his/her contract is not renewed by the District based in whole or in part on evidence that the person engaged in immoral conduct; or

D. the licensed staff member resigns and the Superintendent has a reasonable suspicion that the resignation relates to the person having engaged in immoral conduct.

The Superintendent shall make such report within fifteen (15) days after the administrator becomes aware of the charge, conviction, dismissal, non-renewal or resignation.

If an administrator requests a staff member, employed by the District and licensed by the State Superintendent to resign, and there is reasonable suspicion that the person engaged in immoral conduct, the administrator shall notify the staff member that the administrator has the affirmative duty to report to the State Superintendent such suspicion.

policy

Non-licensed Staff Reporting Requirements

The Superintendent shall also report to the State Superintendent the name of any person employed by the District, even if the staff member is not licensed by the State Superintendent if the staff member is convicted of a crime under Chapter 948, Wisconsin Statutes, a felony with a maximum term of imprisonment of at least five (5) years or a crime in which the victim was a child, or fourth degree sexual assault pursuant to 940.225(3m), Wisconsin Statutes. The Superintendent shall make such report within fifteen (15) days after the administrator becomes aware of the charge conviction.

General Reporting Requirements

The Superintendent shall send a copy of any report made about a staff member, as described herein, that is made to the State Superintendent to the staff member who is the subject of the report.

An administrator, or any other person, who in good faith reports or fails to report information to the State Superintendent is immune from civil liability for such acts or omissions.

115.31, 940.225, 948 Wis. Stats

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policy

SCHOOL CALENDAR

The School Board recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the District.

Classes shall not begin prior to September 1st except when holding year-round school or when so authorized by the Department of Public Instruction.

The Board shall determine annually the number of days when the schools will be in session for instructional purposes. The school year shall consist of student contact days, sufficient to meet all required student instruction time mandates set by State law, and shall contain a number of non-instructional days for parent-teacher conferences, staff education and training, or other reasons during which staff are required to report.

If school days are lost due to inclement weather, or other reason such that the amount of instructional time would fall below the required amount of time, the Board shall determine whether additional school days during which student instruction will occur will be scheduled or whether additional instructional time shall be added to existing school days such that the required instructional time is reached. Non-instructional days lost due to inclement weather or other reasons may be made up at the discretion of the Superintendent.

The Superintendent shall certify to the Department of Public Instruction the number of hours of student instruction during the previous school year.

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115.01(10), 118.045, 121.02(1)(f)(1), Wis. Stats.

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policy

SCHOOL DAY

The School Board authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. S/He shall prepare rules for the proper and timely notification of concerned persons and parents in the event of any emergency closing of the schools.

The Superintendent shall have the authority to determine which school-related activities may be conducted if the school is closed for a period of time. S/He shall prepare appropriate guidelines for communication to students, parents, and others regarding the scheduling and conduct of such activities.

118.24(2), Wis. Stats.

policy

PUBLIC RECORDS

The School Board recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction.

The public records of this District include any writing prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees to the extent such writings are within the definition of public records under applicable law. "Public records" do not include notes for the personal use of the author, medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law.

Any person may make an oral or written request for any public records of the District. The person may inspect, copy, or receive copies of the public record requested. The District shall respond as soon as practicable and without delay to the requestor providing the requested documents or informing the requestor of the District's intent to deny access providing specific explanation regarding the decision to deny access.

A resident may purchase copies of the District's public records upon payment of a fee. In cases where the cost of locating and reproducing the requested record is estimated to exceed $50, the Superintendent may require advance payment of the estimated cost from the requestor prior to fulfilling the request. The District may charge fees for the actual time spent by District employees in locating the record at the applicable employee's hourly rate for salary and benefits, as well as a reproduction cost of $0.15 per page. The District may also charge the requestor for any equipment required to fill the request (such as video tapes, computer disks, etc.). If payment is required, the District will calculate the actual cost and charge the requestor. If advance payment is required, the District will either invoice the requestor for the difference between the estimate and actual cost or refund any overpayment.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

policy

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The Superintendent shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the public records law.

Records Retention Schedule

The District will follow the Wisconsin Department of Administration's guidelines on School District record retention as listed in the most current DPI publication of "Wisconsin Records Retention Schedule for School Districts.".

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19.21, 19.31-39, 120.13(12), Wis. Stats.
29 C.F.R. Part 1635
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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policy

INFORMATION MANAGEMENT

The School Board recognizes its responsibility, in certain circumstances, to maintain information created, maintained or otherwise stored by the District outside the "Records Retention Schedule" in AG 8310A. In such situations, a "Litigation Hold" procedure will be utilized to identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule" in AG 8310A. The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a "Litigation Hold," which is under the control of the District, must be preserved in a readily accessible form and cannot be disposed of under the "Records Retention and Disposal" requirements of AG 8310E. Failure to comply with a Litigation Hold notice may result in disciplinary action, up to and including possible termination.

Instances where the Board must maintain information outside the "Records Retention Schedule" in AG 8310A include:

A. when the Board has specific information and/or written notice from an individual, parent or student of an intent to file an appeal of student discipline to State court;

B. when the Board has specific information and/or written notice that litigation is imminent even though the litigation has not yet been filed in Federal or State court;

C. when the Board is served with litigation, including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;

D. when the Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the Board, its members, employees or agents at an administrative agency such as the Equal Employment Opportunity Commission, Wisconsin Employment Relations Commission, U.S. Department of Education Office for Civil Rights, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees or agents;

E. when the Board receives specific information and/or written notification from an administrative agency such as the Equal Employment Opportunity Commission, Wisconsin Employment Relations Commission, U.S. Department of Education Office for Civil Rights, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees or agents;

F. when the Board receives written notification from a third party requesting that the Board maintain information that could be at issue in litigation or potential litigation against that third party;

G. when the Superintendent recommends the termination of an employee to the Board;

Deleted: pursuant to a labor contract

H. when the Board explores, contemplates or initiates litigation.

Definitions

"Documents" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

"ESI" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.

"Electronic media" includes, but is not limited to, hard drives (including portable hard disk drives "HDD's"), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, micro-film, backup tapes, cassette tapes, cartridges, etc.), accessed, used and/or stored on/in/through the following locations: networks and servers; laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; personal digital assistants ("PDAs" – including Palm, Blackberry, cellular phone, tablet PC, etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy is adopted into the future.

Initiation and Removal of a "Litigation Hold"

The Board or the Superintendent may initiate a "Litigation Hold" under this policy. If the Superintendent initiates a "Litigation Hold," s/he or the Board's legal counsel will notify the Board of the reason the Litigation Hold was instituted and its scope. When implementing a Litigation Hold, the Board or Superintendent may utilize an Electronically Stored Information Team ("ESI Team"). The Board's legal counsel shall be involved in implementation of the "Litigation Hold Procedure" outlined in AG 8315.

A "Litigation Hold" shall remain in place until removed by the Board. A "Litigation Hold" may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. Any information maintained under this policy shall fall back under the "Records Retention Schedule" in AG 8310A once the "Litigation Hold" is removed.

The Superintendent shall develop administrative guidelines outlining the procedures to be followed by Board members and employees when initiating and implementing a "Litigation Hold." This policy and its related administrative guidelines shall be posted and distributed in the manner described in AG 8315.

Federal Rules of Civil Procedure 34, 37(f)

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PERSONNEL RECORDS

Maintaining accurate personnel records is critical to effective human resource management and to the School Board satisfying its legal obligations. In addition, such records frequently contain confidential information that must be managed appropriately. Accordingly, the Board has developed the following policy relating to personnel records.

District Records Officer Designation and Responsibilities

The Board designates the Director of Human Resources as the District Records Officer (DRO). The DRO will maintain a personnel file, a payroll file, an I-9 file, and a medical file for each employee. The files will be maintained in separate, secure locations. Supervisors and other administrators should forward all personnel records, I-9 records, payroll records, and medical records to the DRO to ensure that they are properly filed and maintained. Supervisors and other administrators should not maintain files containing an employee's personnel records, payroll records, I-9 records, or medical records. The DRO will also ensure that the following personnel records, if applicable, are maintained in separate, secure files:

A. criminal conviction history requests and reports

B. employee assistance program records

C. employee relations complaints including, for example, discrimination complaints

D. investigative and deliberative records relating to employee relations matters

E. privileged and confidential communications including, but not limited to, attorney-client communications

Any individual who reviews personnel records will sign and date a log, which shall be kept in a secure location.

Content of Personnel Record Files

The content of the files maintained by the District shall be determined by the DRO consistent with the requirements of State and Federal law and sound principles of human resource management.

Third-Party Access to Personnel Records – Confidentiality

It is the Board's policy to respect individual privacy and to maintain in confidence all information and records pertaining to employees to the extent practicable in keeping with the Board's interest. Information in an employee's personnel file, medical file, payroll file, I-9 file and all other employment-related files will not be disclosed to any third party without an employee's written consent, except to meet the legitimate business needs of the Board or as required by law (e.g. subpoena or public record request). Further, neither the Board nor any individual employed by the Board shall access an employee's personnel records except for legitimate business purposes.

Access to Personnel Documents, Employee and Designated Representative

A. **Covered Documents**

Upon the written request of an employee or former employee (the "employee"), the District shall permit the employee to inspect any personnel documents which are used or which have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records. Provided, however, that the employee has no right to inspect the following:

1. records relating to the investigation of possible criminal offenses committed by that employee

2. letter of reference for that employee

3. any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document

4. materials used by the District for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions, and job assignments or other comments or ratings used for the District's planning purposes

5. information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy

6. records relevant to any other pending claim between the District and the employee which may be discovered in a judicial proceeding

7. medical records that the District believes would have a detrimental effect on the employee

   In this instance, the District may release the medical records to the employee's physician or through a physician designated by the employee, in which case the physician may release the medical records to the employee or to the employee's immediate family.

B. **Request and Review Procedure**

The District shall grant at least two (2) requests by an employee in a calendar year, to inspect the employee's records as provided in this policy.

The District shall provide the employee with the opportunity to inspect the employee's records within seven (7) working days after the employee makes the request for inspection. The inspection shall take place at a location reasonably near the employee's place of employment and during normal working hours. If the inspection during normal working hours would require an employee to take time off from work, the District may provide some other reasonable time for the inspection. In any case, the District may allow the inspection to take place at a time other than working hours or at a place other than where the records are maintained if that time or place would be more convenient for the employee. The records will be reviewed in the presence of the DRO or a designee.

The employee shall not make any alterations or additions to the record nor remove any material from the record. A copy of the employee's request to review personnel records shall be filed in the employee's personnel file.

C. **Designated Representative**

An employee may designate a representative to inspect the employee's personnel records. The designation shall be in writing. The District shall allow such a designated representative to inspect that employee's personnel records in the same manner as the employee is permitted to inspect them under this guideline.

D. **Copy Charges**

The District may charge employees who wish to copy or receive a copy of records a reasonable fee for providing copies, which may not exceed the actual cost or reproduction.

Personnel Record Correction

If an employee disagrees with any information contained in the personnel records, a removal or correction of that information may be mutually agreed upon by the District and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The District shall attach the employee's statement to the disputed portion of the personnel record. The employee's statement shall be included whenever that disputed portion of the personnel record is released to a third party as long as the disputed record is a part of the file.

103.13, Wis. Stats.
The Americans with Disabilities Act of 1990

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UNAUTHORIZED ACQUISITION OF STAFF PERSONAL INFORMATION

The District Records Officer (DRO) will maintain a personnel file, a payroll file, an I-9 file, and a medical file for each employee. The files will be maintained in separate, secure locations.

If the DRO becomes aware of the unauthorized acquisition of "Personal Information" the DRO shall make reasonable efforts to notify each affected staff member that their personal information has been accessed. "Personal Information" includes the individual's social security number, driver's license number, State identification number, the number of financial accounts or access codes, the individual's deoxyribonucleic acid profile, or the individual's unique biometric data including fingerprint, voice print, retina or iris image, or any other unique physical representation.

The notice shall be issued within a reasonable time, not to exceed forty-five (45) days after the District learns of the acquisition of the personal information. The notice shall indicate that the District knows of the unauthorized acquisition of personal information pertaining to the staff member. The notice shall be by mail or by a method the District has previously employed to communicate with the staff member.

If, as the result of a single incident, the District is required to notify 1,000 or more individuals, the DRO shall without unreasonable delay notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution, and content of the notices sent to the staff members.

Upon written request from a staff member who has received a notice, the District shall identify the personal information that was acquired.

policy

A law enforcement agency may, in order to protect an investigation or homeland security, ask the District not to provide a notice for any period of time and the District's notification process shall begin at the end of that time period.

134.98 Wis. Stats.

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RECEIPT OF LEGAL DOCUMENTS BY DISTRICT EMPLOYEES

School employees often gain substantial personal knowledge regarding many aspects of the lives and behavior of students. As a result they may be called upon to provide testimony in the course of legal proceedings such as divorce actions involving custody disputes, criminal prosecutions or other types of legal proceedings. School employees may also be the subject of civil suits relating to the performance of their employment responsibilities, resulting in the service of legal documents requiring them to respond to allegations, produce records or provide sworn testimony.

Service of Legal Documents

Legal service requires compliance with procedural rules. Staff members may not accept service of legal documents on behalf of the District unless authorized to do so, and should not agree to accept service via e-mail, fax, or other means other than personal service unless directed to do so.

The Superintendent has authorization to contact legal counsel.

Student Records and Other Confidential Information

If a District staff member is served with any legal document(s) such as a subpoena or summons and complaint, requiring this staff member to answer factual allegations or appear at a particular place and time to provide testimony and/or records pertaining to any matter related to the staff member's employment, the staff member must immediately notify the building principal or Superintendent.

Legal documents regarding matters related to school business may implicate confidential personnel records or protected student records (see Policy 8330 and Policy 8310). Observation and opinions regarding student behavior, academic performance or similar topics likewise constitute confidential records. The administration shall determine what action must be taken regarding the disclosure of and testimony related to school documents. No staff member may produce confidential student records or testify concerning the content of student records without first notifying the administration.

District administration shall be immediately informed of the receipt of any legal documents by a District staff member naming a District staff member in their official capacity as a party to a legal action or otherwise implicating the District staff member's official duties as a subject of a lawsuit or legal proceeding.

Compliance with Legal Documents

Depending on the circumstances of the particular matter involved, District administration may determine what action must be taken in the event a staff member is issued a subpoena requiring attendance at any hearing, deposition or requiring the production of documents, however nothing in this policy shall require any staff member to disregard, to otherwise fail, to properly comply with any legally served documents, or any court order pertaining to the staff member's testimony or production of documents.

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STUDENT RECORDS

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);

2. the parent or eligible student, upon request, receives a copy of the record; and

3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

C. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

D. release de-identified records and information in accordance with Federal regulations;

E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)

F. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

G. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; photograph; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; date of graduation; and degrees and awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the Superintendent's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student that refuses to allow disclosure of directory data that participates in extra-curricular activity must complete Form 2431 F1 – Parent Acknowledgement of Risk and Release, which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extra-curricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the principal receiving the request.

The Superintendent or designee shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment

B. book clubs, magazine, and programs providing access to low-cost literary products

C. curriculum and instructional materials used by elementary and secondary schools

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

E. the sale by students of products or services to raise funds for school-related or education-related activities

F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student's education records;

B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;

C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;

D. challenge Board noncompliance with a parent's request to amend the records through a hearing;

E. file a complaint with the United States Department of Education;

F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

A. the proper storage and retention of records including a list of the type and location of records;

B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

118.125 Wis. Stats.
34 C.F.R. Part 99
20 U.S.C., Section 1232f through 1232i (FERPA)
26 U.S.C. 152
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act
20 U.S.C. 7165(b)
20 U.S.C. 7908

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UNAUTHORIZED ACQUISITION OF STUDENT PERSONAL INFORMATION

The School Board is responsible for maintaining records of all students attending schools in this District.

If the District becomes aware of the unauthorized acquisition of "Personal Information" the District shall make reasonable efforts to notify each affected student, and if a minor, the parents, that their personal information has been accessed. "Personal Information" includes the individual's social security number, driver's license number, State identification number, the number of financial accounts or access codes, the individual's deoxyribonucleic acid profile, or the individual's unique biometric data including fingerprint, voice print, retina or iris image, or any other unique physical representation.

The notice shall be issued within a reasonable time, not to exceed forty-five (45) days after the District learns of the acquisition of the personal information. The notice shall indicate that the District knows of the unauthorized acquisition of personal information pertaining to the student. The notice shall be by mail or by a method the District has previously employed to communicate with the students.

If, as the result of a single incident, the District is required to notify 1,000 or more students, the District shall without unreasonable delay notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution, and content of the notices sent to the students.

Upon written request from the student who has received a notice, the District shall identify the personal information that was acquired.

A law enforcement agency may, in order to protect an investigation or homeland security, ask the District not to provide a notice for any period of time and the District's notification process shall begin at the end of that time period.

134.98 Wis. Stats.

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LETTERS OF REFERENCE

The School Board recognizes that an employee or former employee's request to an administrator for a letter of reference is an opportunity to share information about the staff member or former staff member's performance with a prospective employer. A current or former employee shall have no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the administrator.

If an administrator opts, however, to prepare such a letter, the Board expects that administrator to provide specific and truthful comments concerning the employee or former employee's actual performance that can be substantiated by the individual's personnel file.

In accordance with State law, an administrator who, in the scope of his/her employment, provides a letter of reference is entitled to at least a qualified privilege for his/her statements provided such statements were made in good faith without malice.

The Superintendent shall develop the administrative guidelines necessary to implement this policy.

895.487(2), Wis. Stats.

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CONFIDENTIALITY

State and federal law requires that student education records be maintained as confidential. See Policy 8330. State law further exempts certain information and records from public disclosure. See Policy 8310. As such, the School Board is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from Board property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the district intact. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the Board are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the Board's employ. The Board directs the Superintendent to prepare guidelines concerning Board employees' duties to maintain certain information and records as confidential.

It is further the policy of the School Board, that when the District receives in trust from a public agency information identified to be confidential or exempt from disclosure under the Public Records Law, Common Law, Privilege Case Law, or Federal Law, the District will maintain the confidentiality of said information to prohibit its unauthorized disclosure.

Deleted:

The following portions of this policy apply only to identified confidential information received from a public agency.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

A. denying requests for release of such information absent subpoena or court order;

B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

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When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

19.36(1), Wis. Stats.

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ANIMALS ON DISTRICT PROPERTY

The School Board recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy shall apply to all animals on District property, including service animals.

Definitions

A. **"Animal"**: Includes any living creature that is not a human being.

B. **"Service animal"**: any guide dog, signal dog, or other animal that is individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone or fallen objects, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The Americans with Disabilities Act (ADA) has also specifically defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use or a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.

Vaccination, Licensing and/or Veterinary Requirements

Animals housed on District property or brought on District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required for the animal to be properly licensed.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

A. the staff member seeking approval to have a non-service animal in his/her classroom shall

   1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;

2. take precautions deemed necessary to protect the health and safety of students and other staff;

3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,

4. keep the surrounding areas in a clean and sanitary condition at all times; and

B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

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Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrated that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal should notify the Superintendent **prior to or as soon thereafter as is practicable** when a service animal has been removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity are not intended to interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint of legally prohibited discrimination with the United States Department of Education's Office for Civil Rights or the Department of Justice.

Eligibility of a Student's Service Animal for Transportation

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrated that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

When a service animal is going to ride on a school bus owned or leased by the District, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall:

A. meet with the Finance Manager to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

Deleted: Transportation Supervisor

B. at the discretion of the Finance Manager, an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

Deleted: Transportation Supervisor

C. The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.

D. While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet.

While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet. A representative of the Transportation Office will meet with the student and his/her parents, or eligible student, to determine whether the service animal should be secured on the bus with a tether or harness.

Situations that would cause cessation of transportation privileges for the service animal include:

A. The student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or

B. The service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the Assistant Superintendent for Curriculum & Learning.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - -Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA mandated interactive process.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should follow the building's standard visitor registration procedures and are encouraged to notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events.

28 C.F.R. 35.104, 28 C.F.R. 35.136
Wis. Stat. 106.52, Section 504 of the Rehabilitation Act of 1973 (Section 504)
The Americans with Disabilities Act (ADA)
The Individuals with Disabilities Education Act (IDEA)

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POLICE LIAISON OFFICER

Within our society, the school holds a central place among agencies which affect the ideas and activities of children. Beyond the family, they are the first institution which has the opportunity to perceive and analyze the problems of children. It is logical, therefore, that if outward symptoms of antisocial behavior (delinquency) are discernible at the school level, then it is appropriate to implement a program aimed primarily at prevention of this behavior through education, communication, and understanding between the school/youth/police and the community (i.e., Police School Liaison Officer Programs).

The concept of the Police-School Liaison Officer Program may be defined within several areas. He/she is visualized as a counselor, referral agent, and educational aide, in addition to being a law enforcement officer, who by definition has an obligation to serve, protect, and uphold the law. In the performance of the first role, the liaison officer should fulfill an important task as a resident friend, counselor, and listener to youth with personal problems which they could bring to him/her. This role is not carried on in competition with the authorized guidance counselors in the school. Everything should be done in close cooperation with them.

The second role is that of being a referral agent. The PSL Officer should be intimately acquainted with the kinds of help that are available on the local level to young people and their families. A major part of his/her helping function would be to get people in contact with helping agencies that can aid them in matters which are beyond the Police School Liaison Officer's depth to solve. Frequently, this will involve a "shared client" relationship with the school counselor.

In his/her third role, the PSL Officer may serve an educational function by assisting in the provision of courses of study designed to acquaint students with the law, the ways in which it operates on the local/state level, and how it touches their lives.

The fourth role is that of law enforcement officer. In this role, the officer would ensure the safety of the students, staff, and visitors in the schools and would uphold the law.

policy

ENVIRONMENTAL HEALTH AND SAFETY PROGRAM

The School Board recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. To this end, the Board directs the Superintendent to develop a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. To achieve this, it is the intent of the Board that the District will avail itself of current, proven technologies in the fields of health, safety, and environmental sciences.

INDOOR ENVIRONMENTAL QUALITY PLAN (IEQ)

In accordance with the District's recognition of the importance of a safe and healthful environment to the educational atmosphere, the Superintendent shall develop guidelines to provide for IEQ monitoring and maintenance. The plan developed shall be implemented no later than February 2013. The following must be included in the plan the District establishes:

A. an employee designated to serve as the IEQ Coordinator for the District;

   Additionally, the District will designate an employee in each of the schools to serve as the IEQ Coordinator for that school.

B. the following strategies shall be delineated by the IEQ Coordinator :

   1. methods for communicating with parents, students and other employees regarding any IEQ concerns and remediation plans related to such concerns;

   2. a complaint procedure for IEQ concerns of parents, students, or employees;

3. developing a schedule of inspections and routine evaluation of each school buildings' environmental standards consistent with all policies of the District and establish guidelines for remediation of any problems identified in the course of any evaluation or inspection;

4. at least annually review the management plan and provide an update to the Board; and

5. identify additional Board policies governing IEQ issues for consideration.

C. provides for training on environmental quality standards for maintenance employees and for the IEQ coordinators and committee members;

D. develops a schedule of and standards for routine maintenance of District properties.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether appropriate requirements for environmental health and safety have been met.

B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of school and District safety committees, and the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the District.

C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.

D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and programs that are required by Federal and State law, and defining employer and employee responsibilities and expectations related to health and safety.

E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and communication about accidents to employees and stakeholders.

F. Procedures for foreseeable emergencies and fire prevention.

G. Procedures relating to recordkeeping required by State or Federal law.

PHASE-OUT/BANNED PRODUCTS

The Superintendent shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

policy

INDOOR AIR QUALITY – MICROBIAL ABATEMENT

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold, fungi and other microbials on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

A. roof leaks

B. structural defects in the building

C. improperly controlled humidity levels

D. faulty HVAC systems

As preventative measures, the District shall do the following:

A. address prevention of water intrusion as a priority indoor air quality (IAQ) issue and implement strategies toward its elimination

B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards

C. implement a preventative maintenance program for HVAC systems which shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment

D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to the health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted

In addition, the Superintendent shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plan when, and if, problems with IAQ are identified.

DIESEL EXHAUST AND SCHOOL BUS IDLING

In accordance with the Environmental Protection Agency's initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.

The Superintendent shall develop the administrative guidelines necessary to establish these practices in the District (see AG 8615).

POLLUTION CONTROL AND PREVENTION

In an effort to comply with the environmental policy and applicable regulations, the District shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution as required by State and Federal law.

USE OF FREE-FLOWING MERCURY CONTAINING PRODUCTS

The District shall not purchase or use for any reason free-flowing elemental mercury.

The District shall not purchase or use any products containing mercury as those products are defined by applicable State law, unless no reasonable alternative product is available and the product with the lowest mercury content is used. This rule does not apply to products whose purchase is required by Federal law or products whose only mercury content is in a button cell battery.

SEE ALSO THE FOLLOWING RELATED POLICIES:

Policy 7420 - Hygienic Management
Policy 7430 - Safety Standards
Policy 8410 - School Safety and Crisis Intervention
Policy 8420 - Emergency Evacuation of Schools
Policy 8431 - Preparedness for Toxic Hazards
Policy 8431.01 - Asbestos Management
Policy 8442 - Reporting Accidents
Policy 8450 - Control of Casual-Contact Communicable Diseases
Policy 8453 - Direct Contact Communicable Diseases
Policy 8453.01 - Control of Blood-Borne Pathogens

101.11, Wis. Stats.
118.07, Wis. Stats.
Chapter 32, Wis. Admin. Code
29 C.F.R. Part 1910

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SCHOOL SAFETY AND CRISIS INTERVENTION

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes the best resources and coordinated efforts of District personnel, law enforcement agencies, and families. The Board further believes that administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

A school safety plan will be developed for each school in the District and will be reviewed no less then every three (3) years.

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118.07(4)(a)-(d) Wis. Stat.

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EMERGENCY PREPAREDNESS

The School Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

The Board authorizes a system of emergency preparedness which shall require that:

A. fire drills are conducted at least once each month; tornado drills are conducted at least twice annually and school safety incident action plan drills are conducted at least twice annually;

B. the health and safety of students and staff are safeguarded;

C. the time necessary for instructional purposes is not unduly diverted;

D. minimum disruption to the educational program occurs.

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Superintendent shall develop guidelines for the handling of all emergency evacuations.

Deleted: Each school's emergency preparedness plan shall be reviewed by the Board at least once every three (3) years following initial adoption ... [1]

118.07, 121.02(g)(i), Wis. Stats.

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PREPAREDNESS FOR TOXIC HAZARDS

The School Board is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials.

TOXIC HAZARDS

These hazards exist in chemicals, pesticides, and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Board will appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will:

A. identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with Safety Data Sheets (SDS's);

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B. ensure that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;

C. maintain a current file of SDS for all hazardous materials present on District property;

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D. design and implement a written communication program which:

1. lists hazardous materials present on District property;

2. details the methods used to inform staff and students of the hazards;

3. describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;

E. ensure that any trained/licensed staff member who applies pesticides on District property shall do so when school is not in session or when the area can be completely secured against access by school staff and students.

In fulfilling these responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

In accordance with Federal law, the District will designate a Chemical Hygiene Officer (CHO) to maintain safety standards regarding chemical usage within classrooms and other instructional areas. The CHO, who is qualified by training or experience, will provide technical guidance in the development and implementation of the Chemical Hygiene Plan. Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

The District will comply with any lead-screening requirements promulgated by the Department of Health Services.

101.58 et seq, 254.162, 254.20, Wis. Stats.
15 U.S.C. 2601
20 U.S.C. 4022
20 U.S.C. 4014
20 U.S.C. 4011
20 U.S.C. 4011 et seq.
29 C.F.R. 1910.1450(b)
OSHA Brief – Hazard Communication Standard: Safety Data Sheets

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policy

ASBESTOS MANAGEMENT

The School Board recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. Accordingly, the Board directs the Superintendent to ensure that the District satisfies its obligations to deal with asbestos building materials in any building that is leased, owned, or otherwise used by the District as a school building as required under State and Federal law including, but not limited to, the Asbestos Hazard Emergency Response Act of 1986 ("AHERA"). To this end, the Board authorizes the Superintendent to designate an individual responsible for ensuring that the District satisfies its responsibilities under AHERA. This individual will, at a minimum develop and administer an Asbestos Management Plan as required by law. The Plan will address all requirements under AHERA including, but not limited to, inspection, reinspection, periodic surveillance, training and recordkeeping requirements.

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The Superintendent will also ensure that at least once each school year, the District provides written notice to parents, employees and employee organizations regarding the availability of the District's Asbestos Management Plan and any response actions taken or planned.

20 U.S.C. 4011 et seq.
Asbestos Hazard Emergency Response Act of 1986 (AHERA)
Asbestos School Hazard Abatement Reauthorization Act of 1990
40 C.F.R. 763

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policy

REPORTING ACCIDENTS

The School Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the District Business Office. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be needed.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action in accordance with applicable policy or contractual standards.

policy

COMMUNICABLE DISEASES

It is the policy of the District to maintain appropriate health standards for the school environment, to promote the good health of students and staff, and to educate students, staff and parents in disease preventions methods and health practices to reduce and/or prevent infection.

District staff will follow standard procedures while working to prevent the spread of communicable disease as outlined by the State Department of Health, Center for Disease Control, OSHA, and local health department.

Students who are suspected of having a communicable disease that could be detrimental to their health, staff, or peers are sent home. The District Nurse will recommend an evaluation, diagnosis and, treatment by a licensed medical practitioner at the expense of the student's parents/guardians based on symptoms presented.

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Students who have a confirmed communicable disease that poses a risk to the health and safety of other students and staff are excluded from school until they are no longer infectious. Duration of the exclusion and criteria for return to school is based on the disease process as directed to the school by the local health department officer.

Only those persons with direct responsibility for the care of a student, or for determining an appropriate education plan for an excluded student, will be informed of a student's communicable disease status. The local health department will notify parents and/or guardians of students who might have been exposed to a communicable disease without revealing the identity of the infected person(s). Written notification includes the dates of potential exposure, symptoms of the disease, action to take for onset of symptoms, methods of prevention and disease fact sheet from the CDC.

Immunizing students against infectious diseases assists in controlling the spread of communicable diseases. It is the policy of the District to enforce all State immunization requirements in accordance with the Division of Public Health and Chapter HFS 144 Immunization of Students. Exclusion of students who are not adequately immunized is at the discretion of the local health officer, District

policy

Superintendent and District medical director based on the disease and incubation period.

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An alternate educational plan will be implemented for students who are excluded from attending school for an extended period of time.

252.19, 252.21, Wis. Stats.

policy

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The District agreed to place automated electronic defibrillator(s) or (AED) at designated site(s) within the District for emergency care on a victim of cardiac arrest. The AED is used in an emergency setting on an unconscious victim of a cardiac arrest as evidenced by the absence of breathing and a pulse. The victim must be older than eight (8) years of age and weigh more than fifty-five (55) pounds to receive electronic defibrillation using a public access device.

Furthermore, the District will abide by all of the certification requirements for emergent care and AED use as stated in Assembly Bill 230 Act 7 Section 1: 146:50(8g) and Section 2: 895.48(4).

First, in accordance with section 146:50 (8g), "A person (rescuer) other than an emergency medical technician or a first responder may use a semiautomatic electronic defibrillator in rendering emergency care or providing treatment to an individual who appears to be in cardiac arrest if the person (rescuer) has received training in an approved course for which a physician serves as the medical director and is approved by the department of health and family services".

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The American Red Cross CPR and AED instructional programming is the current course approved for use at D.C. Everest. If a medical emergency arises at a District or community sponsored event, only certified trained staff, students, or lay rescuers may initiate emergent defibrillation care in accordance with the stated policy and procedure.

Second, in accordance with section 2 895.4 (4a), "Any of the following (rescuers) who meet the applicable requirement of section 146.50(8g) and who act within the applicable limitation of section 146.50 (8g) is immune from civil liability for the acts or omissions of a person in rendering in good faith emergency care by use of an AED unit under section 146.50(8g) to an individual who appears to be in a cardiac arrest."

Therefore, civil immunity is granted to the following parties –

A. the person (rescuer) who renders the care

B. the physician who serves as the medical director for the program and training course

C. the owner of the semiautomatic defibrillator device

D. the provider of the training course

In accordance with the Nurse Practice Act and Standard G, a licensed physician will serve as the medical director and oversee all aspects of the emergent care and AED program. The District registered nurse will serve as the District AED Coordinator to ensure compliance with the statutes as outlined in Assembly Bill 239 Sections 1 and 2.

146.50(8)(g), Wis. Stats.
118.076 Wis. Stats.

policy

DIRECT CONTACT COMMUNICABLE DISEASES

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

For purposes of this policy, these diseases shall include:

A. HIV (human immunodeficiency virus);

B. AIDS (acquired immune deficiency syndrome);

C. AIDS related complex (condition);

D. HAV, HBV, HCV (Hepatitis A, B, C);

E. other diseases that may be specified by the State Department of Health as contact communicable diseases.

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

policy

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

The Superintendent shall also ensure the guidelines are developed for reporting communicable diseases and sending home students or staff suspected of having a communicable disease as provided under State law.

Sec. 252.21, Wis. Stats.

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CONTROL OF BLOOD-BORNE PATHOGENS

The School Board seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties.

The Superintendent shall implement administrative guidelines which will:

A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;

B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;

C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;

D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;

E. provide for record-keeping of all of the above which complies with both Federal and State laws;

F. develop an exposure control plan.

29 C.F.R. 1910.1030

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STUDENT ABUSE AND NEGLECT AND REPORTING

The School Board is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures detailed herein governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and thereafter at least once every five (5) years after the initial training.

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a child by other than accidental means.

The employee shall immediately call the local office of the Child Welfare Department or local law enforcement agency and shall secure prompt medical attention for any such injuries reported.

Employees shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

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

policy

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

48.981, 118.07(5) Wis. Stats.

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policy

STUDENTS WITHOUT PARENTS

Any teacher, administrator, counselor, or school social worker who knows that a child is without a parent or guardian shall report that fact as soon as possible to the Marathon County Health and Human Services Department. Such a report is not required if a student has a legal custodian or is cared for by a kinship care relative.

118.175, Wis. Stats.

policy

FOOD SERVICES

The School Board shall provide cafeteria facilities in all school facilities where space and facilities permit.

The Supervisor of Food Services shall supervise the district's food service programs under the direction of the Assistant Superintendent, Business/Personnel Services.

The D.C. Everest Area School District shall participate in the National School Lunch Program (NSLP) and the USDA Foods Distribution Program and shall provide a school lunch program for all students enrolled in grades K-12.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a medical practitioner as defined in WSS 118.29(1) to have a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15b.3. To qualify for such substitutions, the medical certification must identify:

A. the student's disability and the major life activity affected by the disability;

B. an explanation of why the disability affects the student's diet; and

C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

The price of school breakfast, lunch, and milk shall be established by the Board on the recommendation of the Supervisor of Food Services and shall be based upon the anticipated meal costs, state and federal reimbursements and federal meal pricing guidelines.

The District shall make one-half (1/2) pints of milk available daily to all students who wish to pay for such milk.

In addition to the regular reimburseable lunch provided all students, ala carte items may be available at the Middle School, Junior High, and Senior High. A breakfast

Deleted: , and will provide food service for the purchase and consumption of lunch for all students.

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On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must indentify:
A. ... [2]

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meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must indentify:
A. ... [3]

Deleted: For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.
A. ... [4]

program and after-school snack program will be available in schools where it is deemed to be appropriate.

The Summer Food Service Program will be available to students and the community where it is deemed appropriate.

It is the parent's responsibility to maintain a monetary balance in the student lunch account sufficient to cover the cost of breakfast, snack milk, school lunch, or cold lunch milk. Payment can be made in the school office by cash or check or online with credit card or check debit. If the monetary balance in the student lunch account is insufficient, the school district will comply with USDA requirements before denying a student a meal.

D.C. Everest Middle School shall be the central production kitchen.

All school kitchens shall maintain the required sanitary stands as established by the Marathon County Health Department. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. The District will comply with food holds and recalls in accordance with USDA regulation. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

All revenues collected from breakfast, lunch, ala carte, milk program, and food service vending sales commissions shall be deposited in the District's food services fund.

The program will be operated, as nearly as possible, on a break-even basis with the exception that the full cost of necessary equipment may not be totally covered in one year.

Food, supplies, and equipment will be purchased as needed in accordance with state and federal law and District policy. The Supervisor of Food Services will determine the items and quantities to be purchased. The food service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

The school breakfast and lunch menus will be planned to follow the nutrition guidelines established by the National School Lunch Program. Menus will be planned considering student acceptance, USDA foods utilization, and availability of

policy

equipment. Student and staff input may be sought when evaluating new food products.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food service serving hours. Foods and beverages unassociated with the food service program may be vended in accordance with Board Policy 8540.

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Deleted: The District shall serve only nutritious food as determined by the Food Service Department and shall not purchase with food service funds and shall not serve, in any food service area during meal-serving hours, carbonated beverages, water ices, chewing gum, hard candy (including breath mints and cough drops), jellies and gums, marshmallow candies, fondant (creamy sugar candy), licorice, spun candy and candy-coated popcorn.

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15.137, 93.49, 115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.
7 C.F.R. 210, 215, 220, 240
42 U.S.C. 1760 .

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policy

WELLNESS

Student & Staff Wellness

The District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. Our local school wellness policy will include:

A. nutrition education goals

B. nutrition promotion goals

C. nutrition standards for all foods available on school campus during the school day

D. physical activity goals

E. school-based activities designed to promote student and staff wellness

F. measurement and evaluation of wellness policy

G. communication to the public (parents, students, others in the community) regarding content and implementation of the policy

Nutrition Education Goals

A. Implement integrated nutrition education from preschool through secondary school as part of a sequential, comprehensive school health education curriculum designed to help students adopt healthy eating behaviors.

B. Implement curriculums that require preparation of food to reinforce healthy eating habits.

Nutrition Promotion Goals

A. Nutrition information will be shared with students, parents and the community through printed materials, the District website and various social media.

B. Collaborate with community agencies to provide students, parents and the community with information to encourage them to teach their children about health and nutrition.

C. Only foods and beverages that meet USDA "All Foods Sold in Schools" standard may be marketed to students during the school day. This includes marketing of products on the exterior of vending machines, posters, menu boards, coolers, trash cans, and other food service equipment, as well as cups used for beverage dispensing (This list is not all inclusive.). This would not apply to marketing that occurs at events outside of school hours.

Nutrition Standards

A. The District School Breakfast, School Lunch, Wisconsin School Day Milk and After-school Snack Programs will follow state and federal guidelines as required by the National School Food and Nutrition Contract entered into by the Board. These guidelines are required by the Healthy, Hunger-free Kids Act of 2010.

B. The District school meal ala carte program will follow the guidelines required by the National School Food and Nutrition Contract entered into by the Board. These guidelines are required by the Healthy, Hunger-Free Kids Act of 2010.

C. The District will follow USDA's "All Foods Sold in Schools" standards as required by the Healthy, Hunger-Free Kids Act of 2010 and National Food and Nutrition Contract entered into by the Board. See link to "All Foods Sold in Schools."

D. No soda will be available for purchase for students on school grounds prior to, during and one-half (1/2) hour after the end of the school day.

E. Classroom snacks and food rewards should reflect healthy, nutritious food choices. Classroom parties for students should be held during times that will not conflict with the student's access to the school breakfast and lunch programs.

F. Food sales to students may not be held during hours that will conflict with the school breakfast or school lunch programs. This would include activities such classroom food sales, fundraisers, vending machines that do not accrue to the food service fund, etc.

G. Meals are scheduled at appropriate times with adequate space for students. As an important part of encouraging healthy eating behaviors, it is recommended that students will have no less than ten (10) minutes for breakfast and no less than twenty (20) minutes for lunch after being served.

H. To prevent possible food contamination or food-borne illness, foods brought for classroom distribution by students or staff must be commercially prepared and in the original packaging.

Physical Activity Goals

A. All students in grades K-12 will participate in physical education as prescribed by WI Statute. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement.

B. It is recommended that schools provide brief activity breaks in the classroom throughout the school day within regular classrooms to enhance student focus and attention. Integration of physical activity into classroom lessons is encouraged whenever possible.

C. All elementary school students will have at least twenty (20) minutes each day of supervised recess. It is recommended that physical education will not be withheld as a discipline consequence.

D. The District will provide information to students and parents about school-based physical activity opportunities before, after and during the school day such as physical activity clubs or intramural programs.

School-Based Activities Designed to Promote Student and Staff Wellness

A. Student wellness

1. Local wellness policy guidelines should be considered in planning all school-based activities such as school events, field trips, PTO events, dances, social events, and fundraising activities.

2. Schools will provide access to school facilities by students, families or community groups, in accordance with District Facility Use policy.

3. Before and after school programs will be encouraged to include physical activity and a nutrition related component.

4. Schools will provide opportunities that promote the Center for Disease Control (CDC) recommendation of 60 minutes of physical activity each day.

B. Staff wellness

The District will provide staff wellness opportunities such as reduced rate Wellness Center memberships, incentives, and special events/activities throughout the year.

policy

Measurement and Evaluation of Wellness Policy

A sustained effort is necessary to implement and reinforce the wellness policy guidelines.

A. The District Wellness Committee will consist of teachers, administrators, school nurse, Supervisor of Food Services, PE Curriculum Coordinator, community members, school board member and students. The primary function of this committee will be to periodically review the policy, evaluate policy outcomes, and communicate recommendations to the Superintendent.

B. District-wide staff wellness committee will provide opportunities for staff to model healthy behaviors and enjoy physical activities.

Deleted: A. The Superintendent or designee and building principal/administrator will be responsible for ensuring that each building meets the guidelines of the local wellness policy and implement a plan for measuring the effectiveness of the wellness policy. An annual checklist regarding implementation, progress and staff and student awareness will be conducted on an annual basis.

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Communication to the Public (parents, students, others in the community) Regarding Content and Implementation of the Policy

A. Principals will inform staff about wellness policy goals and progress.

B. Principal/administrator will report building initiative and compliance results to the District Wellness Committee.

C. The District Wellness Committee will provide yearly recommendations to the Superintendent.

D. The Superintendent or designee will report annual results of evaluation of the wellness policy goals to the School Board.

E. The District Public Relations Director or designee will inform parents and community about the District Wellness Policy, updates, annual reports, and helpful resources through appropriate media outlets.

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Section 204 of the Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004
Public Law 111-296 Healthy, Hunger-Free Kids Act of 2010, Section 204
42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771

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policy

FREE AND REDUCED-PRICE MEALS

The School Board recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the State Department of Education.

The Board designates the Supervisor of Food Services to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

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

policy

VENDING MACHINES

The School Board recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied.

A. No food or beverages are to be sold or distributed which will compete with the District's food-service program.

B. Food items and beverages available for sale to students in vending machines for consumption on campus shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules.

C. The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.

D. The District's share of the revenues is managed by the District in accordance with relevant Board policies and administrative guidelines.

E. No products are vended which would conflict with or contradict information or procedures contained in the District's educational programs on health and nutrition.

42 U.S.C. 1779

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policy

TRANSPORTATION

It is the policy of the School Board to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

To qualify for transportation, a student must attend, or reside at or beyond the following distance by grade, or otherwise reside in a hazardous area:

A. A.M. 4K – home pick-up and drop off

B. Grades K-9 - more than one half (1/2) mile

C. Grades 10-12 - more than one (1) mile.

D. Hazardous areas. Regardless of distance, students whose home is located in one of the designated hazardous areas, will be transported to and from school.

Students are expected to walk to a bus pickup point depending on grade level as shown below:

A. Grades K-5 - one-quarter (1/4) mile

B. Grades 6-9 - one-half (1/2) mile

C. Grades 10-12 - three-quarters (3/4) mile

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 for the transportation of resident students between their home areas and the schools of the District to which they are assigned.

In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

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policy

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

The Board shall approve the attendance area boundary lines designated by the governing body of all private schools receiving services from the District. The purpose of these boundary lines will be for constituting the attendance areas for transportation purposes. Attendance areas of private schools affiliated with the same religious denomination shall not overlap. No later than May 15 in each year by statute, each private school shall notify the Board of the names, grade levels and location of all students eligible to have transportation provided by the School Board and are planning to attend such private school during the forthcoming school term. The Board may extend the notification deadline.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

Deleted: the Superintendent's administrative guidelines or

The Board authorizes the superintendent or designee to install and operate video cameras on District buses to enhance student safety and well-being. S/He shall establish appropriate administrative guidelines for the proper use of the cameras.

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120.13(27m), 121.52, 121.53, 121.54 et seq., 121.555(1)(a) Wis. Stats.

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policy

USE OF ELECTRONIC WIRELESS COMMUNICATION DEVICES BY DISTRICT EMPLOYEES WHO OPERATE BOARD-OWNED OR OPERATED VEHICLES

Personal communication devices ("PCDs"), including PCDs equipped with ear pieces, ear buds, headsets, and/or Bluetooth, shall **not** be used for sending or receiving text messages, or sending or receiving e-mails or any other data, anytime the operator is actively driving a Board-owned vehicle during the course of employment, with or without students on board.

Deleted:

For purposes of this policy, electronic PCDs include, but are not limited to, cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberries/Smartphones, any text-messaging device, and other WI-FI-enabled or broadband access devices, including computers.

Safety is always the priority while driving a vehicle in the course of employment. Any deviation to the above policy will result in disciplinary action as set forth in Board policy, including termination from employment.

Deleted: and/or any applicable collective bargaining agreement

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policy

TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

It shall be the policy of the School Board to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all District-sponsored trips, including co-curricular, athletic, and other extra-curricular trips, is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

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It will also assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips with approval. For groups who wish to upgrade transportation from a yellow bus to a charter bus, the group will be responsible to provide funding for the cost variance.

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Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle without the approval of the principal.

policy

No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.

121.54(7), Wis. Stats.

policy

TRANSPORTATION BY PRIVATE VEHICLE

The School Board authorizes the transportation by private vehicle of students of the District.

Any such transportation must be approved in advance by the principal in accordance with the Superintendent's administrative guidelines.

Deleted: and in writing

The parent of the participating student will be given, on request, the name of the driver and the description of the vehicle.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board, the parent of a student enrolled in this District, and the holder of a currently-valid license to operate a motor vehicle in the State of Wisconsin.

Deleted: an approved volunteer,

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Any person otherwise qualified to transport students shall agree not to carry a concealed weapon while transporting students, other than the person's own children, even if they are a holder of a concealed carry permit. This does not apply to law enforcement personnel.

Any private vehicle used for the transportation of students must be owned by the approved driver or the spouse of the approved driver and must conform to registration requirements of the State.

Deleted: No person shall be permitted to transport students who is not the holder of automobile liability and personal injury insurance in the amount required by District administrative guidelines. The Superintendent may withdraw the authorization of any private vehicle driver whose insurance is not adequate. ... [1]

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

policy

Expenses incurred by drivers of private vehicles in the course of transporting students may be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

121.52, 121.53, Wis. Stats.

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policy

BUS SERVICES CONTRACTS

The School Board policy regarding fulfillment of its obligation to provide transportation to students within the District is defined in Policy 8600 and AG 8600. State law requires that the District take certain measures to ensure the competence of those operating the buses to assure student safety.

The owner or lessee of all privately owned motor vehicles shall be under written contract with the Board of the District for which such transportation is provided.

All contracts for transportation services between the District and a private entity shall contain provisions requiring that the owner or lessee of the privately owned motor vehicles assure that all operators of said vehicles are subject to drug testing as required by law. The contract shall require that the owner or lessee provide the District with its drug testing policy for approval.

District Owned Vehicles Used for Transporting Students

All drivers of motor vehicles owned by the District and used for transportation of students shall be approved by district administration.

121.52, Wis. Stats.
49 C.F.R. Chapter 40

© NEOLA 2013

Deleted: The contract must specify that the owner or lessee is obligated to perform any action necessary to fulfill its obligation under Wis. Stats. Section 121.555.

Deleted: All contracts for bus services, either between the District and its employees or between the District and a private entity contracted for the purpose of providing transportation services must be in the form prescribed by the Department of Transportation and specify that all parties to the contract are at all times subject to the rules adopted by the Secretary of Transportation under Wis. Stats. 110.06(2) and by the Department. ... [1]

Deleted: in accordance with U.S. Department of Transportation regulation.

Deleted: under written contract with the Board.

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All operators of motor vehicles owned by the District and used for transportation of students shall be subject to the provisions of 121.555, Wis. Stats.

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policy

INSURANCE

The School Board shall purchase with District funds the type and amount of insurance necessary to protect the District from major financial losses.

Insurance for a given coverage shall be obtained at the lowest possible cost, assuming that service and company reliability are satisfactory. The Assistant Superintendent, Business/Personnel Services shall administer the insurance program.

120.12(6), Wis. Stats.

policy

STUDENT ACCIDENT INSURANCE

The School Board recognizes the need for insurance coverage for injuries to students caused by accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Therefore, at the beginning of each school year, the Board shall offer parents the opportunity to participate in student accident insurance at the expense of the parents.

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A signed statement of insurance coverage on the part of the student's parent or guardian shall be a prerequisite for student registration in any school activity having a potential for personal injury.

The Superintendent or designee shall recommend suitable and qualified insurance carriers and notify all parents of their availability.

120.13(2)(a), Wis. Stats.

policy

RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration.

The District shall not function as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy 7510 and administrative guidelines- Use of District Facilities and Policy 9700 - Relations with Special Interest Groups and administrative guidelines – Distribution of Materials to Students.

Deleted: AG 7510A

Deleted: AG 9700A

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

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policy

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day unless it is lighted appropriately.

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Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the pledge or sing the national anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. The Superintendent shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

118.06(2), Wis. Stats.
20 U.S.C. 4071 et seq.

© NEOLA 2006

policy

FRAUD

The School Board is committed to protecting the financial assets of the District. Fraudulent behavior by School District employees, any contracted entity, or other individual will not be tolerated.

Fraudulent behavior includes, but is not limited to, theft, embezzlement, lying or providing false information to obtain a material benefit, including falsification of employee time records or other manipulation of time records to obtain compensation for time not worked, purchasing property for personal use with School Board funds, and inappropriate personal use of School Board property.

All employees have an obligation to report fraud to their supervisor or directly to the Superintendent. The failure to report known fraudulent actions or actions that reasonably appear to be fraudulent may be grounds for discipline.

The Superintendent, in cooperation with the auditors and District staff, will provide appropriate internal controls to diminish the opportunities for theft, embezzlement, and other fraudulent acts by employees.

All allegations of fraud will be investigated by appropriate District staff and will be reported to law enforcement if or when there is reason to believe a criminal offense has been committed.

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policy

9000	**RELATIONS**
9120	Public Information Program
9130	Public Requests, Suggestions, or Complaints
9140	Citizens' Advisory Committees
9150	School Visitors
9151	Use of Cameras and Other Recording Devices in Locker Rooms
9160	Public Attendance at School Events
9210	Parent Organizations
9211	District Support Organizations/Fund-Raising
9270	Home-Based, Private, or Tribal Schooling
9500	Relations with Educational Institutions and Organizations
9550	Charter Schools
9555	Partnerships with Business
9600	Staff/Student Participation in Community Events
9700	Relations with Special Interest Groups
9700.01	Advertising and Commercial Activities
9800	High School Diplomas to Veterans
9800.01	Veterans as Classroom Volunteers

policy

PUBLIC INFORMATION PROGRAM

The School Board recognizes it is charged with the responsibility of educating the youth of the area as prescribed by state law and that the citizens have the right to exercise final control over the schools, the right to participate in educational policy and decisions, and the right to be informed about how students are being educated and the right to know how District funds are being spent. Therefore, the Board will seek opportunities to inform the various publics it serves on aspects of the District's operations.

The Board and administration seek and welcome opinions, suggestions, and questions concerning school affairs. Suggestions or complaints referred to individual Board members shall be referred to the Superintendent for appropriate action.

Board meetings shall be open to the public and the news media. A spot shall be placed on the agenda for the public to make statements, complaints, or ask questions concerning the operations of the District. A copy of the agenda will be sent to city and town officials, key school personnel, news media, and any individual or groups who have requested such. Closed executive sessions shall only be held as outlined by state law.

School Board members and school personnel recognize that the news media are important means of keeping the publics informed about the operations of the schools. They welcome the interest and assistance of the news media.

Information which might damage the reputation of students or school personnel will not be released. Information which, if prematurely released, would inflate the price of prospective land to be purchased by the District, will be made available at times consistent with responsible expenditures of public funds.

The Superintendent is authorized to prepare publications needed to keep citizens informed about the operations of the schools.

School personnel shall constantly strive to maintain the inherent rights and integrity of individuals or groups that have contact with our schools in any capacity.

policy

The Board recognizing the need to involve the community in the operation of the District will use Planning Committees to act as advisory boards in matters of policy, curriculum, building programs and needs, public relations, and other areas as needed.

The Board recognizes that school personnel must be informed as to goals, objectives, and policy decisions of the Board to the same degree as the public in order to more fully achieve its primary purpose - the education of our youth.

The Board recognizes that in order to have an effective and productive public relations program, a comprehensive and continuing program of in-service training in school-community relations for school personnel is necessary.

School personnel shall seek to maintain relationships with parents, organizations, and news media which help implement the above policy.

policy

PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the School Board. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by Policy 3122 and Policy 4122.

It is the desire of the Board to address any such matters through direct, informal discussions and other means. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the Superintendent for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

Handling of Complaints by Members of the School Board

As individual Board members are frequently confronted with complaints by teachers, parents and the public in general, it seems prudent to establish guidelines for the handling of these complaints.

Board members must remember that as individuals they have no legal status and that the only time Board members can legally transact business is when meeting together as a Board in legal session.

It is wise for a Board member to postpone the formulation of an opinion until hearing the issue discussed by the Board as a whole, where all the aspects of the problem are aired. A Board member should not obligate other members of the Board by predicting how they will vote.

Therefore, the following procedure is established for the handling of complaints made to individual Board members.

A. Neither the Board as a whole nor any individual member will entertain or consider communications or complaints from teachers, parents, or the general public until, or unless, such communications or complaints have been routed through the proper channels.

B. If a Board member is approached by a school employee on matters of school policy, or school problems, the employee should be advised by the Board member to refer the matter to the principal or supervisor. If the employee is not satisfied by the determination of the principal or supervisor, the problem may be brought to the attention of the Superintendent of Schools. If the employee still feels the determination is unsatisfactory, the problem may be brought to the attention of the School Board by letter or personal appearance.

Deleted: of Schools

C. Similarly, if a Board member is approached by a parent who has a complaint, the parent should be referred to the principal of the school of the teacher involved. If the parent is not satisfied by the determination of the principal, the problem may be brought to the attention of the Superintendent of Schools. If the parent still feels that the determination is unsatisfactory, the problem may be brought to the attention of the School Board by letter or by personal appearance.

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All appearances before the Board should be scheduled seven (7) days before the regular meeting so they could be included in the agenda. Exceptions may be made in the case of an emergency.

The meetings with the Board may be private, at the discretion of the Board, when personnel matters or individual student records are being discussed.

The only time an individual Board member may speak for the Board would be as a member delegated by the Board to make a specific appearance, on a specific occasion, to discuss a specific issue under the direction of the Board. The viewpoint of the Board should be presented, and not their own, if it should be at variance with the majority of the Board.

Guidelines for Matters Regarding a Professional Staff Member

A. First Level

Generally, if the matter concerns a professional staff member the individual(s) should discuss the matter with the staff member. The staff member shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the immediate supervisor.

B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member.

C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the Superintendent, the individual(s) may submit a written request for a conference to the Superintendent. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;

2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;

3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor.

D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the Superintendent, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted within three (3) days of receiving the Superintendent's response.

The Board, after reviewing all material relating to the matter may shall provide the individual(s) with a written response or grant a meeting, which may be held in closed session at the discretion of the Board when consistent with Wisconsin's Open Meetings law.

The individual(s) shall be advised, in writing, of the Board's decision no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall inform the individual that s/he has no authority to act in his/her individual capacity and may refer the individual(s) to this guideline or the Superintendent for further assistance.

Guidelines for Matters Regarding a Support Staff Member

In the case of a support staff member, the matter is to be directed, initially, to the person's supervisor, and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".

Guidelines for Matters Regarding District Services or Operations

If the matter relates to a District procedure or operation, it should be addressed, initially, to the supervisor directly responsible and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Professional Staff Member".

Guidelines for Matters Regarding Enrollment Disputes

If the matters relates to disputes concerning student residency determination, Homelessness under the McKinney-Vento Act, or related issues, the matter should be addressed initially to the Homelessness Coordinator, and then to the Third Level of the process for "Matters Regarding a Professional Staff Member".

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Guidelines for Matters Regarding the Educational Program

If the matter relates to a District program, it should be addressed, initially, to the administrator responsible for the program and then in subsequently higher levels as prescribed in "Matters Regarding a Professional Staff Member".

Guidelines for Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A and Form 9130 F3.

Reconsideration of Educational Materials

Reconsideration process:

A. Any resident, parent/guardian of a student or professional staff member of the District may seek reconsideration of educational materials used in the District's educational program.

B. No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of the review committee, with the concurrence of the Superintendent; or upon the Superintendent's recommendation and concurrence of the School Board; or upon formal action of the Board when a recommendation of a review committee is appealed to it.

C. The committee will not hear appeals of the appropriateness of total curriculum; i.e., if a program, such as Health Education is questioned, it will not be reviewed by this committee.

D. Materials, which were not purchased through District funds or for which no material selection form is on file, are not subject to the reconsideration procedure.

E. If a person complains to the Board, a central office administrator or a building administrator, the Board and/or the administrator should refer the complainant(s) to the materials reconsideration procedure so that all cases may be handled with uniformity.

policy

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

118.01, 118.019, Wis. Stats.
20 U.S.C. 1232h

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policy

CITIZENS' ADVISORY COMMITTEES

The School Board, in its discretion, shall establish citizens' advisory committees when there is a definite function to be performed. All appointments of citizens to advisory committees shall be approved by the Board. All appointments of staff members to citizens' advisory committees shall be made by the Superintendent. Staff members shall never constitute more than a minority of any such committee. Every effort shall be made to ensure that the makeup of an advisory committee is as truly representative of the community as possible. The chairperson of an advisory committee shall be chosen from among the lay members. Board members may be ex-officio members of an advisory committee.

Correspondence between the Board and its committees shall ordinarily be conducted by the Superintendent.

The Superintendent shall transmit the contents of any communication from a committee to the Board.

When a committee is ready to submit a report on its assigned topic, the Superintendent shall arrange a meeting for the purpose of receiving the report.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

All advisory committees created by the Board are subject to the notice provisions of the Open Meetings Law.

19.81 et seq., Wis. Stats.

policy

SCHOOL VISITORS

The School Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

Except as set forth in District Policy 8390 or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time.

The building administrator has the authority to prohibit the entry of any person to a school of this District or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the building administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the principal. Such parents must inform the school administration of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the Board office and at each school.

policy

The Superintendent shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

All visitors to a school of the District must comply with the visitor rules as set forth in Board Policy 7440, Facility Security.

301.475(3)(c). Wis. Stats.

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policy

USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS

The School Board recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes the following locker room privacy policy.

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited.

(NOTE: Encourage the local press and student reporters to wait outside the doors of the locker room to get necessary interview/photograph.**)**

Parents may enter the locker room on a limited basis, with prior approval of the coach or teacher. The parent is not permitted to interview or seek information from any student or use a recording device to record or transfer images. A "recording device" means a camera, a video recorder, cell phone with video and/or photograph capabilities, or any other device that may be used to capture, record or transfer images.

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may use a cell phone to capture, record, or to transfer a representation of a nude or partially nude person in the locker room.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

policy

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution who violate State law.

175.22, 942.08, 942.09, Wis Stats.

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policy

PUBLIC ATTENDANCE AT SCHOOL EVENTS

The School Board welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Policy 9211 - District Support Organizations and Policy 9700 - Relations with Special Interest Groups.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better protect the safety and well-being of participants and visitors.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also Policy 8390 - Animals on District Property)

Persons attending school events are subject to the prohibitions on use of tobacco pursuant to Policy 7434 – Use of Tobacco on School Premises.

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

policy

All notices, signs, schedules, and other communications about school events shall contain the following statement:

29 CFR Part 35
29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended
34 C.F.R. Part 104
42 U.S. C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Deleted: "Upon request to the appropriate supervisor, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format as necessary for a disabled person to be able to participate in this activity. At least twenty-four (24) hours advance notice of the need for accommodation is appreciated." ... [1]

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policy

PARENT ORGANIZATIONS

The School Board supports all organizations of parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of this District, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

Any new parent organization desiring to use the name or good offices of the District must obtain the approval of the Superintendent or designee as a prerequisite to organizing.

Representatives and members of approved school-related organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

Further, parent organizations shall comply with the rules and procedures set forth in Policy 9211 District Support Organizations.

policy

DISTRICT SUPPORT ORGANIZATIONS/FUND-RAISING

Fund-raising Activities

The District recognizes and supports the efforts of school personnel and students, parent booster organizations, and other community members who have an interest in promoting specific student or school activities. Because fund-raising activities have a direct impact upon schools and the community in which they reside, the Board endorses cooperative relationships between school personnel and community members in designing and implementing activities where money is raised for a District curricular or co-curricular program. The School Board has a responsibility to the community to limit and control fund-raising for school activities by school personnel and students, parent groups, and/or community members.

The ultimate goal of raising and expending of funds by parent groups, student bodies, and other groups for school purposes shall always be to promote the educational welfare of the students.

The Superintendent shall implement administrative guidelines which ensure that each group's fund-raising activities are in compliance with Board policies, require that for any fundraisers by District support organizations that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules and that the funds are used for school-related projects that have the approval of the Superintendent and the principal.

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policy

HOME-BASED, PRIVATE, OR TRIBAL SCHOOLING

The School Board encourages the enrollment of all school-age children residing in this District in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

The Board shall allow students who are being educated at a private school or a tribal school to participate, if space is available, in any of the District's courses by enrolling in up to two (2) courses during each semester. The student must meet the criteria for admission to the high school established for private school or tribal school students.

The Board shall not allow any student who is being educated at a private school or a tribal school to participate, if space is available, in any of the District's non-WIAA sanctioned athletic or extra-curricular programs.

Home-Based Private Education Students

The Board shall allow a student receiving Home-Based private education to attend up to two (2) courses per semester in the public school classroom provided that the student meets the minimum standards for enrollment in each course as established by the District. Such student may attend no more than 2 courses per semester, which shall include any courses being taken by the student in another public school district such that the aggregate number of courses taken in a public school district in any semester does not exceed two (2).

A student receiving Home-Based private education may participate in interscholastic athletics in the District, including WIAA sanctioned interscholastic athletics, on the same basis and to the same extent that the District permits students enrolled in the District to participate. Upon request, the Home-Based educational program in which the student is enrolled shall provide the District with a written statement that the student meets the Board's requirements for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement.

policy

A student receiving Home-Based private education may participate in extracurricular activities in the District on the same basis and to the same extent that it permits students enrolled in the District to participate.

The District may charge a student who participates in interscholastic athletics or extracurricular activities participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a student who is enrolled in the District.

118.145(4), Wis. Stats.
118.133, Wis. Stats.
118.53, Wis. Stats.

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policy

RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS

It is the policy of the School Board that strong lines of communication be maintained by the District with other districts and with institutions and organizations which provide District students with programs, training, or services not available in the District.

The Superintendent may enter into such cooperative ventures with institutions or organization for the purpose of providing programs which correlate to the District's curriculum and help students better accomplish the educational outcomes established by the Board.

Before entering into any agreements, the Superintendent shall keep the Board advised of any arrangements that would affect the use of District resources or require any additional resources of the District.

In order to maintain cordial and constructive relationships with private and parochial schools, the Superintendent shall maintain liaison with the administration of all such schools that enroll significant numbers of students resident in this School District in order to be aware of any program changes that may be planned that could affect this District; and to cooperate fully in the implementation of all State and Federal programs administered by this District that benefit, in whole or in part, eligible students attending private or parochial school.

policy

CHARTER SCHOOLS

The School Board may consider the establishment of charter schools as provided by State law in accordance with established District procedures. Charter schools provide an opportunity to develop innovative educational programs, governance structures, and provide parental and student choice within the public school system. Charter schools established by the District will address State and District educational goals and will measure student progress in attaining those goals.

The Board may consider endorsing a charter school planning proposal and/or serving as the fiscal agent for a planning grant. Applications for endorsement of charter schools should be submitted to the Office of the Superintendent, who will forward them to the Board President for consideration on a future Board meeting agenda. All applications to establish a charter school for the following school year must be filed with the Board by January 1.

Charter school planning proposals may be submitted for Board endorsement by petition or Board initiative. The following criteria shall be used for evaluating all charter school planning proposals:

A. The concept of the charter school to be planned must be consistent with the District's mission.

B. The charter school to be planned must be significantly different than current programming to provide Distinct alternative learning opportunities for students.

C. The charter school planning proposal must define implications for District staff time commitment, if any, to assist with planning.

D. The charter school planning proposal must define any financial obligations for the District (i.e., accounting, record keeping, etc.) and provide for reimbursement, if applicable.

policy

E. The charter school planning process must ensure development of a charter school proposal that provides information required by State law.

Sections 118.01 Wisconsin Statues
118.19 (1)
118.30
118.40
121.02 (1)(a)

policy

PARTNERSHIPS WITH BUSINESS

The School Board is well aware of the role that education will play in increasing the nation's productivity and future well-being. To ensure success requires the combining of talent and resources within the region between business and education. It also recognizes that schools of the District need to operate as an integral part of the economic community if students are to receive the type of education and training they will need to function effectively in the twenty-first century.

The Board will seek to establish not only partnerships between the District and individual companies but also, if possible, consortia involving several companies and/or school districts. The purpose will be to seek opportunities for students and staff to share in new strategies and technologies being created in the business world and offer, in exchange, the knowledge and skill of District personnel in creating more effective continuing education for employees and members of the community. Properly planned and implemented, such partnerships or consortia could have significant impact on the nature and content of the curriculum as well as on the manner in which students are taught to learn.

The Superintendent is authorized to actively seek such partnerships.

policy

STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS

The School Board recognizes that the local community offers many programs and events that provide learning experiences which are not available in the schools and which can help students become more literate, cultured, productive human beings.

The Board seeks to maintain continuing communication with those groups and organizations that enrich the life of the community and authorizes the Superintendent to cooperate with their leaders both in the use of District resources that can aid their efforts and ensuring that members of the staff and student body are made aware of education-related activities of these groups. Further, the Board encourages members of the staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of such community activities.

policy

RELATIONS WITH SPECIAL INTEREST GROUPS

Advertising and Promotion: Relations between Public & Students

The School Board endorses the concept of community partners in education. It shall be the policy of the District to encourage student activities conducive to good health, effective citizenship, high morale, effective learning and exemplary moral and ethical standards.

Various non-school organizations, private and public, profit and nonprofit, often seek to have materials distributed to students and staff for charitable events, fund-raising, advertising, contests and other such activities. The following guidelines govern the distribution of such materials:

A. Equipment or materials containing advertising of a service or product may be approved for school use by the Superintendent or his/her designee, if the educational value or savings to District taxpayers warrant such approval.

B. Use of the D.C. Everest School District name or a derivative of it may be approved for use in conjunction with a commercial product by the Superintendent or his/her designee, if the educational value or savings to District taxpayers warrant such approval.

C. To ensure that student or school personnel are not exploited in efforts to gain financial support by these organizations, the District shall not permit direct solicitations. Charitable fund raising organizations may seek exception through Board authorization.

D. Vending machines dispensing food or beverages to students are permitted at the discretion of the school principal provided the vending program is not competing with the school food service program. Machine proceeds will accrue to the student association funds.

E. The District will allow contractual relationships with vendors to merchandise products to students and personnel for the purpose of facilitating group purchasing. Examples might be class rings, yearbooks, photographs and other group purchase of products and services.

F. School publications may accept and publish paid advertising under established procedures.

G. No advertising material may be distributed to students which in the opinion of school authorities would contribute to the personal gain of an individual, business or company except as follows:

1. educational material used by staff for educational purposes

2. samples, calendars, supply catalogs, etc., which may be distributed to staff for study, purchasing or routine classroom use, with administrative approval

H. No advertising for alcoholic beverages, tobacco, or other harmful substances, may be accepted for any school or school publication. This does not prohibit advertising from establishments whose business is not primarily dependent upon the sale of alcohol or tobacco products (i.e. restaurants, bowling alleys, grocery stores).

Distribution of Non-School-Related Materials to Students

Many persons, groups and agencies ask to distribute information to students relative to their activities and promotions. Most of the requests understandably deserve public support; however, they are so varied and so numerous, the Board has developed guidelines to ensure that when non-school material is posted or distributed to students on school premises, the information and the activities are appropriate in light of the educational mission of the schools.

Persons, groups, or agencies wishing to distribute or post non-school material to students on school premises must submit an online request with a copy of the material as outlined in administrative guidelines.

Deleted: to the building principal or designee a written

Deleted: and

Deleted: .

Deleted: Material that is to be distributed to the entire District or to all elementary schools must be submitted to the Superintendent or his/her designee for approval.

The request and material must be submitted at least twenty-four (24) hours in advance of the proposed time of distribution. The request must contain the name and telephone number of the person, group or agency submitting the request and the date(s) time(s) and location(s) of the proposed distribution(s).

In addition, individuals may choose to provide 30 copies for each school, which may be placed where the principal designates. Individuals will need to deliver the copies to each school. Each piece of material shall have a "non-endorsement" statement similar to, *"This is not a D.C. Everest-sponsored activity and the opinions expressed are not necessarily those of the School District or its personnel."*

Deleted: the material shall be sorted in appropriate bundles of twenty-five (25) to thirty (30) pieces for distribution in each class

Deleted: .

Deleted: Information about the number of bundles needed for the request can be obtained from the principal's or superintendent's secretary.

Persons, groups or agencies seeking approval to distribute materials in schools are strongly encouraged: (1) to provide materials translated into the language spoken by the families receiving the information; and (2) to offer scholarship or subsidy fees to low income students if fees are requested for participation.

Persons, groups or agencies wishing to distribute non-school material to students on school premises must receive prior permission from the building principal or designee. The building principal or designee will deny a request to distribute the following material:

A. Material that contains obscene, profane or pornographic subject matter, determined by reference to the material's intended recipients;

B. Material that impinges upon the rights of other students or that encourages actions which endanger the health or safety of others;

C. Material that invades the privacy of others;

D. Material that incites or encourages illegal behavior;

E. Material that is primarily devoted to the advertisement of commercial products or services, when such products or services are not offered in connection with fund-raising or other activities by a non-profit organization;

F. Material that presents a reasonable probability that its distribution to students will substantially disrupt or materially interfere with the proper and orderly operation or discipline of the school or school-sponsored activities; and

G. Material that is not age- or maturity-appropriate.

The building principal or designee may establish uniform and reasonable time, place and manner restrictions for student distribution or posting of non-school material, taking into account the ages of students and the physical layout of school premises. Time, place and manner restrictions shall be designed to promote the orderly distribution of material while preventing disruptions of, or interference with, the school curriculum, the orderly ingress and egress from the school and the safe and efficient movement of persons on school premises and the orderly operation of the school. The building principal or designee may establish reasonable time, place and manner restrictions on a case-by-case basis so long as such restrictions are nondiscriminatory and based upon the considerations listed above.

The Superintendent, building principal or designee may prohibit or place restrictions upon student distribution or posting of non-school material on school premises based upon pedagogical and educational concerns associated with a proposed distribution of non-school material.

If the building principal or designee denies or limits a request to distribute or post non-school material, a written appeal may be filed with the Superintendent's office within five (5) school days from the date of the decision. If upon review the Superintendent or designee denies or limits the request, the decision may be appealed to the board by filing a written appeal with the Superintendent's office within five (5) school days of the decision.

policy

Persons, groups or agencies are not allowed to make face-to-face presentations about non-school-related events to students in classrooms or other areas of the school. In addition, distribution of non-school material will not be allowed via school or District newsletters. This policy, however, does not apply to school-affiliated activities, e.g. community athletic teams, for children. The policy also provides that announcements during the school day are limited to school-sponsored and school-related events and activities. Emergency cancellation of student events or activities that are not school-sponsored or school-related may be announced when there are not reasonable alternative means of communicating with students regarding the cancellation immediately before or after school.

However, when administering these policies, school officials, employees and agents shall not discriminate between non-school materials on the basis that the material contains a viewpoint which represents a favored or disfavored point of view. Permission to distribute or post non-school material is not an endorsement of an activity, person, organization or subject matter of the material by the District or any of its officials, employees or agents.

118.125, Wis. Stats.

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policy

ADVERTISING AND COMMERCIAL ACTIVITIES

This policy provides guidance for the appropriate and inappropriate use of advertising or promotion of commercial products or services to the students and parents in the school.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The School Board may permit paid commercial advertising in School District facilities or on School District property in the following categories or forums in accordance with the parameters set forth herein:

A. **Product Sales:**

1. product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);

2. exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);

3. fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

B. **Direct Advertising/Appropriation of Space:**

1. signage and billboards in schools and school facilities;

2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);

3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;

4. ads in school publications (newspapers and yearbooks and event programs);

C. **Indirect Advertising:**

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;

2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature;

   The films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and to determine whether the materials are in compliance with the guidelines as set forth above.

It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit or other non-school agency or organization, public or private, without the approval of the Board or its designee.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.

B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Administration.

C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.

D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.

E. No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot issue and shall be non-proselytizing.

F. No advertisement may contain libelous material.

G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.

H. No advertisement shall be false, misleading or deceptive.

I. Each advertisement must be reviewed in advance for age appropriateness.

J. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.

K. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.

L. Students shall not be required to advertise a product, service, company or industry.

M. Advertising will not be permitted on the outside or the inside of school buses.

N. The Superintendent or designee is responsible for screening all advertising.

O. The Superintendent or designee may require that samples of advertising be made available for inspection.

P. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.

Q. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

Written Contract for Placement

All advertising agreements between the District and an outside entity shall be in writing, shall specify all relevant terms, and must be approved by the Board prior to placement of advertisements.

The contracts shall contain at a minimum the following clauses:

A. District authority over content and placement of advertisement

B. authority of District administration to view and approve all materials prior to actual placement

C. specific provisions regarding financial terms, timing of payment, hold harmless clause in the event of lawsuit against advertiser that requires removal of advertisement prior to expiration of contract

D. warranty regarding intellectual property and indemnification against alleged violations of trademark or copyright protections by third parties

The Superintendent or designee shall negotiate all such agreements with the advertiser.

The Superintendent shall prepare administrative guidelines addressing the Criteria for Commercial Messages and the process by which advertising shall be accomplished (see AG 9700B).

Accounting

Advertising revenues must be properly reported and accounted for.

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policy

HIGH SCHOOL DIPLOMAS TO VETERANS

The School Board recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces.

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding a high school diploma.

The Board may award a high school diploma to a military veteran who meets the following criteria:

A. The veteran is at least sixty-five (65) years of age, or is at least fifty-five (55) years old and has a service-connected disability.

B. The veteran attended high school in the District or attended a high school in Wisconsin and is a resident of the School District.

C. The veteran left high school before receiving a high school diploma to join the armed forces of the United States during a war period under 45.001(5), Wis. Stats.

D. The veteran served on active duty under honorable conditions in the United States Armed Forces or in forces incorporated as part of the United States Armed Forces.

The Board may also award a high school diploma to a military veteran who has received a high school equivalency diploma after serving on active duty under honorable conditions if criteria A. through C. above are also met.

If the veteran is deceased and satisfied criteria B. through D. above, the Board may award a diploma posthumously and present that diploma to a surviving relative of the veteran.

policy

The application for a veteran's diploma is available at the Office of the Superintendent.

45.001(5), Wis. Stats
120.13(37), Wis. Stats

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VETERANS AS CLASSROOM VOLUNTEERS

The School Board recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces.

The Board shall, concurrent with the Department of Public Instruction presentation, award a Certificate of Achievement and Appreciation to any military veteran who meets the following criteria:

A. The veteran completes twenty (20) hours of volunteer service in a district school during a school term.

B. The volunteer service consists of classroom service that involves direct interaction with students, with an emphasis on sharing the lessons the veteran learned from his/her military experience.

C. The veteran is not an employee of the District during the term in which the volunteer service takes place.

D. The veteran has, by July 1st after the school term in which the volunteer service takes place, submitted to the Department of Public Instruction a form signed by the school principal or the Superintendent verifying that the veteran has fulfilled the twenty (20) hours of volunteer service.

45.09, Wis. Stats.

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ADOPTION RESOLUTION

RESOLVED, that the bylaws and policies printed and codified in the comprehensive document entitled "**Bylaws and Policies of the D.C. Everest Area School District**" are hereby adopted and that all bylaws and policies heretofore adopted by the D.C. Everest Area School District Board of Education are hereby rescinded, further be it

RESOLVED, that in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law, inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies and parts of policies shall remain in full effect.

Take notice that the foregoing resolution was adopted by the D.C. Everest Area School District Board of Education at a public meeting held at Schofield, Wisconsin on May 25, 2016.

D.C. Everest Area School District
6300 Alderson Street
Weston, WI 54476
Phone 715-359-4221

Aaron Nelson
Finance Manager

MISSION STATEMENT
D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Kristine Gilmore, Superintendent
Jack E. Stoskopf, Jr., Assistant Superintendent Business/Personnel Services

FROM: Aaron Nelson, Finance Manager

RE: Liability, Property, and Workers Compensation Insurance Summary

DATE: May 10, 2016

The district's cost for liability, property, and workers compensation insurance is estimated to increase by $20,360 or 5.7% for the 2016-17 school year. There were two primary reasons for this increase:

1. The Wisconsin Compensation Rating Bureau significantly increased statewide school workers' compensation rates. Wisconsin workers compensation insurance companies are required to charge these respective rates to their policy holders.
2. The district's modification factor increased from .84 to .87. The district is below the state average modification factor which is 1.0. The modification factor is determined by a three year loss average. Currently, the district has no significant workers compensation losses for this school year, and if trends continue the modification factor should fall for the 2017-18 school year.

The district was able to obtain a dividend increase from 20% to 22% from EMC. This means that the district will be reimbursed 22% of the 2016-17 net workers compensation premium. With the Workers Compensation policy set aside, all other lines of insurance combined saw a cost decrease of $2,954 or 1.9%.

Last school year we obtained competitive quotes for the liability, property, and workers compensation insurance policies, and our intention is to complete this process again in the 2017-18 school year.

Attached is the district's Summary of Insurance report. This report lists the policies, coverage limits, insurance companies, and costs.

I recommend that the school board accept this Summary of Insurance report.

Summary of Insurance

2016-17

Policies	Coverage Limits	Company	2014-15	2015-16	2016-17
General Liability	Included in blanket limit of $2,000,000 per occurrence for a total of $4,000,000	EMC Insurance*	$ 18,672	$ 19,443	$ 17,250
Automobile Liability & Auto Physical Damage	$2,000,000 Combined Single Limit, $10,000 Medical Payments	EMC Insurance*	$ 7,736	$ 9,394	$ 9,936
	$1,000,000 Limit Underinsured / $1,000,000 Uninsured Limits & $500 deductible auto				
Umbrella Liability	$5,000,000 of additional coverage	EMC Insurance*	$ 19,447	$ 11,828	$ 10,921
Educators Legal Liability	$2,000,000 limit of liability, $2,000 deductible	EMC Insurance*	$ 7,810	$ 8,610	$ 9,100
Data Compromise	Response Expense Coverage $250,000, $1,000 deductible	EMC Insurance*	$ 1,062	$ 1,062	$ 1,062
	Defense and Liability Coverage $250,000, $1,000 deductible				
	Identity Recovery $25,000, $250 deductible				
Storage Tank Liability	$1,000,000 limit of liability, $5,000 deductible	EMC Insurance*	$ -	$ 378	$ 441
Property Insurance	$10,000 deductible property (Insured Value $216,785,159)	EMC Insurance*	$ 82,122	$ 81,597	$ 80,102
Inland Marine (Contractors Equipment)	$1,000 deductible, in 2014-15 school year this cost was rolled into the property insurance policy	EMC Insurance*	$ -	$ 2,586	$ 2,619
Crime Policy	Employee Theft $1,000,000 limit, $10,000 deductible	EMC Insurance*	$ 3,862	$ 4,080	$ 4,283
	Computer Fraud $1,000,000 limit, $10,000 deductible				
	Funds Transfer Fraud $1,000,000 limit, $10,000 deductible				
	Forgery & Alteration $20,000 limit, $200 deductible				
	Theft, $10,000 inside/$10,000 outside, $100 deductible				
Equipment Breakdown	$100,000,000 Property Limit, $1,000 deductible	Liberty Mutual*	$ 6,112	$ 6,192	$ 6,502
Flood Policy Evergreen Elem	Building $500,000 limit & Contents $500,000 limit	Foremost Insurance**	$ 3,512	$ 3,496	$ 3,496
	$1,000 deductible				
Workers' Compensation	$100,000 per accident, $100,000 injury by disease per employee, $500,000 injury by disease policy limit	EMC Insurance*	$ 238,112	$ 257,189	$ 293,673
Workers' Compensation Dividend	22% in 2014-15, 20% in 2015-16 & 22% in 2015-16		($52,385)	($51,438)	($64,608)
		Net Cost	**$ 185,727**	**$ 205,751**	**$ 229,065**
Total Insurance Cost			**$ 336,062**	**$ 354,417**	**$ 374,777**
*Administered by M3 Insurance		**Cost Variance to Prior Year**	**$ 13,995**	**$ 18,355**	**$ 20,360**
**Administered by Clements Insurance Agency					
Actual WC premium and dividend will not be known until final audit, which takes place at the completion of each respective school year.					
Flood policy premium will not be known until Spring of the respective school year.					

D.C. Everest Virtual Academy Handbook
2016-2017 School Year

D.C. Everest Area School District

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Welcome to the D.C. Everest Virtual Academy!



OVERVIEW:

The D.C. Everest School District is dedicated to offering students and families various pathways and learning opportunities to achieve our district mission: *D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.*

The D.C. Everest Virtual Academy provides opportunities for students to choose their time and place of learning while determining the pace at which they approach their learning. Beginning the fall of 2016, the district will be partnering with the Wisconsin Virtual School (WVS) to provide viable learning options for our students. D.C. Everest's Virtual Academy programming will enable the district to provide virtual learning options for our students, including:

- ✓ Relevant courses in flexible locations in an asynchronous environment
- ✓ High quality, interactive courses aligned to state and national standards
- ✓ Middle school and high school level curriculum
- ✓ AP courses not already offered at D.C. Everest High School
- ✓ Semester courses for credit deficient students, and others unable to successfully participate in a traditional setting
- ✓ A solution for home-based learners, homebound, adjudicated, truant, expelled, teen parents, and other special needs
- ✓ Modified rates of learning to accommodate the individual needs of each learner
- ✓ The experience of online learning in preparation for future training in post-secondary educational and work environments

D.C. Everest Virtual Academy courses are aligned to national and state standards. Course goals and objectives will be available upon request. Students currently enrolled in our district full-time can enrich their course selection with courses not currently offered. Virtual offerings cannot supplant courses available on-site. Students in a full-time home-based learning environment will have access to all available coursework.

All offerings are one or two semester courses for both fall and spring terms. The number of concurrent courses, being completed at any one time, will be determined by the school district. Each student will develop a virtual education plan. All courses are taught by Wisconsin DPI certified teachers.

In order to access this opportunity, families will need to have reliable Internet services and access to email. The D.C. Everest School District will provide a digital device to students who are in need of one.

2016-2017 D.C. EVEREST VIRTUAL ACADEMY COURSE LIST

Grades 9-12

English I S1 & S2
English II S1 & S2
English III S1 & S2
English IV S1 & S2
Creative Writing A & B
Biology S1 & S2
Chemistry S1 & S2
Earth Space Science S1 & S2
Marine Science S1 & S2
Physics S1 & S2
Physical Science S1 & S2
Algebra I S1 & S2
Algebra II S1 & S2
Calculus A & B
Consumer Math A & B
Geometry S1 & S2
Pre-Algebra S1 & S2
Pre-Calculus S1 & S2

American Government**
Civics**
Economics with Financial Literacy**
Geography A & B
Psychology**
US History S1 & S2
World History S1 & S2
Chinese (Mandarin) I, II
French I, II, Fluency II (comparable to French 3), French III Competency
German I, II, 3, & 4
Japanese 1, 2
Latin I, II, & III (limited enrollment)
Spanish I, II, Fluency II (comparable to Spanish 3), Spanish 3 Competency (comparable to Spanish 4)
World Language Survey**
Art Appreciation**
Career Planning**
Criminology**
Early Childhood Education**
Family & Consumer Science**
Fashion & Interior Design**
Fitness Fundamentals S1 & S2
Forensic Science I & II
Gothic Literature**
Health Careers I**
Health & Personal Wellness**
Health Science I** Health Science II**
History of the Holocaust**
Hospitality & Tourism**
International Business **
Introduction to Culinary Arts**
Life Skills**
Medical Terminology**
Music Appreciation: The Enjoyment of Listening**
Food &Nutrition through the Lifespan S1 & S2
Personal Finance**
Real-World Parenting**
Social Problems I & II
Sports and Entertainment Marketing**
Veterinary Science**
Advanced Web Design S1&S2
Beginning Programming S1&S2
Digital Arts**
Computer Fundamentals A & B
Digital Photography**
Fundamentals of Web Design**
Game Design**
** One semester HS courses

Advanced Placement Courses

AP Art History S1 & S2
AP Biology A & B
AP Calculus AB – A & B
AP Calculus BC – A & B
AP Computer Science A & B
AP English Language S1 & S2
AP English Literature A & B
AP Environmental Science S1 & S2
AP French Language S1 & S2
AP Human Geography S1 & S2
AP Macroeconomics**
AP Microeconomics**
AP Physics I S1 & S2
AP Psychology S1 & S2
AP Spanish Language S1 & S2
AP Statistics S1 & S2
AP US Government & Politics**
AP US History S1 & S2
AP World History A & B
**One semester AP courses

Grades 6-8

Art 6**, 7**, & 8**
MS French 1 S1 & S2
MS French2 S1 & S2
MS German 1 S1 & S2 MS Spanish 1 S1 & S2
MS Spanish 2 S1 & S2
Health 6**, 7**, & 8**
MS Language Arts I, II, & III
MS Mathematics I, II, & Pre-Algebra
Music 6**, 7**, &8**
MS Fitness 6**
MS Comprehensive PE 6/7**
MS Comprehensive PE 7/8**
MS Comprehensive Science I, II, & III
MS Civics S1 & S2
MS World History S1 & S2
MS US History S1 & S2
World Language Survey**
**Indicates one semester course

Dual Credit Courses

Accounting I
Medical Terminology
Web Design I

Red courses are NCAA Approved

See the WVS website for syllabi and materials requirements: www.wisconsinvirtualschool.org

Email WVS at wvshelpdesk@gmail.com or call 715-453-1953 weekdays between 8:00 and 4:00 for information on enrolling students. Enrollment begins August 15, 2016 and is open through June 30, 2017.



What is Virtual Education?

Virtual education or online learning is an instructional delivery method that is not dependent upon the student and teacher being in the same location. Courses are offered in an asynchronous environment via the internet. The courses offer a flexible pace, schedule, and location. Students work at their own pace with instruction and support from Wisconsin DPI certified staff. With trained and certified teachers, students get one-on-one attention and communications on an ongoing basis throughout the course. Students get upfront attention from their online instructor and are supported by an assigned Local Education Guide (LEG).

Local Resident Advantages

Residents of the D.C. Everest School District and students, living in close proximity, who open enroll to the D.C. Everest School District have some advantages attending the D.C. Everest Virtual Academy vs. other online programs. Living in the area of your virtual school allows for access to participation in extra-curricular and co-curricular activities, school events, and networking with a peer group. Additionally, students have the support of our technology department, school counseling staff, administration, and pupil services.

Local Education Guide

A Local Education Guide (LEG) will serve as the local facilitator for the student who takes a virtual course. This facilitator will act as a support system for the virtually educated student and as a liaison between the student and virtual course instructor when problems arise. The student will also have a virtual instructor who is responsible for monitoring student academic achievement. Students will be able to communicate with the virtual instructor regarding course content by phone or through e-mail. Students can schedule real-time appointments with their online instructor. The LEG will encourage the student to be successful in this learning environment and check with the student to ensure progress is being made in his/her virtual class work. The LEG will remain in contact with the student and parents.



Student Commitment

Students must commit to completing any virtual course taken within the agreed time period, not to exceed five months. To be considered as a full time D.C. Everest Virtual Academy enrollee, a student must commit to successfully complete at least one grade level per calendar year or to meet the best needs of the student as determined by the virtual learning team and the student's family. The Local Education Guide (LEG), in cooperation with the student, virtual teacher, parents and coach, will determine if the student will be successful in the virtual course environment within the first 14 days of the course being started. This placement will be determined by the School District of D.C. Everest. If a student drops or decides not to continue the virtual course within the 14-day limit noted above, courses can be dropped. Students who drop, fail to complete, discontinue, or fail virtual school courses may jeopardize their continued enrollment in virtual education opportunities. In the event of unsuccessful online course completion, the district will develop an exit plan designed to result in the successful completion of the academic year.

Enrollment Procedures

Students must complete an application for virtual programming. Students who are new to the district must also complete student registration materials. Students from school districts outside of D.C. Everest must have approved open enrollment agreements. Once the application for virtual programming has been approved, students and parents will meet with school personnel to develop an individualized program plan.

Special Needs

Students with special education considerations should direct questions to Dr. Jennifer Zynda, Director of Pupil Services, 715-359-4221, extension 1222.

Individualized Program Planning

In order to provide high quality, standards-based proven curriculum, courses will be provided from a list of approved virtual school providers.

The district's instructional intent is to provide online opportunities for students in grades 6-12. D.C. Everest Virtual Academy courses are aligned to national and state standards. Course goals and objectives will be available upon request. Students currently enrolled at D.C. Everest School District can enrich their course selection with courses not currently offered. However, online courses cannot supplant courses offered on-site. Students in a full-time homebased learning environment have access to all available coursework.

All courses are 1-2 semester courses, and students are given up to 5 months from the date of enrollment to complete each course for fall and spring terms.

The number of concurrent courses, being completed at any one time, will be determined by the school district virtual learning team working with the student and parents. Students will work with a counselor to develop a year long plan that meets the board-established criteria for a full time student and leads to the completion of graduation requirements.

Students may opt to take one course at a time or several courses over a longer period of time. Students can expect to spend just as many hours completing an online course as they would completing a course in a traditional setting. Minimally, students should plan to spend 5-7 hours per week on each semester long course.

Assessments

Course assessment work is typically completed in the same environment used for course work. It may occasionally be necessary for students to be proctored during a testing period. All final exams need to be proctored at a school district location by the Local Education Guide (LEG).

Virtual Academy students are required to take any required state assessments.

On-Site Courses

Virtual Academy students who choose to take face-to-face courses at either D.C. Everest Middle School, Junior High, or High School will be responsible for their own transportation for any course requiring transportation other than the regularly scheduled resident district transportation. Students are eligible to take up to two courses as space allows. All prerequisite procedures apply. Students are responsible for all course requirements, attendance policies, and school rules or procedures.



Transfer Credits

Students wishing to transfer credits into the virtual school program from home-based learning, another school district, or another virtual program should contact the D.C. Everest Middle School, Junior High or Senior High School Principal. To begin the process, students must provide documentation, which includes a copy of the DPI application for home-based education.

Wisconsin Interscholastic Athletic Association (WIAA) and Governor's Academic Excellence Scholarship



Students must be enrolled in the district as a full time student to be eligible for WIAA athletic participation or the Governor's Academic Excellence Scholarship. Students will be required to check with the athletic director to be sure they are eligible for WIAA participation.

The State of Wisconsin offers high school seniors academic excellence scholarships to encourage top students to continue their education in the State of Wisconsin. The number of scholarships each school is awarded is based on student enrollment in grades 9-12.

The "Academic Excellent Higher Education Scholarship" shall be awarded to the top three senior students at D.C. Everest High School who have the highest grade point average (GPA) in all subjects for seven semesters (10 terms) by February 15 of each year, based on a 4.00 grade point scale. The criteria for eligibility will follow board policy.

Only courses offered through D.C. Everest High School and the Youth Options Program will be considered. Exceptions are limited to transfer students.

Co-Curricular School Activities

Students enrolled in the D.C. Everest Virtual Academy may participate in all co-curricular and extra-curricular opportunities. We are proud to offer a wide variety of extracurricular activities. Our programs are seen as an extension of the classroom. Our desire is that activities can be an enriching and healthful experience in which physical, mental, and social growth shall be stimulated through interscholastic competition. We encourage each student to participate in extra and co-curricular activities. Additional information is available on our district webpage.

Grading

All online grades will be based on a 4.0 pt. scale and monitored by the local education guide (LEG). Grades will be used to calculate GPA and class rank.
Calculation of High School Grade Point Averages

The following system will be used for the calculation of GPA for grades 9-12.

A = 4.0 AB = 3.5 B = 3.0 BC= 2.5

C= 2.0 CD = 1.5 D = 1.0 F = 0

Graduation Requirements



Students who attend D.C. Everest Virtual Academy will receive a diploma from D.C. Everest High School. The district awards diplomas to recognize students who have met certain academic requirements of the district. In order to graduate from D.C. Everest High School and receive a diploma, a student must satisfy the requirements set out in school policy. The policy requirements are grounded in the district's curriculum and state law requirements applicable to granting a diploma. The D.C. Everest High School educational program is designed to be completed in four years or eight semesters. Early graduation may be granted in accordance with district procedures.

Graduates from D.C. Everest High School shall complete a minimum of 23 ½ credits to meet the graduation requirement. Included in the minimum course graduation requirement is the successful completion of 15.5 required credits, as follows:

a. One and one half credits in physical education, which incorporate instruction in the effects of exercise on the human body, health-related physical fitness, and activities for lifetime use.

b. Four credits of English which incorporate instruction in written communication and oral communication, grammar, usage, and literature.

c. Three credits of social studies which incorporate instruction in state and local governments.

d. One credit during the freshman year and two additional credits before graduation in mathematics, which incorporate instruction in the properties, processes and symbols of arithmetic and elements of algebra, geometry and statistics.

e. Three credits of science, which incorporate instruction in the biological sciences and physical sciences.

f. .5 credit in health education, which incorporates instruction in personal, family, community and environmental health.

g. .5 credit in Personal Financial Literacy

h. Additionally, eight elective credits must be taken during high school, grades 9 - 12.

Online Attendance

Attendance in online programming is performance based. It is measured not only by logging into the course(s) but by successful submission of completed coursework, participation in course activities such as threaded discussions, and communication with the online instructor.

The minimum attendance requirement is to successfully submit at least one appropriately completed assignment for each online course every calendar week, except designated vacation weeks. Any student not meeting that expectation will be contacted by their Local Education Guide (LEG).

Not meeting the minimum attendance requirement for any 3 weeks in a semester for any course (or combination of courses if enrolled in more than one courses) is considered Habitual Truancy and is therefore in violation of Wisconsin's Compulsory Attendance Statutes 118.15 (1) (a) that require a child attend school regularly until graduation from high school, or until the end of the semester in which he/she turns 18 years of age, or until he/she is excused from attendance by the school board. The student and parent/guardian may be subject to legal sanctions.

Acceptable Computer Use

Students are responsible for their behaviors and are expected to comply with the School District of D.C. Everest Area School Board policies.

Tutor.com

Wisconsin Virtual School (WVS) is offering a new service for online students to get homework help on demand. In core subject courses such as Math, Science, Social Studies, and English, there is a link in our courses' "Welcome Folder" called "Homework Help Tutor." By clicking on this link at any time except holidays, students can ask for homework help on a specific question.

Students will be asked their name, subject, grade level, and to provide a detailed question. The Tutor.com teacher will not have access to courses or help with tests or quizzes. Tutor.com's philosophy is to help students understand the concepts behind what they are working on, so that students can learn how to solve the problem Tutor.com is not an answer-giving service.

When students cannot contact their WVS teacher at the moment they need assistance via email or virtual office hours, they can use Tutor.com to get some additional homework help. Their session with Tutor.com will be recorded and the WVS teacher will see what questions students need additional help on which will help them, as well, to assist students better in the future.

Keys to Success in Virtual Courses

Students who are able to demonstrate the following discipline may be more successful at virtual coursework:

- ✓ Schedule time each day to work on the course.
- ✓ Read all information, view all resources, and be responsible for understanding the information.
- ✓ Complete the orientation before starting their coursework.
- ✓ Read all course announcements daily.
- ✓ Follows their course schedule, works on course at a steady pace
- ✓ Take notes and asks questions as needed.
- ✓ Communicate at least once a week with the online teacher and local education guide.
- ✓ Work closely with a guidance counselor and LEG to plan appropriate course selection and to communicate needs.
- ✓ Notify the LEG when planning to be out of town for any period exceeding 2 school days.
- ✓ Avoid academic dishonesty.

WORKING ON YOUR COURSE

- ✓ Check your email daily for any messages from your instructor.
- ✓ Check the course announcements daily.
- ✓ Keep a notebook for each course. You may want to record where you left off each session (unit/lesson/topic/page).
- ✓ Complete all practice activities, taking advantage of all interactive (audio, video clips) content.
- ✓ Go through the course IN ORDER, completing all assignments in a unit before taking quizzes or exams.
- ✓ You may need to get a password from your LEG before accessing unit exams.
- ✓ D.C. Everest may require all final exams to be proctored at school.
- ✓ Check your gradebook regularly for teacher comments and suggestions and to see your progress.
- ✓ Attend “collaborate” (real-time online chat sessions) to get extra help and touch base with your instructor and other students in the class.

Lee Ann Kitchell

From: Deb Hauser <dhauser@wiaawi.org>
Sent: Wednesday, May 04, 2016 9:25 AM
To: Deb Hauser; Deb Hauser; Deb Hauser; Deb Hauser; Deb Hauser
Cc: Dave Anderson; Candace Ostertag
Subject: Conference Realignment Proposal
Attachments: conferenceplan.pdf

Good Morning (Please share this information with your principal and superintendent for their awareness.)

Attached please find an excel spreadsheet with some very preliminary thoughts on potential realignment plans that could effect your school.

There are a few schools that are seeking relief from their current conference placement for football. Therefore, I am beginning to develop a plan and hold conversations with the involved conferences.

Wausau East is requesting relief from their placement in the Valley Football Conference for football. Wausau East has approached the Great Northern Conference and has received approval from the GNC for placement in that conference for football only beginning in the fall of 2017. That will leave 5 schools in the Wisconsin Valley Conference for football. Currently, those 5 schools are involved in the Valley Football Conference but the loss of Wausau East will leave an odd number of teams (15).

Therefore, I am proposing 2 plans that can be found on page 2 of the attachment provided. Proposed Plan 1 would place 2 schools from the Wisconsin Valley Conference in the Valley Football Conference and place the other 3 Wisconsin Valley schools in the Big Rivers Conference for football only. Plan 2 would place all 5 WVC schools in the Big Rivers Conference for football only.

The domino effect of this would create a need to move one school out of the Big Rivers Conference (potentially Rice Lake) and move them to the Mississippi Valley Conference and allow Aquinas to be moved somewhere else for football only. Aquinas is on record making the request to be moved out of the MVC. Rice Lake, enrollment wise, is not a bad fit in the MVC and would allow the MVC to remain an 8-team football conference. By placing 3 schools in the Big Rivers, it would solve the problems currently identified by Hudson and Menomonie who are experiencing difficulties in scheduling nonconference football games. The Big Rivers would become a 10-team football conference.

On the east side of this plan, the Valley Football Conference would be reduced to 12 teams allowing the VFC to determine how to schedule their conference plan but would eliminate three trips to D.C. Everest, Marshfield, and Wausau West. While a 12-team conference is not ideal, might it be better than the current 16-team conference?

As noted, I have meetings scheduled with the involved conferences in May and June, except the GNC as they have already approved the addition of Wausau East for football only.

Please begin to discuss these ideas with your football coach and/or administrators as I'd like to get some feedback when I meet with each conference. To date, I do not have any specific plan as to where Aquinas goes for football, but will begin to explore those options as well.

Thanks for your attention to this matter. Again, this is just a starting point and I look forward to hearing your ideas and concerns.

Debra Hauser, Associate Director
Wisconsin Interscholastic Athletic Association
5516 Vern Holmes Drive
Stevens Point, WI 54482-8833

Great Northern		
Ashland	667	FB Only
Antigo	727	
Lakeland	696	
Medford Area	668	
Merrill	852	FB Only
Mosinee	680	
~~Northland Pines~~	~~407~~	WestPac
Rhinelander	807	
~~Tomahawk~~	~~414~~	Marawood

Big Rivers	
Chippewa Falls	1496
Eau Claire Memorial	1704
Eau Claire North	1303
Hudson	1804
Menomonie	962
Rice Lake	724
River Falls	977
Superior (FB Only)	1340

Wisconsin Valley	
D.C. Everest	1627
Marshfield	1219
Merrill	852
Stevens Point	2078
Wausau East	1109
Wausau West	1394
Wisconsin Rapids	1634

866

D.C. Everest	1627
Marshfield	1219
Stevens Point	2078
Wausau West	1394
WI Rapids	1634

Fox Valley Association	
Appleton East	1582
Appleton North	1921
Appleton West	1491
Fond du Lac	2070
Hortonville	1089
Kaukauna	1161
Kimberly	1483
Neenah	1978
Oshkosh North	1273
Oshkosh West	1670

North - FB Only	
Appleton East	1582
Appleton North	1921
Appleton West	1491
D.C. Everest	1627
Kaukauna	1161
Kimberly	1483
Wausau East	1109
Wausau West	1394

South - FB Only	
Fond du Lac	2070
Hortonville	1089
Marshfield	1219
Neenah	1978
Oshkosh North	1273
Oshkosh West	1670
Stevens Point	2078
Wisconsin Rapids	1634

All enrollment figures Sept. 2015

Proposed Options - Football Only

Option A - Football ONLY	
Stevens Point	2078
Wisconsin Rapids	1634
Remain in VFA - 12 teams	

Wausau East
to GNC

D.C. Everest	1627
Marshfield	1219
Wausau West	1394
to Big Rivers - 10 teams	

Rice Lake (724) moves to Mississippi Valley Conference
(Aquinas wants out of MVC)

Valley FB Association	10 Schools
Appleton East	1582
Appleton North	1921
Appleton West	1491
Fond du Lac	2070
Hortonville	1089
Kaukauna	1161
Kimberly	1483
Neenah	1978
Oshkosh North	1273
Oshkosh West	1670

Option B - Football Only	
D.C. Everest	1627
Marshfield	1219
Stevens Point	2078
Wausau West	1394
Wisconsin Rapids	1634

Wausau East
to GNC

All 5 schools to Big Rivers - 12 teams
Rice Lake (724) moves to Mississippi Valley Conference

Big Rivers	8 Schools
Chippewa Falls	1496
Eau Claire Memorial	1704
Eau Claire North	1303
Hudson	1804
Menomonie	962
Rice Lake	724
River Falls	977
Superior (FB Only)	1340

D.C. Everest Senior High School
Athletic Department

6500 Alderson Street, Weston, WI 54476
715-359-6561 Fax 715-355-7220

Thomas W. Johansen, Principal
Todd J. Bohm, Assistant Principal
Gina L. Lehman, Assistant Principal
LeeAnn Kitchell, Athletic Director

May 20, 2016

To: D.C. Everest School Board Members and Administration

From: Lee Ann Kitchell, Athletic Director

Please see the recommended revisions to the Athletic/Activities Handbook that will be effective for the 2016-2017 School Year.

Two areas have been revised in order to reflect on-going discussion in the department in order to best serve our student-athletes.

- Awards Nomination
- Academic Eligibility

ATHLETIC/ACTIVITIES CODE REVISION

May 2016

To Be Added Under Awards (Page 3)

Awards Nomination Process: (Athletics)

For those sports in which coaches are responsible for nominating their student-athletes for recognition for post-season awards and honors, the following guidelines will be followed:

A violation will result in the loss of any recognition/award for that activity if the offense occurs before the awards. In-season violations will remove the individual from nomination or receipt of any awards for that sport/activitiy. If a suspension is carried over to another season, the student will only be penalized in the original season.

Note: Conference by-laws or coaches' expectations germane to their sport may be more restrictive. Sports in which the nomination process is presently used for selection for Conference Awards: Volleyball, Football, Basketball, Tennis, Soccer, Hockey, Baseball, Softball

To Be Added Under D.C. Everest Additional Rules of Eligibility (Page 5)

Academic Eligibility:

Student participation in athletics and co-curricular activities is viewed as an integral component of the learning process at D.C. Everest, and for this reason our eligibility policy is intended to be motivational in design rather than disciplinary. D.C. Everest's eligibility policy for interscholastic athletics and co-curricular programs is designed to ensure that academic learning and achievement remain the top priority for every student.

Interventions and academic supports systems such as Extended Learning Time (ELT) and remediation are designed to support and reinforce academic progress. Teachers and coaches are encouraged to use these support systems to assist students in maintaining sufficient academic progress in all classes.

Student-athletes are ultimately responsible for their learning and are encouraged to maintain healthy communication with their teachers, coaches/advisors, and parents regarding academic progress. Grade progress checks will be made by the Athletic Director twice per quarter prior to end-of-the grade reporting period to identify students in need of additional academic support.

D.C. Everest

Senior High
Junior High
Middle School



Athletic and Activities Handbook

(Revised October 2015)

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D.C. Everest District Mission Statement

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing society.

Philosophy

Athletics and co-curricular activities are an integral part of the D.C. Everest School District's educational program. They provide unique opportunities for students to promote their mental, physical, social, and emotional development. Athletics and co-curricular activities are valuable extensions of the traditional classroom providing students opportunities to develop and demonstrate character traits of respect, responsibility, self-discipline, integrity, and compassion. Everyone involved in D.C. Everest activities and athletics strives for excellence in preparation, performance, and sportsmanship, and appreciates the community support of our programs. D.C. Everest students and their parents or guardians recognize that the privileges and benefits of participation depend on fulfilling the accepted responsibilities of participation.

Goals of Interscholastic Competitions

In participating in athletic or co-curricular programs, students have an opportunity not only to strive for the achievement of personal goals, but also to represent the D.C. Everest Area Schools and our community in interscholastic competitions or community events. This handbook has been developed with the input of students, parents, teachers, coaches, and administrators to define the philosophy, rules, and regulations for participation in athletics or co-curricular activities that are believed to be in the best interest of our students. Our goals for interscholastic competition and event participation are as follows:

- To provide activities for learning self-discipline, leadership skills, loyalty, team play, personal pride, pride in the organization, respect for the rights of others, and the will to succeed.
- To provide challenges for students through participation in interscholastic competition or management of school/community events.
- To provide activities that help to create school unity.
- To help students learn habits of health, sanitation, and safety.
- To promote friendship, both with teammates, opponents, and members of the community.
- To help students realize that participation in interscholastic competition or organized community events is a privilege with accompanying responsibilities.
- To place the unit, team, club, organization, squad, class, and school above personal desires.
- To promote the enjoyment of athletics and co-curricular activities by students through the satisfaction gained from self-improvement.

Responsibilities

The opportunity to participate in our interscholastic athletic programs or co-curricular programs is extended to all students who are willing to assume certain responsibilities. To be a credit to the student, the student's family, team, school, and community, the student should display high standards and exemplify good sportsmanship, show respect for others, accept academic responsibilities, actively support the athletic and activities code, help and encourage fellow students to do the same, and meet all eligibility requirements identified in this handbook and in the state organizational handbooks affiliated with the programs and activities the student participates in. It is the responsibility of each student to know and follow the rules and procedures listed.

Joining an Athletic or Co-Curricular Program

Attending the scheduled sign-up meeting for the sport or activity of your choice is strongly recommended and is the most convenient way to obtain information and necessary forms. The student should procure the following items from the coach, advisor, main office staff, or athletic director and return them to the main office or athletic director when completed:

1. (Athletes only) Athletic physical permit card or athletic alternate year card. An athlete must have a physical examination by a licensed physician every other year. (For the second year of the cycle an alternate year athletic permit card must be completed.)
2. (Athletes only) Proof of insurance
3. A pledge agreement signed by both a parent/guardian and the student.
4. Emergency information card.
5. User or participation fee (if required).

No student may start practice, attend meetings, participate in competitions or receive any equipment until the items listed above are properly processed.

D.C. Everest Athletic Programs

Boys		**Girls**	
Baseball (S)	9 – 12	Basketball (W)	7 – 12
Basketball (W)	7 – 12	Cross Country (F)	6 – 12
Cross Country (F)	6 – 12	Curling (W)	9 – 12
Curling (W)	9 – 12	Dance (F,W)	8 – 12
Football (F)	8 – 12	Hockey (W)	9 – 12
Golf (S)	9 – 12	Skiing/Snowboarding (W)	9 – 12
Hockey (W)	9 – 12	Soccer (S)	7 – 12
Skiing/Snowboarding (W)	9 – 12	Softball (S)	6 – 12
Soccer (F)	7—12	Swimming (F)	6 – 12
Swimming (W)	9 – 12	Tennis (F)	9 – 12
Tennis (S)	9 – 12	Track (S)	7 – 12
Track (S)	7 – 12	Volleyball (F)	7 – 12
Wrestling (W)	6 – 12		

D.C. Everest Co-Curricular Programs

Amnesty International 10-12
Anime Club 6-7, 10-12
Art Club 6-12
Book Club 6-12
Captain's Club 10-12
Checkers/Chess Club 6-7
Dance 6-7
DECA 10-12
Environmental Club 6-12
FBLA 8-12
FCA 8-12
FCCLA 8-12
FFA 10-12
Fishing Team 10-12
Foods Club 8-9
For Ever-Greens 8-9
Forensics 6-12
French Club 6-7
Gaming Club 8-12
GSA 10-12
Junior Optimist Club 6-7
Key Club 10-12
Knitting Club 10-12
Literary Magazine 10-12
Math Team 9-12
Mock Trial 10-12
Musical 6-12
NHS 11-12
NJHS 8-9
Oral History Project 8-12
Outdoor Club 8-9
Science Olympiad 8-9
SMART Club 10-12
Solo & Ensemble 7-12
Spelling Bee 6-7
Student Council 6-9
World Language 6-7
YCLA/Culture Club 6-12
Yearbook 6-9

Any new or current activity/club not noted above will follow the regulations of this activities code.

Awards

An awards program for each team or co-curricular program will be held at the conclusion of each season. The D.C. Everest awards are presented in recognition of athletic or co-curricular program accomplishments.

The student must finish the season or program in good standing in order to qualify for an award. Under special or unusual circumstances, the coach/advisor may recommend an award be given though the specific award requirements are not met.

A student who fulfills the varsity letter requirements of the program will receive a chenille "E" letter. The coach/advisor may recognize outstanding accomplishments in each sport or co-curricular activity by presenting the Most Valuable and Most Improved awards. Other awards such as memorials and scholarships are presented according to the criteria established by the donors.

Club sport athletes may letter if they adhere to the rules in the D.C. Everest Athletic/Activities Handbook, which include the WIAA eligibility requirements. Any deviation from these rules must have school board approval. The club sport advisor will administrate and monitor these rules and regulations with guidance from the athletic director and principal.

Equal Education Opportunity Pupil Non-Discrimination Provisions

The privilege of a student to participate fully in co-curricular activities shall not be abridged or impaired because of sex, race, religion, ancestry, creed, sexual orientation, national origin, pregnancy, marital or parental status, financial status, physical, learning, mental, social/ emotional disability, or handicap.

D.C. Everest Insurance/Injury Information

1. All athletes must be covered by insurance before participating in a sport.
2. Students participating in DECA, FBLA, FCCLA, FFA and Forensics must be covered by insurance before participating in competitions requiring travel away from the school district.
3. Student accident insurance is offered by D.C. Everest School District. Student accident insurance plan forms may be obtained from the office at each school.
4. All injuries must be reported immediately to the coach or advisor in charge who will refer the participant to the trainer, the school nurse, or other appropriate person. The trainer or nurse will, in turn, refer the participant to a doctor if any doubt exists as to the participant's personal safety.

D.C. Everest Coach/Advisor Expectations

In addition to the conduct rules listed in the following section, coaches/advisors will establish in writing other expectations approved by the administration for all students participating in that sport or activity. Any discipline involving suspension or dismissal from the sport or activity, will be jointly established by the coach/advisor and athletic director. The coach/ advisor will contact the student and parent(s)/guardian(s) if a suspension or dismissal is in order. Violations of the coach's/advisor's expectations are cumulative only during each season.

Coach's/advisor's expectations may address, but are not limited to:

1. practice rules and conduct
2. locker room rules
3. game/competition conduct
4. transportation conduct
5. equipment care
6. unacceptable language
7. dress code, personal appearance, hygiene
8. training hours or curfew
9. tardiness and absences from school and practices
10. attitude
11. lettering requirements
12. other

Because the expectations referred to above cover a multitude of possible violations with a varying degree of severity, the consequences may also be varied. It is the intent of the school district to apply appropriate consequences to violations. These consequences may vary from a verbal reprimand to the loss of eligibility for the remainder of the current season or activity.

Effective Communication and Problem Solving

When a question, concern, or complaint regarding an athletic situation arises, the following protocol is most effective in resolving issues:

1) Student-Athlete to Coach
2) Parent and Student-Athlete to Coach (If necessary)
3) Parent and Student-Athlete to Athletic Director (If necessary)
4) Parent and Student-Athlete to Principal (If necessary)
5) Parent and Student-Athlete to Director of Secondary Education (If necessary)

- Please refer to Coach's Expectations before making the first contact to review what has been signed and agreed to.
- Start with the source. Talk directly with the coach of that level, in private, face-to face, away from the practice or contest area. An email or phone call may be necessary to arrange an appointment.
- All concerns must be heard at the lowest level possible before intervention by a higher authority.
- We assume that all parties have the best interest of our students in mind when concerns/complaints are discussed.

D.C. Everest Additional Rules of Eligibility

1. A student serving an academic or conduct suspension may not dress for pre-game, games, meets, or participate in a co-curricular activities, meetings, or events.
2. If a student has more than one failing grade at the conclusion of any quarter or semester grading period, upon detection, that student will be suspended for a period of 15 school days from athletic competitions or co-curricular activity special events. (Fall Sports - the lesser of 21 calendar days beginning with the date of earliest allowed competition in a sport or one-third of the maximum number of games/meets allowed in a sport).
3. If a student has more than one incomplete, or one incomplete and any failing grades, at the conclusion of any quarter or semester grading period, upon detection, that student will be suspended for a period of 15 school days from athletic competitions or co-curricular activity special events. A student regains eligibility immediately if incompletes are made up within two weeks after a grade-reporting period.
4. If a student is ineligible due to grades, the student will not be excused from school for competition or riding a bus to an away event unless the student is passing all classes.
5. A student must be in school the full day in order to participate in games, meets, practices, or to participate in co-curricular activity meetings or events.
6. A student may be excused for doctor, dentist, therapy appointments, or absences approved by the athletic director or principal.

7. If a student has an athletic/activity code violation after the competitive season, but prior to the awards program, that student will not receive his/her awards until the suspension has been served.
8. (athletics only) An athlete may compete in only one sport in any one season. An athlete who is dropped from one squad for disciplinary reasons, or who quits, shall be ineligible to compete in another sport for that particular season. However, any student who is cut from a squad may compete in another sport during that season.
9. All students are required to travel to and return from contests on transportation provided by the school. The only exception to this rule is if a parent is at the out-of-town site, he or she may request that the student return with the parent. This request must be made in writing and in person to the coach or advisor in charge. In emergency situations a student may drive him/herself to the event if the proper forms are on file in the front office and the Athletic Director or Principal grants permission.
10. If a physician holds or removes a student from competition or practice, the coach/advisor must receive clearance from a physician before the student can participate in practices, meets, games, meetings, or events.
11. (athletics only) An athlete may not go out for a sport to serve a suspension after two weeks of the start of the season. An athlete who is ineligible may, with the approval of the head coach and athletic director, go out for a sport after the first two weeks of the season but will have to serve the suspension in that sport and in the next sport he/she goes out for.
12. An athlete must attend all practices during a suspension and follow the coach's expectations. Likewise, students who participate in co-curricular activities are approved to attend all co-curricular activity meetings during a suspension but are required to follow the advisor's expectations.
13. Each student is responsible for the school equipment issued him/her. All lost equipment must be paid for by the student to whom it was issued before further participation in athletics or co-curricular activities will be permitted. Any student having equipment not issued to that student faces an Athletic or Activities Council review.
14. A student is expected to dedicate the time specified for practice by the coach/advisor. Regular attendance is required.
15. If the number of students trying out for a sport/activity is more than the facilities and equipment can reasonably and safely accommodate, selection will be made by the coaching/ advisory staff based on previous participation, ability, attitude, and work ethic.
16. Students who are dropped from an activity or sport for disciplinary reasons or who quit an activity or sport will not be refunded the registration fees.

D.C. Everest Code of Conduct

Training rules are established for the best interests of the students, team, and activity groups. The student who complies with these rules demonstrates a desire to dedicate him/herself to self-improvement as well as to act in the best interest of his/her team, activity group, and school. All students must observe year round training rules, refraining from any conduct at anytime that would reflect unfavorably on him/herself or the school.

Substance Abuse
Such conduct includes but is not limited to sale, possession, or illegal use of illicit drugs, prescription medications, alcoholic beverages, tobacco and nicotine products (including smoking and chewing tobacco, e-cigarettes, vapor pens, and hookahs), creatine, and other performance enhancing substances.

Conduct Unbecoming
Conduct unbecoming an athlete or co-curricular participant may include but is not limited to: 1) a violation of law; 2) vandalism; 3) attending parties in which alcohol or other drugs are present; 4) disrespect to school authorities; 5) repeated violation of school rules including hazing or harassment; 6) immoral conduct; 7) inappropriate use of the Internet or other technology devices including advisors derogatory statements about officials, opponents, coaches, team members, and peers; and 8) hindering an investigation of an alleged incident by providing false or misleading information.

Penalties for Violations

Participation in interscholastic competitions is a privilege, and failure to abide by the established rules may result in withdrawal of that privilege. A student reported for a violation of any of the training, eligibility or conduct rules may be required to appear before the Athletic or Activities Council. Any such appearance before the Athletic or Activities Council shall be conducted in accordance with the procedures described in this handbook. All penalties will be imposed under the jurisdiction of the Athletic or Activities Council. Students who participate in athletics and co-curricular activities may receive disciplinary consequences in both activities. Suspensions imposed under the athletic code will be served in an athletic activity and suspensions imposed under the activities code will be served in a co-curricular activity.

Substance Abuse Violations
1. (athletics only) A first violation will result in suspension from the team for not less than 30% of the season the athlete is participating in or the next season the athlete participates in if he/she is currently not participating in a sport. If the athlete is honest and cooperative in the athletic council meeting, the 30% suspension may be reduced to 20%.
2. (athletics only) A second violation will result in suspension from the team for not less than 50% of the season the athlete is participating in or the next season the athlete participates in if he/she is currently not participating in a sport. The maximum penalty will be one calendar year.
3. (co-curricular participants only) First and second violations of substance abuse violations will result in Activity Council hearings. Consequences will be determined by the Activity Council based on the circumstances of each individual case.
4. A third violation will result in suspension from all athletics or co-curricular activities for the remainder of the student's enrollment in the D.C. Everest School District. A student may request an Athletic or Activities Council review after one full calendar year from his/her last code violation, if during that time of suspension the student has remained free from any additional athletic code violations. The Athletic or Activities Council may grant eligibility if it determines the athlete or situation warrants it.

5. Students hindering the investigation of an alleged incident by giving false or misleading information may be subject to receiving the minimum next penalty level or the possibility of losing their eligibility permanently.
6. A student must be eligible for the games, meets, or special events in order to serve a suspension.
7. Substances classified or presented as "look-alikes" shall be considered and responded to as if they were, in fact, the actual chemicals or restricted substances.
8. If the suspension comes at the end of a sport season, the student will serve the remaining portion of the suspension in the next sport season that the student goes out for. Students involved in co-curricular activities will serve the suspension during the next co-curricular activity the student participates in. No school awards will be given until the remaining portion of the suspension is served and the student finishes the season or activity in good standing.
9. (athletes only) If the suspension results in a student being suspended for one or more WIAA tournament competitions, the athlete shall be disqualified for the remainder of total tournament series in that sport.
10. If a student does not finish the season or activity in good standing, the suspension in its entirety will be served during the next sport season or activity the student goes out for. "Good Standing" means the student will complete the season or activity to the head coach's or advisor's expectation and standards.
11. Any record of code violations will be expunged from a student's code violation file if the student remains free of code violations for three full calendar years from the last recorded violation. At this time the student will be given a clean slate and the next violation will be considered the student's first.

Conduct Unbecoming Violations

For conduct unbecoming violations (excluding substance abuse), the Athletic or Activities Council shall determine consequences, if any, depending on the nature of the violation and the number of offenses that the student has committed.

School Disciplinary Suspensions

1. If a student has been suspended "in school"/directed studies or serves a Saturday detention, he/she will be allowed to practice, but will not be allowed to dress or participate in any meet, game, or competition on that day. If the suspension occurs on a Friday, he/she will be allowed to participate in a Saturday event.
2. If a student has been suspended "out of school" he/she will not be allowed to participate in the team's or group's activities (including practices and meetings) during the entire suspension. If the suspension occurs on a Friday, the student will not be allowed to participate or dress for a Saturday event or practice.

Parent(s)/Guardian(s) or Student Confidential Self-Referral to Student Services

A student or his/her parent(s)/guardian(s) may seek help through a school counselor. The school counselor will work with the student in strict confidence and may make an appropriate referral. Nothing will be communicated to the coach or administration. The athlete will be allowed to continue to participate in practices and contests while in an assistance program. However, if a coach, advisor, or administrator independently learns of a violation, penalties will be imposed.

The Athletic and Activities Council

The D.C. Everest Senior/Junior High/Middle School Athletic Councils are composed of the following: the principal, an assistant principal, the athletic director, the head coaches involved with the athlete and one coach elected for a one year term by his/her coaching peers.

The D.C. Everest Senior/Junior High/Middle School Activities Councils are composed of the following: the principal, an assistant principal, the athletic director, the co-curricular advisors involved with the student and one adult employee appointed for a one year term by his/her principal.

The Athletic or Activity Councils shall meet as often as necessary and will take action in a fair and impartial manner. Minutes of the meeting will be recorded and kept by the athletic director. The Senior High Athletic or Activities Councils will deal with students who participate in programs at the Senior High and violate the code of conduct. The Junior High/Middle School Athletic or Activities Councils will deal with students who participate in programs at the Junior High or Middle School and violate the code of conduct.

If the Athletic or Activities Councils cannot meet prior to the game, meet, event, or awards night that the student is participating in, the Athletic Director or the Principal may suspend the student from participation or from receiving any award. The student and parent/guardian will be notified prior to the event.

If the Athletic or Activities Councils cannot meet prior to the game, meet, event, or awards night that the student is participating in, the Athletic Director or the Principal may suspend the student from participation or from receiving any award. The student and parent/guardian will be notified prior to the event.

Any game, meet, or event suspensions that occur prior to the council meeting will be included in the total suspension that the student must serve.

In all cases involving the Athletic or Activities Councils, the student shall have a fair hearing, and the following process shall be used:

1. The student and parent(s) will be informed in writing of the nature of the accusation.
2. A student shall be entitled to a fair hearing before the Athletic or Activities council. Parent(s) or other representatives of the student's choice may attend the hearing on the student's behalf.

3. If a student wishes to appeal the decision of the Athletic or Activities Council, he/she may file the appeal with the Director of Secondary Education within ten days of the decision. Appeals will be considered for procedural or process matters only.
4. The student will remain ineligible during the time of the appeal.

CO-CURRICULAR PARTICIPATION FEES		
TIER I ($45)	TIER II ($55)	
All 6-8th Grade Activities (boys & girls) Basketball Football Cross Country Soccer Track Swimming Volleyball Wrestling	**9-12 Activities (boys & girls)** Swimming Cross Country Golf Ski/Snowboard Tennis Track and Field Volleyball Curling	
TIER III ($65)	TIER IV($75)	
9-12 Activities (boys & girls) Baseball Dance (each season) Soccer Softball	**9-12 Activities (boys & girls)** Football Basketball Hockey (girls) Wrestling	
TIER V ($325)	$10 FEE	
9-12 Activities (boys & girls) Boys Hockey ($75 + $250 ice fees)	Lacrosse (club sport) Rugby (club sport) FFA Girl's Golf FBLA DECA	FCCLA Forensics Mock Trial Musical

*Please note individual athletic teams and clubs may have additional fees.

FORMS