WASB Policy Manual Coding System

(This is not a system used to organize district policy topics; it is not a list of recommended policies.)

SERIES 100: BOARD OPERATIONS

110 Educational Philosophy

111 School District Goals

111.1 Mission Statement

112 General Nondiscrimination

113 Shared Decision Making

113.1 Strategic Planning

113.2 Site-Based Decision Making

120 School District Legal Status

130 School Board Legal Status
131 School Board Elections
131.1 Board Member Qualifications
131.2 Board Member Oath of Office
131.3 Board Member Terms of Office
131.4 Board Member Area Representation
132 Member Resignations/Removal of Office
133 Filling Board Vacancies

140 Officers, Auxiliary Personnel of the District
141 Board Officers
142 Legal Counsel
143 Consultants to the District

150 School Board Powers and Duties
151 Board Policy Development
151.1 Policy Review and Evaluation
151.2 Policy Dissemination
151.3 Administration in Policy Absence
151.4 Board of Review of Administrative Rules
151.5 Suspension of Policies
152 Goal Setting
153 Evaluation of Board Operations

154 Board Legislative Program

160 Board Members
161 Board Member Authority
161.1 Duties of Board Members

162 New Board Member Orientation

163 Board Member Development Oppportunities
163.1 School Board Memberships

163.2 Board Member attend at Annual Convention
164 Board Member Compensation and Expenses
165 Board Ethics
166 Board Member E-Mail Communications

170 Board Meetings
171 Regular Board Meetings
171.1 Public Notification of Board Meetings
171.2 Agenda Preparation and Dissemination
172 Special Board Meetings
173 Closed Sessions
174 Board Organizational Meeting
175 Annual District Meeting
176 Public Hearings

180 Operating Procedures
181 Rules of Order
182 Quorum
183 Voting Methods
184 Minutes
185 Board Committees
186 Advisory Committees to the Board
187 Public Participation at Board Meetings

190 Recognitions for Accomplishment

SERIES 200: ADMINISTRATION

210 Administration Goals
211 Administrator Ethics

220 Administration (NOTE: General personnel policies in series 500: Personnel may also apply to administrative staff)
221 Recruitment and Appointment of Administrators
222 Administrative Contracts
222.1 Administrator Compensation and Benefits
222.2 Administrator Termination of Employment
223 Administrator Professional Development Opportunities
224 Board-Administrator Evaluation
225.1 Evaluation of Administrative Staff

230 Administrative Team
231 District Administrator
232 (NOTE: If administrative team job descriptions are included in the policy manual, they should be listed consecutively here (e.g., 232-Director of Business Services, 233High School Principal.))

240 Supervisory Personnel
(NOTE: If supervisor job descriptions are included in the policy manual, they may be listed consecutively here if appropriate.)

250 Administrative Operations
251 Line and Staff Relations
251-Exhibit, Organizational Chart
252 Administrative Councils and Committees
253 Policy Implementation
253.1 Development of Administrative Rules
253.2 Development and/or Approval of Handbooks

260 Temporary Administrative Arrangements

270 School District Reports
271 School Performance Report

SERIES 300: INSTRUCTION

310 Instructional Goals
311 Academic Freedom
312 Character Education/Core Values

320 General Organization Plan
321 School Calender/Year
322 School Day

323 Ceremonies and Observances
323.1 Special Observance Days
323.2 Patriotic Observances (including flag displays/pledge of allegiance)
323.3 Holidays

330 Curriculum Development and Improvement
331 Curriculum Guides
332 Special Curriculum Projects
333 Parent Rights and District Programs/Activities
334 Curriculum/Instructional Program Evaluation
335 Ownership and Sale of Curriculum Materials

340 Educational Program
341 Basic Instructional Program
341.1 Reading Instruction
341.2 Education for Employment
341.21 Work Experience Program
341.22 Youth Apprenticeship
341.23 Tech Prep
341.24 Career Education
341.25 Vocational Education
341.3 Health Education
341.31 Human Growth and Development
341.32 Teaching About Drugs, Alcohol and Tobacco
341.33 Nutrition Education/School Wellness
341.34 Suicide Prevention
341.4 Driver Education
341.5 Physical Education
341.6 Kindergarten Instruction
341.7 Fine Arts Education
341.71 Art Instruction
341.72 Music Instruction
341.8 Multicultural Education (Human Relations)
341.9 Other
341.91 Environmental Education
342 Special and Alternative Education Programs
342.1 Programs for Students with Disabilities
342.2 Homebound Instruction

342.3 Gifted and Talented Programs
342.4 Programs for Children-at-Risk

342.5 Title I Programs
342.6 Alternative Programs

342.61 School-Age Parent Programs
342.62 Bilingual/Bicultural Programs (Programs for English Language Learners)
342.7 Remedial Programs
342.8 Early Childhood Programs
343 Instructional Arrangements
343.1 Grouping/Scheduling for Instruction
343.2 Class Size
343.3 Independent Study
343.4 Coursework through Institutions of Higher Learning
343.41 Correspondence Courses
343.5 Course Audits
343.6 Lesson Plans
343.7 Distance Education (including Virtual Schools/On-Line Learning)
344 Adult Education
345 Academic Achievement
345.1 Grading Systems
345.11 Class Rank
345.12 Final Exams
345.13 Portfolios
345.2 Student Progress Reports to Parents
345.21 Home Visitations
345.3 Homework
345.31 Posting of Homework on the Internet/Web
345.4 Promotion, Retention and Acceleration
345.5 Honor Programs
345.51 Honor Rolls
345.6 Graduation Requirements
345.61 Early Graduation
345.62 Graduation Exercises
345.63 Adult/Veteran Diplomas
345.64 Graduation Requirement Relating to EEN Students
346 Student Assessment/Testing Programs
346.1 Nondiscriminatory Testing
347 Student Records

350 Extended Instructional Programs
351 Summer School
352 Field Trips
352.1 Out-Of-State Trips
353 Community Resources
353.1 School Volunteers
353.2 Outside Speakers and Programs
354 Exchange Programs

355 Community Service

356 Tutoring
357 Before-And After-School Programs

360 Instructional Resources and Services
361 Instructional Materials
361.1 Instructional Materials Selection
361.2 Library Materials Selection
361.3 Selection of Films/Videos
361.4 Computer Software Selection
362 Instructional Media Centers (Libraries)
362.1 Interlibrary Loan
362.2 Professional Library
363 Access/Use of Instructional Technology
363.1 Instructional Television
363.2 Internet Safety and Acceptable Use
363.3 Assistive Technology (Technology for Students with Special Needs)
364 Guidance and Counseling Programs

370 Extracurricular Activities and Programs
371 Student Organizations
371.1 Equal Access
372 Student Publications
373 Student Social Events
374 Student Fundraising Activities
375 Student Contests
376 Intramurals
377 Interscholastic Athletics
377.1 State Tournament Attendance
378 Student Performances

380 Miscellaneous Instruction Policies
381 Teaching about Controversial Issues
381.1 Teaching About Religion
382 School Assembly Programs
383 Animals in the School

SERIES 400: STUDENTS

410 Student Policies Goals
411 Equal Educational Opportunities
411.1 Student Harassment
412 School Census
412.1 Fulltime Students

420 School Admissions
421 Entrance Age

422 Admission of Nonresident Students (Other Than Open Enrollment Students)
422.1 Admission of Foreign Exchange Program Students
423 Public School Open Enrollment
424 Participation of Non-Public School Students in District Courses/Programs 425 Admission of Persons Over the Age of 21.
426 School Age Parent Plan
430 Attendance
431 Compulsory Student Attendance
432 Social Attendance Areas
433 Assignment of Students to Schools
433.1 Assignment of Students to Classes/Teachers
434 Released Time for Students
434.1 Released Time for Religious Instruction
434.2 Closed Campus
435 Student Transfers and Withdrawals
436 Student Dismissal Precautions

440 Student Rights and Responsibilities
441 Student Involvement in Decision Making
441.1 Student Government
441.2 Student Representatives to the Board
442 Student Complaints and Grievance
443 Student Conduct 443.1 Student Dress
443.2 Student Conduct on School Buses
443.3 Tobacco Use by Students (See 831)
443.4 Student Alcohol and Other Drug Use
443.5 Student Use of Beepers or Two-Way Electronic Communication Devices St
443.6 Student Use of Weapons (See 832)
443.7 Threats to or by Students
443.8 Gang-Related Behavior
443.9 Care of School Property
444 School-Age Parents/Married Students
445 Student Interrogations/Interviews
446 Student Searches
446.1 Locker Searches
446.2 Use of Canine Units

447 Student Discipline
447.1 Corporal Punishment/Use of Physical Force by Staff
447.2 Detentions
447.3 Student Suspensions/Expulsions
447.31 In-School Suspensions
448 Students of Legal Age
449 Student Due Process

450 Student Health and Welfare
451 Student Insurance
452 Student Aid Programs
453 Student Health Services
453.1 Emergency Nursing Services
453.2 Student Immunizations
453.3 Communicable Diseases
453.4 Administering Medications to Students
453.5 Student Physical Examinations
454 Reporting Child Abuse/Neglect
454.1 Protective Behaviors/Child Enticement
455 Student Safety
455.1 Supervision of Students
455.2 Student Motor Vehicle Use
455.3 Student Bicycle Use
455.4 School Safety Patrols
456 Student Assistance Program
457 Suicide Prevention/Intervention Program

460 Student Scholarships and Awards
461 Wisconsin Higher Education Academic Excellence Scholarship

470 Student Fees, Fines, and Charges (See 656)

480 Student Employment

490 Miscellaneous Student Policies
491 Children of Divorced/Separated Parents
492 Student Photographs

SECTION 500: PERSONNEL

510 Personnel Policies Goals
511 Equal Opportunity Employment
511-Rule, Employee Discrimination Complaint Procedures
512 Harassment (including sexual harassment

520 General Personnel Policies
521 Staff Involvement in Decision Making
521.1 Board-Staff Communications
522 Staff Conduct
522.1 Drug-Free Workplace
522.2 Tobacco Use by Staff on School Premises
522.3 Staff Misconduct Reporting
522.4 Staff Ethics/Conflicts of Interest

522.5 Staff Involvement in Political Activities
522.6 Staff Involvement in Community Activities
522.7 Staff Use of the Internet/Electronic Media
522.8 Staff Dress
523 Staff Health and Safety
523.1 Staff Physical Examinations
523.11 Bus Driver Drug Testing
523.2 Staff Communicable Diseases (including employee exposure to bloodborne pathogens)
523.3 Employee Assistance Program
523.4 Staff Protection
523.5 Employee Wellness
523.6 Employee Right to Know About Toxic Substances, Infectious Agents, Pesticides
524 Staff Gifts and Gratuities
525 Staff Solicitations
526 Personnel Records
527 Staff Complaints and Grievances
528 Staff-Student Relations

530 Professional Staff Policies
531 Professional Staff Positions
532 Professional Staff Contracts
532.1 Staff Negotiations
532.2 Professional Staff Salaries/Fringe Benefits
532.3 Professional Staff Leaves and Absences
533 Staff Recruiting/Hiring
534 Substitute Teachers
535 Professional Staff Assignments and Transfers
535.1 Professional Staff Work Schedules
535.2 Extracurricular Staff Assignments
535.3 Job Sharing
536 Reduction in Professional Staff Work Force

536.1 Resignation of Professional Staff
536.2 Dismissal of Professional Staff
536.3 Retirement of Professional Staff
536.4 Non-Renewal of Professional Staff
536.5 Exit Interviews
537 Professional Staff Development Opportunities
537.1 Professional Staff Meetings
537. 2 Staff Orientation
537.3 Professional Organizations
538 Evaluation of Professional Staff
539 Miscellaneous Professional Staff Policies
539.1 Outside Employment of Professional Staff

539.2 Tutoring
539.3 Teacher Exchange Programs
539.4 Professional Staff Policies
540 Support Staff Policies
541 Support Staff Positions
542 Support Staff Contracts
542.1 Support Staff Negotiations
542.2 Support Staff Salaries/Fringe Benefits
542.3 Support Staff Leaves and Absences
542.4 Support Staff Holidays and Vacations
543 Support Staff Recruiting/Hiring
544 Substitute Support Staff Employment
545 Support Staff Assignments and Transfers
545.1 Support Staff Work Schedules
546 Reduction in Support Staff Work Force
546.1 Resignation of Support Staff
546.2 Suspension and Dismissal of Support Staff
546.3 Retirement of Support Staff
547 Support Staff Development Opportunities
547.1 Support Staff Meetings
548 Support Staff Evaluation
549 Miscellaneous Support Staff Policies
549.1 Non-School Employment by Support Staff

SERIES 600: FISCAL MANAGEMENT

610 Fiscal Management Goals

620 Annual Operating Budget
621 Budget Preparation
622 Budget Hearings and Reports
623 Budget Implementation
623.1 Line Item Transfer Authority

630 Tax and Debt Limitations
631 Bond Campaigns
632 Short-Term Borrowing

640 State and Federal Funding Sources

650 Revenues
651 Revenues from Local Sources
652 Revenues from Investments
653 Gate Receipts and Admissions
653.1 Free Admissions
654 Revenues from School Shops

655 Revenues from School-Owned Real Estate
656 Students Fees, Fines and Charges
657 Grants from Private/Public Sources

660 Management of Funds
661 Depository of Funds
661.1 Authorized Signatures
661.2 Check Writing Services
661.3 Non-Sufficient Fund Checks
662 Types of Funds
662.1 Student Activity Funds Management
662.2 Petty Cash Funds
662.3 Fund Balance/Reserve Funds
663 Bonded Employees and Officers
664 Cash in School Buildings
665 Approval of Vouchers for Payment of School District Expenses

670 Expenditures
671 Salary and Payroll Management
671.1 Payday Schedules
671.2 Expense Reimbursements
671.3 Salary Deductions (including tax-Sheltered annuities)
672 Purchasing
672.1 Bidding Requirements
672.2 Local Purchasing

672.3 Cooperative Purchasing
672.4 Vendor Relations
673 Payment Procedures
673.1 Use of District Credit Card

680 Fiscal Accounting and Reporting
681 Accounting System
682 Financial Reports and Statements
683 Asset Management/Inventories
684 Audits

690 School Properties Disposal

SERIES 700: SUPPORT SERVICES

710 Support Service Goals

720 Safety Program
721 Buildings and Grounds Inspection
722 Accident Prevention
722.1 Accident Reports
723 Emergency Plans
723.1 Fire Drills
723.2 Bomb Threats
723.3 Emergency School Closings
723.4 Tornado Emergencies
723.5 Crisis Management

730 Building and Grounds Management
731 Buildings and Grounds Security
731.1 Vandalism
731.2 Video Surveillance
731.3 Identification Badges
732 Building and Grounds Maintenance
733 Energy Conservation
734 Playground Management
735 Traffic and Parking Controls
736 Pest Management

740 Materials Resources Management
741 Maintenance and Control of Instructional Materials
742 Authorized Use of School-Owned Equipment
743 Waste Management/Recycling
743.1 Hazardous Waste Management

750 Transportation Services Management
751 Student Transportation Services
751.1 Bus Routing and Scheduling
751.2 Bus Safety Program
751.21 Video Camera Use on School Buses
751.3 Extracurricular Transportation
751.4 Bus Contractors
751.5 Use of Private Vehicles to Transport Students (Alternative Transportation)
752 Special Use of School Bus
753 Use of School-Owned Vehicles

760 Food Services Management (See 341.33 for Nutrition Education/School Wellness)
761 Free and Reduced Price Meals
762 Vending Machines

770 Office Services Management
771 Printing and Duplicating Services
771.1 Use of Copyrighted Materials
772 Telephone Services
773 Data Management
774 Mail and Delivery Services
775 Fax Machines

780 Insurance Management

SERIES 800: SCHOOL-COMMUNITY RELATIONS

810 School-Community Relations Goals
811 Community Involvement in Decision-Making
811.1 Parent Involvement
812 Community Education

820 Public Information Program
821 School-Sponsored Information Media
821.1 Use of Students in Public Information Program
821.2 News Releases
821.3 School District Newsletters
821.4 District Web Sites/Pages
822 News Media Relations
822.1 News Media at Board Meetings
823 Access to Public Records
824 School District Records Retention

830 Use of School Facilities and Grounds
831 Tobacco Use on School Premises
832 Weapons on School Premises
833 Public Conduct on School Premises
833.1 Crowd Control
833.2 Alcohol and Other Drugs on School Premises (Drug-Free Schools)
833.3 Use of Motorized Vehicles on School Property
834 Use of School Forest
835 Use of Weight Training Facilities

840 Public Gifts to the Schools
841 Donations from Vendors

850 Public Solicitations on School Premises
851 Advertising/Promotions in the Schools
852 Distribution of Non-School Materials

860 Visitors to the Schools (including presence on school property)
861 Trespassing on School Property

870 Public Complains
871 Public Complaints About Instructional/Library Materials
872 Public Complaints About Personnel
873 Public Complaints About Policies

880 Relations with Community and Governmental Organizations
881 Relations with Community Organizations

881.1 Relations with School Support Organizations/Booster Clubs
881.2 Relations with Parent-Teacher Associations
881.3 Relations with Churches

881.4 Relations with Educational Foundations
882 Relations with Law Enforcement Agencies

882.1 Police-School Liaison Programs
882.2 Sex Offender Notification
883 Relations with Fire Department
884 Relations with Health Authorities
885 Relations with Social Service Agencies
886 Relations with Tribal Authorities
887 Relations with Tax Incremental Finance Districts
888 Relations with Park/Recreation Authorities

890 Relations with Education Agencies
891 Relations with Other Schools, School Districts and Agencies
891.1 Cooperative Educational Programs
891.2 Relations with Private Schools/Programs
892 Relations with Colleges and Universities
892.1 Student Teachers and Interns
893 Relations with Educational Researchers
894 Relations with Department of Public Instruction
895 Relations with Wisconsin Interscholastic Athletics Association
896 Relations with Charter Schools
897 Relations with Accreditation Agencies

SERIES 900: FACILITIES DEVELOPMENT

910 Facilities Development Goals

920 Facilities Planning
921 Enrollment Projections
922 Facilities Capitalization

930 Facilities Construction
931 Educational Specifications
932 Selection of Architect
933 Construction Contracts, Bidding and Awards
933.1 Contractor's Fair Employment Clause
934 Site Acquisition
935 Supervision of Construction

940 Naming Facilities
941 Dedication of Facilities

950 Board Inspection and Acceptance of Completed Project

960 Board Inspection and Acceptance of Completed Project

970 Temporary School Facilities

980 Retirement of Facilities

File Code: 112

SCHOOL DISTRICT OF PRENTICE

Date Adopted: August 15, 1989
Date Revised: September 13, 2005

File Sector: Board Operations
Policy Title: General Nondiscrimination
Subtitle: Public Notification of Nondiscrimination

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the School District of Prentice that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendment of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The Prentice School District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District.

Questions concerning this policy should be directed to:

Elementary/Middle School Principal
Title IX Coordinator
School District of Prentice
P.O. Box 110
Prentice, Wisconsin 54556

- or –

School Psychologist
Section 504 Contact
School District of Prentice
P.O. Box 110
Prentice, Wisconsin 54556

Cross Reference:
Legal Reference:

Section 118.13, Wis. Statutes
Title IX Education Amendment of 1972
Title VI Civil Rights Act of 1964
Section 504, Rehabilitation Act of 1964

File Code: 110

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: September 13, 2005

File Sector: Board Operations
Policy Title: Educational Philosophy
Subtitle:

EDUCATIONAL PHILOSOPHY

The residents of the Prentice School District believe that education is a continuing lifelong process of growing and maturing that must fulfill the needs of this rapidly changing society, while still preserving the unique ethnic heritage of our area.

The aim of formal education is to develop sound minds and personalities within sound bodies, and to inspire and encourage moral values leading to socially acceptable behavior and integrity through self-discipline.

This formal education shall be conducted in a democratic manner with ample opportunity for students to practice democratic procedures, and to embrace personal responsibility.

It shall teach students the basic skills and encourage positive attitudes toward the “dignity of work” helping them become productive and constructive additions to our society.

It is the responsibility of our schools to instruct effectively to meet the individual and collective needs of all students. It is further the responsibility of our homes, churches and community to support this educational process, making us worthy of being called “One Nation Under God.”

File Code: 111

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: September 13, 2005

File Sector: Board Operations
Policy Title: School District Goals
Subtitle:

SCHOOL DISTRICT GOALS

It is the goal of the School District of Prentice to develop in each student the following qualities:

CONFIDENCE

1. From a feeling of self-worth

Cross Reference:
Legal Reference:

2. From having pride in work well done
3. From self-discipline
4. From experience in physical activities
5. From overcoming failure

COMPETENCE

1. In reading, writing and arithmetic skills
2. In the ability to study independently
3. In the development of spiritual, ethnical, and moral value
4. In skills of communication of information, ideas and feelings
5. In use of concepts and ideas of mathematical, physical, natural, and social sciences
6. In ability to interact with other people and with the total environment
7. In the development of current technological skills

COMPASSION

1. To listen with understanding to ideas of others
2. To respect associates at home, at school, everywhere
3. To understand and respect persons with cultural differences
4. To be sensitive to the needs and desires of others
5. To be aware of the effect of actions on our physical and natural environment
6. To behave responsibly

CURIOSITY

1. For always seeking information and ideas for lifelong learning
2. For questioning ideas and conclusions of others
3. For understanding the effect of new events and ideas
4. For finding logical explanations for a problem
5. For predicting and evaluating the probable effects of own efforts and those of others 6. For developing interest in the arts and humanities

CREATIVITY

1. To imagine a better way to meet a challenge
2. To develop a new synthesis of skills and ideas to express feeling
3. To combine ideas and information to extend knowledge and capability

Cross Reference:
Legal Reference:

SCHOOL DISTRICT OF PRENTICE

1025 TOWN STREET
P.O. Box 110
Prentice, Wisconsin 54556
(715) 428-2811

Adopted 8/15/89

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the School District of Prentice that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendment of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The Prentice School District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District.

Questions concerning this policy should be directed to:

Mr. Randall J. Bergman
Title IX Coordinator
School District of Prentice
Box 110
Prentice, WI 54556

- or -

Mr. Scott Ford
Section 504 Contact
School District of Prentice
Box 110
Prentice, WI 54556

Randall Bergman, District Administrator/PK-4 Principal
Melissa Pilgrim, 5-12 Principal
Jeremy Brayton, Athletic Director
Fax: (715) 428-2815
Web Site: www.prentice.k12.wi.us

An Equal Opportunity Educational Institution

Cross Reference:
Legal Reference:

Cross Reference:
Legal Reference:

File Code: 112.1

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: September 13, 2005

File Sector: Board Operations
Policy Title: General Nondiscrimination
Subtitle: Statement of Nondiscrimination

STATEMENT OF NONDISCRIMINATION

The Prentice School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability of handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that Prentice School District or any part of the school organization has failed to follow the laws and rules of S.118.13, Wis. Statutes, or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the administration office at the following address: 1025 Town Street, P.O. Box 110, Prentice, WI 54556.

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district employee designated to receive complaints. That employee shall send written acknowledgement of receipt of the complaint within 45 days.

Step 2: A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wisconsin Statutes relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wisconsin Statutes. Complaints under 20 USC s. 1231e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3: If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

Step 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the

Cross Reference:
Legal Reference:

Office for Civil Rights, U.S. Department of Education, 111 N. Canal St.,Suite 1053, Chicago, Illinois 60606-7204.

20 USC s. 1415
Section 115, Wisconsin Statutes

File Code: 112.1-Rule

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: September 13, 2005

File Sector: Board Operations
Policy Title: Nondiscrimination Complaint Procedures
Subtitle:

COMPLAINT PROCEDURES

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

1. Any student, parent, or resident of the district complaining of discrimination on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to personnel at the lowest level in the chain of command in an attempt to resolve the conflict. If this concern is not resolved at the lower level, then the complaint should be put in writing to the district administrator.

2. The district administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The district administrator will review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.

3. If the grievant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the board. The board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.

Cross Reference:
Legal Reference:

4. If the grievant is dissatisfied with the board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.

5. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

6. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

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

Cross Reference:

Cross Reference: Prentice School's Policy on Areas of Responsibility 251
Legal Reference: Section 118.13 Wisconsin Statutes
PI 9 of the Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504, Rehabilitation Act of 1973

File Code: 151

SCHOOL DISTRICT OF PRENTICE

Date Adopted: January 14, 1980
Date Revised:

File Sector: Board Operations
Policy Title: School Board Powers and Duties
Subtitle: Board Policy Development

BOARD POLICY DEVELOPMENT

It is the intent of the board to develop policies and put them in writing so that they may serve as guidelines and goals for the successful and efficient functioning of the public schools.

Through the development and adoption of written policies, the board exercises its leadership in the operation of the school system; through study and evaluation of reports concerning the execution of its written policies, the board exercises its control over school operations.

The board considers policy development its chief function, along with providing the personnel, buildings, materials, and equipment for the successful administration and execution of its policies.

The policies of the board are framed, and are meant to be interpreted, in terms of state laws, regulations of the Department of Public Instruction, and all other regulatory agencies within local, county, state, and federal levels of government. The policies are also framed, and meant to be interpreted, in terms of those educational objectives, procedures, and practices which are broadly accepted by leaders and authorities in the public education field.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future boards. The board welcomes suggestions for ongoing policy development.

Legal Reference:

File Code: 112.2

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: September 13, 2005

File Sector: Board Operations
Policy Title: General Nondiscrimination
Subtitle: Public Gifts to the Schools

PUBLIC GIFTS TO THE SCHOOLS

The board may accept and use any bequest or gift of money or property for a purpose deemed by the board to be consistent with district goals. Equipment and materials purchased for or donated to the public school by agencies or organizations outside of the school must have approval of the board.

All gifts or bequests shall become the sole property of the district to be used at the discretion of the board, unless otherwise specified in the bequest.

The school district shall not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.

Cross Reference:

CROSS REFERENCE:
LEGAL REFERENCE: Sections 118.13, 118.27 Wisconsin Statutes
PI 9.03(1) of the Wisconsin Administrative Code

File Code: 112.3

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: September 13, 2005

File Sector: Board Operations
Policy Title: General Nondiscrimination
Subtitle: Food Service Management

FOOD SERVICE MANAGEMENT

Students in the school district shall have an opportunity to participate in school breakfast, lunch and milk programs. These programs shall be administered by the district administrator, or designee, in accordance with established guidelines.

Food services prices shall be established by the electors at the annual meeting. In accordance with federal guidelines, the district shall offer free and reduced price food services to students who qualify.

The school district shall not discriminate in school-sponsored food service programs on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Cross Reference:
Legal Reference:

Sections 118.13, 120.10(16), 120.13(6), 120.13(10) Wisconsin Statutes
PI 9.03(1) of the Wisconsin Administrative Code

File Code: 112.4

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: September 13, 2005

File Sector: Board Operations
Policy Title: General Nondiscrimination
Subtitle: School Admissions

SCHOOL ADMISSIONS

It shall be the responsibility of the parent or guardian of each child or a student of legal age entering the school district to complete official registration forms prior to assignment by the principal to a grade or schedule of classes.

Students transferred from other school systems are required to provide a transcript of academic accomplishments at the previous school, or the address from which this data may be secured. Students entering the school district from a home-based private educational program or private school shall be required to provide any available academic information and may be required to take appropriate academic tests to assist in making a placement.

Parents or guardians of students admitted to the district's elementary and secondary school shall present immunization records as required by law. In addition, students are encouraged to have a complete physical prior to entering school.

The school district shall not discriminate in admissions to any school, class, program, or activity on the basis of sex, religion, race, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation or physical, learning, emotional or mental disability.

Cross Reference:

Legal Reference: Sections 115.28(2), 115.80, 118.13, 118.14, 140.05(16) Wisconsin Statutes
PI 9.03(1) of the Wisconsin Administrative Code

File Code: 112.5

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: September 13, 2005

File Sector: Board Operations
Policy Title: General Nondiscrimination
Subtitle: Testing Programs

TESTING PROGRAMS

The testing program in the school district shall be designed to yield information on student achievement and study ability. Professional staff are expected to use the test results as an aid in the evaluation of individual students and instructional programs designed to ensure student success in the home, school, community, and as citizens in our democratic nation.

Testing program regulations shall ensure the confidentiality of testing reports and results. General testing reports shall be made to the Department of Public Instruction and to the public in accordance with state law.

The district testing program shall embody those tests required by state laws and regulations.

The school district shall not discriminate in the methods, practices and materials used for testing and evaluating students on the basis of sex, religion, race, national origin, ancestry, creed, pregnancy, marital, or parental status, sexual orientation or physical, mental, emotional, or learning disability.

Cross Reference:
Legal Reference:

Sections 118.13, 120.12(2), 121.02(1) (O), (4), (s) Wisconsin Statutes
PI 9.03(1) of the Wisconsin Administrative Code

File Code: 112.7

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: September 13, 2005

File Sector: Board Operations
Policy Title: General Nondiscrimination
Subtitle: Handling Complaints About Instructional Material

HANDLING COMPLAINTS ABOUT INSTRUCTIONAL MATERIAL

The board recognizes that differences of opinion exist in a democracy, therefore, realizes that the suitability of particular instructional materials used in the schools may be questioned from time to time.

When citizens have concerns about particular instructional materials, these concerns should be presented to the building principal in accordance with established procedures.

The school district shall not discriminate the selection and evaluation of instructional and library materials on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Cross Reference:

Cross Reference:
Legal Reference:

Sections 118.13, 121.02(1) (h) Wisconsin Statutes
PI 9.03(1) of the Wisconsin Administrative Code

File Code: 112.6

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: September 13, 2005

File Sector: Board Operations
Policy Title: General Nondiscrimination
Subtitle: Instructional Materials Selection

INSTRUCTIONAL MATERIALS SELECTION

1. The Board of Education is legally responsible for all matters relating to the operation of the Prentice School District.

2. The responsibility for the selection of instructional materials is delegated to the professionally trained and certificated staff employed by the school system. All staff shall use the criteria for selection in the district's Material Selection Policy in selecting and using instructional materials.

3. Responsibility for coordinating the selection of text materials for distribution to classes will rest with the appropriate level administrator. The term "text materials" includes textbooks and other print and non-print material provided in multiple copies for use of a total class or a major segment of such a class.

4. The responsibility for coordinating the selection of most library materials and making the recommendation for purchase rests with certificated media personnel. The term "media specialist" includes librarians, school media specialists or other appropriately certificated persons responsible for selection of media.

5. Any member of the Board of Education may review new textbooks under consideration during the selection process and provide input to the selection committee.

The school district shall not discriminate in the selection and evaluation of instructional and library materials on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Cross Reference:
Legal Reference:

Prentice School's Materials Selection Policy 361.1
Sections 118.12, 118.13, 120.13(5), 121.02(1) (h) Wisconsin Statutes
PI 9.03(1) of the Wisconsin Administrative Code

File Code: 112.8

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: September 13, 2005

File Sector: Board Operations
Policy Title: General Nondiscrimination
Subtitle: Guidance Program

GUIDANCE PROGRAM

The guidance and counseling program of the Prentice Public Schools will provide direct services to pupils, staff, parents, and community to facilitate the basic goals of the Wisconsin Developmental Guidance Program.

The program is to provide a developmentally based structure (K-12) that will allow students to master the various competencies essential to their total growth.

The primary goal is for students to learn about things and ideas, explore and try them out, develop an understanding and apply what they have learned to life situations and continue to grow in understanding and knowledge.

This program projects the belief that the learning needs, the personal/social needs and the career development needs can best be met by a systematic and comprehensive program that stresses these needs at the various developmental stages which students experience as they progress through school.

Cross Reference:
Legal Reference:

File Code: 112.9

What happens or fails to happen to children/adolescents developmentally will more than likely determine lifelong attitudes toward learning and assist or deter the acquisition of skills, the attainment of career goals, and the evolvement of satisfactory attitudes toward self, society, family, and career.

Principals and guidance counselors shall be responsible for the screening of all new students, the maintenance of student records, the testing program and student counseling.

The guidance program shall be evaluated periodically.

The school district shall not discriminate in the methods, practices and materials used for counseling, evaluating and testing students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.

Sections 118.13, 121.02(1) (g) Wisconsin Statutes
PI 9.03(1) of the Wisconsin Administrative Code

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised:

File Sector: Board Operations
Policy Title: General Nondiscrimination
Subtitle: Grading Systems

GRADING SYSTEMS

Grading systems shall be designed to report to parents the progress of their children. The system used shall report the student's achievement.

A specific grading system shall be developed by each principal.

Cross Reference:
Legal Reference:

The school district shall not discriminate in the methods, practices, and materials used for evaluating students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Cross Reference:
Legal Reference:

File Code: 112.11

Master Contract, Article V
Section 118.13 Wisconsin Statutes
PI 9.03(1) of the Wisconsin Administrative Code

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: September 13, 2005

File Sector: Board Operations
Policy Title: General Nondiscrimination
Subtitle: Student Awards and Scholarships

STUDENT AWARDS AND SCHOLARSHIPS

Students in the school district shall be informed annually of available scholarships and awards.

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

Criteria for school district awards and scholarships shall be developed consistent with school district goals and objectives. Awardees and scholarship recipients will be determined by a scholarship committee.

The school district shall not discriminate in acceptance and administration for gift bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Section 118.13 Wisconsin Statutes
PI 9.03(1) of the Wisconsin Administrative Code

SCHOOL DISTRICT OF PRENTICE

Date Adopted: August 1977
Date Revised: September 13, 2005

File Sector: Board Operations
Policy Title: Educational Philosophy
Subtitle: Nondiscrimination on the Basis of Handicap

NONDISCRIMINATION ON THE BASIS OF HANDICAP

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. The federal regulations implementing Section 504 require that school districts take continuing steps to notify job applicants, employees, parents and students of school district policy against discrimination on the basis of handicap.

The School District of Prentice, Prentice, Wisconsin, hereby declares that it does not discriminate on the basis of handicap in its educational programs and activities, in employment practices and policies, or in admission or access to programs or activities offered by the district.

Inquiries or complaints regarding the implementation of Section 504 in the district may be directed to:

Mr. Randall Bergman, Administrator
School District of Prentice
1025 Town Street
Prentice, Wisconsin 54556
715/428-2813, Extension 2003 – Telephone

Copies of this policy shall be made available to students, parents, job applicants and employees. Notice of district policy on nondiscrimination on the basis of handicap shall periodically be published in local and school newspapers, incorporated into district application forms and published elsewhere as is necessary to give continuing notice.

Cross Reference:
Legal Reference:

File Code: 112.13

Cross Reference:
Legal Reference: Section 504, Rehabilitation Act of 1973

Federal Register, Vol. 42, No. 86-5-4-77

File Code: 735

SCHOOL DISTRICT OF PRENTICE

Date Adopted: August 23, 2005
Date Revised:

File Sector: Support Services
Policy Title: Building and Grounds Management
Subtitle: Traffic and Parking Controls

TRAFFIC AND PARKING CONTROLS

Students who drive any motorized vehicle to school and wish to use the school or church parking lots must register such vehicle with the high school office.

To register a vehicle, a student must do the following:

1. Identify the vehicle (make, model and license plate number) which will be parked at school.
2. Present evidence of valid driver's license.
3. Obtain numbered parking permit which must be displayed so that it is clearly visible from outside the vehicle.

At present, parking slots will not be numbered and students are allowed to choose which marked slot they prefer. Parking is permitted only in designated marked slots.

Limited space will be available for student parking in the front parking lot east of the high school. For the most part, this lot will be reserved for staff and visitor parking. The church parking lot will be the primary lot for student parking. The rear parking lot is reserved for staff parking only.

Students are not permitted to go to their vehicles during school hours unless expressly authorized by the high school office. All school rules apply to students using the parking lots.

Driving safely is a primary concern. As such, students using school authorized parking lots must accept responsibilities, "Rules of the Road," inherent to driving, as well as the added responsibility of certain policies while driving on or near school grounds.

Students and staff are expected to abide by a village ordinance prohibiting parking on both sides of South Street from Town Street to Pine Street during school hours. Also, driving access on South Street from 3:15 to 3:35 p.m. on school days will be prohibited.

Failure to abide by the stipulations of these regulations will result in the following:

1. Vehicles not parked properly in designated slots or without a visibly displayed permit will be towed away at owner's expense.
2. Students not observing the proper safety rules will lose their permit and not be allowed to use the parking lots.

Cross Reference:
Legal Reference:

File Code: 112.15

File Code: 130

SCHOOL DISTRICT OF PRENTICE

Date Adopted: March 17, 1979
Date Revised: October 26, 2005

File Sector: Board Operations
Policy Title: School Board Legal Status
Subtitle: Organization

BOARD OF EDUCATION

ITEM 1: ORGANIZATION

The Board of Education of the School District of Prentice, Prentice, Wisconsin, shall consist of nine members elected by the eligible voters of the several municipalities, in an at-large election, to represent specific areas of the school district.

Each board member shall perform his/her duties as outlined in this policy book and consistent with the statutes of the State of Wisconsin.

The School Board is the legislative and policy-making body of the school district. Since school boards derive their authority and power through the state statutes, they are charged with following the spirit and intent of the law in decisions, rules and policies.

Members of the school board, meeting in regular session on the Tuesday preceding the 20th of each month, or in special session, set the operational policies of the district. The district superintendent administers these policies for the district in accordance with Wisconsin Department of Public Instruction regulations, educational laws passed by the Wisconsin legislature, and applicable federal statues and rules.

Cross Reference:
Legal Reference: Wisconsin State Statues 40.28, 40.29, 40.30, 120.01(1)

File Code: 131.3

SCHOOL DISTRICT OF PRENTICE

Date Adopted: March 17, 1979
Date Revised: October 26, 2005

File Sector: Board Operations
Policy Title: School Board Legal Status
Subtitle: Terms of Office

TERMS OF OFFICE

ITEM II: Dates Terms Begin

School board members are elected to three-year terms at the spring election. One-third of the Board of Education is elected each year.

A person elected and notified shall, within ten (10) days after his/her election, execute and file the official oath. Newly elected board members officially take office on the fourth Monday in April, and assume board powers at the first board meeting following the fourth Monday of April.

The board members are elected to the school board only. They, in turn, choose their own officers.

Cross Reference:
Legal Reference: Wisconsin Statutes 120.06 (4), (10)

File Code: 131.4

SCHOOL DISTRICT OF PRENTICE

Date Adopted: March 17, 1979
Date Revised: October 26, 2005

File Sector: Board Operations
Policy Title: School Board Elections
Subtitle: Board Member Area Representation

BOARD MEMBER AREA REPRESENTATION

ITEM III: Representation of Area

The board of Education is comprised of nine members. Each board member is elected by all the electors of the school district, on an at-large basis, to represent a given area:

One member representing the Town of Hackett
One member representing the Town of Hill
One member representing the Town of Knox
One member representing the Towns of Lynne and Somo
One member representing the Town of Ogema
One member representing the Towns of Ogema and Catawba
One member representing the Town of Prentice
One member representing the Village of Prentice
One member representing the Town of Spirit

Cross Reference:
Legal Reference: Wisconsin Statute 120.02(2), 120.05(1)(d)

File Code: 161.1

SCHOOL DISTRICT OF PRENTICE

Date Adopted: March 17, 1979
Date Revised: October 26, 2005

File Sector: Board Operations
Policy Title: Board Members
Subtitle: Duties of Board Members

DUTIES OF BOARD MEMBERS

ITEM 4: Duties of Board Members

The duties and powers of the school district Board of Education are enumerated in Wisconsin Statute 120.13.

The School Board is a corporate body, an individual, in the eyes of the law. The school board exists only when its members are meeting together in legal session. No board member has the right to make decisions or act for the board as an individual.

Each board member has a duty to be informed on the issues, and, if he/she is to represent the public, community opinions must be heard and carefully considered. In accepting membership on the school board, an individual accepts a public trust. Each has a responsibility to represent all the people of the district. To do so he/she must be familiar with public opinion as well as the educational needs and requirements of the school district.

Cross Reference:
Legal Reference: Wisconsin Statutes 120.12, 120.13

File Code: 141

SCHOOL DISTRICT OF PRENTICE

Date Adopted: March 17, 1979
Date Revised: October 26, 2005

File Sector: Board Operations
Policy Title: Board Officers
Subtitle: Duties of Board Officers

DUTIES OF BOARD OFFICERS

ITEM 5: Duties of Board Officers

The president shall preside over each regular or special meeting as called by the Board of Education and sees that the minutes are properly approved and signed. At the annual school meeting he/she shall preside until a permanent chairman is elected. The president countersigns all orders for the distribution (disbursement) of district funds, defends the district from actions brought against it, and prosecutes actions brought by the district.

The vice-president shall act as the president in the case of absence or other reasons of inability of the president to serve.

The clerk shall keep a current and accurate record of all meetings, post or publish legal notices, and sign such documents as are required after a majority approval by the Board of Education. The clerk has the authority to administer the oath of office to school board members. The clerk also performs such duties as required or allowed consistent with Wisconsin Statute 120.17.

In the absence of the clerk, the president shall appoint a temporary replacement.

The treasurer shall prepare, keep, and disperse an accurate account of the financial transactions of the School District of Prentice. (S)He shall give a monthly financial report to the Board of Education and shall have an annual audit prepared for the citizens of the district listing all transactions of $100.00 or more. The treasurer shall, before assuming the duties of the office, execute and file a bond according to state requirements. In the event of the inability of the treasurer to receive a bond, the president shall cause another election within the board. The treasurer shall also perform those duties required or allowed by Wisconsin Statute 120.16.

Cross Reference:
Legal Reference: Wisconsin Statutes 120.05(a)(c), 120.15, 120.16, 120.17

File Code: 164

SCHOOL DISTRICT OF PRENTICE

Date Adopted: March 17, 1979
Date Revised: October 31, 2023

File Sector: Board Operations
Policy Title: Board Members
Subtitle: Board Member Compensation and Expenses

BOARD MEMBER COMPENSATION AND EXPENSES

ITEM 6:

Salaries of board members are currently:

President:	$1750.00
Treasurer:	1750.00
Clerk	1750.00
Members:	1550.00

Cross Reference:
Legal Reference: Wisconsin Statutes 120.10(3), 120.10(4), 120.43(3)

File Code: 163.2

SCHOOL DISTRICT OF PRENTICE

Date Adopted: February 16, 1982
Date Revised: October 26, 2005

File Sector: Board Operations
Policy Title: Board Members Development Opportunities

Subtitle: Board Members Attendance at Annual Convention

BOARD MEMBERS ATTENDANCE AT ANNUAL CONVENTION

The Board of Education will approve of members attending the School Board Convention in the following manner, and will be reimbursed accordingly. No more than three board members will be reimbursed for attendance in any one given year:

1. Actual hotel, motel or housing costs

2. $25.00 per day in food and miscellaneous expenses.

Policy 662.3

The Prentice School Board recognizes the need for budgeting and maintaining a fund balance or operating reserve in the general fund to:

1. Provide adequate working capital sufficient to meet the District's cash-flow requirements, thus minimizing any short-term borrowing during the annual operating cycle.

1. Function as a safeguard to fund unanticipated expenses that the District might incur or to fund unrealized revenue which may occur but shall not be considered available to meet recurring operational expenses.

1. Demonstrate fiscal responsibility resulting in a high credit rating which will help to reduce district borrowing costs.

A "fund balance" is defined as the amount by which the assets of a fund exceed liabilities of a fund. Fund balance consists of five components:

1. Non-spendable Fund Balance: This portion of the fund balance cannot be spent because it is either not in spendable form or legally or contractually required to be maintained intact.

1. Restricted Fund Balance: This portion of fund balance will be restricted when constraints are imposed by creditors (such as through debt covenants) or by law.

1. Committed Fund Balance: This portion of fund balance can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Education.

1. Assigned Fund Balance: This portion of the fund balance will be assigned as a safeguard against contingencies, unanticipated expenditures, and unrealized revenue and to avoid large temporary borrowing.

1. Unassigned Fund Balance: These are funds that do not fall under the other four components of fund balance.

Annually, the School Board will review the fund balance to determine allocation between the five components of fund balance. The District Administrator is the delegated authority to assign fund balance as directed by the School Board.

Committed funds are used first, followed by assigned and then unassigned, when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be use.

The Board shall strive to maintain a General Fund operating reserve of a minimum 20 percent to a maximum of 30 percent of the district's General Fund operating budget for the subsequent fiscal year.

This policy is effective as of March 19, 2024.

Legal Reference Section 65.90 Wisconsin Statute

Wisconsin Uniform Financial Accounting Requirements (WUFAR)

Adopted: March 19, 2024

Cross Reference:
Legal Reference: Wisconsin Statute 120.10(4)

File Code: 665

SCHOOL DISTRICT OF PRENTICE

Date Adopted: March 17, 1979
Date Revised: October 26, 2005

File Sector: Fiscal Management
Policy Title: Management of Funds
Subtitle: Approval of Vouchers

Approval of Vouchers

ITEM 7: Approval of Vouchers

Approval of vouchers for payment of school district expenses is part of the agenda of each regular monthly board meeting. A motion, second, and sufficient votes to comprise a simple majority is necessary to approve monthly expenditures.

Cross Reference:
Legal Reference: Wisconsin Statutes 120.12 (1)(2)(3), 120.16(2)

File Code: 165

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: October 26, 2005

File Sector: Board Operations
Policy Title: Board Member Ethics
Subtitle: Code of Ethics

BOARD OF EDUCATION CODE OF ETHICS

As a representative of all the citizens in my municipality, I am responsible for serving the best interests of the community and its citizens, utilizing all available resources toward that end. My oath of office requires me to uphold the laws and Constitution of the United States and the State of Wisconsin; but, in addition to that, I shall keep in mind that:

1. I can act only when in official board session; except as an officer, I may take actions necessary to fulfill my duties.

2. I should attend all meetings and be prepared at those meetings to act on issues before the Board. I should be prepared to contribute to the discussion, while keeping an open mind during the deliberations. Once the decision is made, I should be willing to support and promote its implementation.

3. I must avoid all conflicts of interest, both pecuniary and non-pecuniary.

4. I must remember that responsibilities for overall management and control of the property and affairs, including the development of policies, belong to the School Board while the responsibilities for the day-to-day operation of the school belong to the administration. Together, the School Board and administration must work to continually identify the needs, goals and priorities of the district.

5. I must be responsive to the public, maintaining open communication lines with my fellow citizens in the community, informing them on the educational needs of the district, as well as on actions of the Board and accomplishments of the district's educational program.

6. I am a local legislator, but I must work under state and federal laws. I should communicate with state and federal legislators concerning the problems and needs involved in providing a quality education.

7. I must consider the School Board's role as the district's employer, making sure the district has able and well-qualified employees who will serve in the best interest of the students and public. (This should include providing for staff development and evaluation.)

Cross Reference
Legal Reference:

File Code: 174

SCHOOL DISTRICT OF PRENTICE

Date Adopted: March 17, 1979
Date Revised: October 25, 2005

File Sector: Board Operations
Policy Title: Board Meetings
Subtitle: Board Organizational Meeting

A. ORGANIZATION

The Board of Education of the School District of Prentice shall consist of nine (9) members of the following duties:

Title

(1) President

(2) Vice President

(3) Clerk

(4) Alternate Check Signer

(5) Treasurer

(6) Correspondent to W.A.S.B.

(7) Representative to C.E.S.A.

(8) Member

(9) Member

All shall perform his/her duties as outlined in this policy book and consistent with the States of the State of Wisconsin.

The school board is the legislative and policy-making body of the school district. All rules and policies make the groundwork for the successful operating of a school district. The area superintendent administers these policies within the district, together with State Department of Instruction regulations and educational laws passed by the Wisconsin Legislature. In the absence of the area administrator at the high school, the high school principal will be in charge at the high school level, and the elementary principal at the elementary level. Members of the school board in regular or special session set these operational policies. Board members have authority only when meeting as described above.

The Board shall organize at its first meeting after the fourth Monday in April.

The Board shall elect from its own membership the following officers: President, Vice Director or Vice President, Clerk, Alternate Check Signer, Treasurer, Correspondent to the W.A.S.B., and Representative to C.E.S.A. Each shall serve a term of one year. The president shall appoint other officers and committees as the need arises.

How Elected: At the Annual School Meeting, July 24, 1967, the motion was made by Floyd Nelson that all voters cast their ballots municipality basis which was originally started as a gentlemen's agreement of representation. This was seconded by Valerie Rumberg and the motion was carried. In 1969, the Annual Meeting enlarged the Board to nine (9) members including one (1) member from the Towns of Lynne and Somo, and one (1) FROM THE Town of Knox. Therefore, as present policy now stands, we have 1 (1) representative from the Town of Spirit, one (1) representative from the Town of Hill, two (2) representatives from the Towns of Ogema and Catawba, one (1) representative from the Town of Prentice, one (1) representative from the Village of Prentice, and one (1) representative from the Town of Hackett. At the Annual Meeting of 1982, the following salaries were established for the Board of Education:

President:	$850.00	Treasurer	$850.00
Clerk	$850.00	Member	$700.00

At the Annual Meeting of 1970, a resolution was passed changing the Board election from the Annual Meeting to the regular spring election beginning in the spring of 1971. Members will still be chosen by areas and will still be elected at large.

At the meeting of November 11, 1957, a motion was made by Dering, seconded by Dickinson, to pay board members who attended the school board convention. This motion carried. At the meeting of February 16, 1982, a motion was made by Holm to adopt the policy of [1] paying actual hotel expenses, [2] $25.00 per day for the four days covered (this is usually Tuesday through Friday), [3] $25.00 per day expenses, and [4] attendance will be limited to three (3) board members per year. The motion was seconded by Blomberg and carried.

B. DUTIES OF BOARD MEMBERS

See State Statutes 40.33, etc.

President: The president shall preside over each regular or special meeting as called by the Board of Education. At the Annual Meeting, the president shall preside until a permanent Chairman is elected.

The president shall also sign such documents which need signatures which have been approved by the majority vote of the Board. He/she shall also perform the usual duties according to Wisconsin Statutes 40.33.

Vice Director or Vice President: The vice president shall act as the president in the case of absence or other reason of inability for the president to serve.

Clerk: The clerk shall keep a current and accurate record of all meetings, cause legal notices, and sign such documents as are required after the majority approval by the Board of Education. The clerk shall also perform his/her duties consistent with the Wisconsin Statutes 40.35. In the absence of the clerk, the president shall appoint a temporary replacement.

Treasurer: The treasurer will prepare and oversee the financial transactions of the School District of Prentice. He/she shall give a monthly financial report to the Board of Education and have an annual audit prepared for the citizens of the School District of Prentice, list all transactions of $100.00 or more. He/she shall obtain a treasurer's bond for an amount in excess of the amounts transacted. In the event of the inability to receive a bond, the director shall hold another election within the Board. He/she shall also perform his duties consistent with Wisconsin Statutes 40.34.

Alternate Check Signer: The alternate check signer shall be available to countersign official documents, including payroll accounts, when the regular officers as listed above are not available. The duties include signing documents for the president, clerk or treasurer, and is intended as a single substitution; that is to say that the alternate check signer would sign only once for any official document.

Correspondent to the W.A.S.B.: The Wisconsin Association of School Boards [W.A.S.B.] annually requests that one member be appointed or elected to serve as the corresponding agent between the local school boards and the W.A.S.B. This duty then involves keeping the two parties informed as to the significant actions of the other.

Representative to C.E.S.A.: Annually, the Cooperative Educational Service Agencies [C.E.S.A.] request that a delegate from a local school board be elected or appointed to represent the local Board to the annual C.E.S.A. meeting held each year in August. Each school board in the State of Wisconsin is eligible to send a representative to a C.E.S.A. district of which it is a member. At that C.E.S.A. meeting in August, the individual representatives select the Board of Control, thereby giving each local school board a representative voice at the C.E.S.A. level.

High School Graduation: The Board will decide annually the date of high school graduation and who will distribute diplomas.

Cross Reference:
Legal Reference: Wisconsin Statute 40.33

File Code: 180

SCHOOL DISTRICT OF PRENTICE

Date Adopted: March 28, 1979
Date Revised: October 26, 2005

File Sector: Board Operations
Policy Title: Board Meetings
Subtitle: Board Meeting Procedures

BOARD MEETING PROCEDURES

Agenda, Procedures, and Minutes

The Clerk of the Board will be responsible for preparing the agenda for each meeting, in cooperation with the president. Copies of the agenda, minutes of the previous meeting and relevant supplementary information will be delivered to each Board member at least three days in advance of the meeting and will be available to any interested citizen at the superintendent's office, twenty-four hours prior to the meeting. An amended agenda must be posted at least twenty-four hours before the board meeting.

All meetings will be conducted in an orderly and businesslike manner, using the most current edition of Robert's Rules of Order as a guide except when rules are superseded by Board bylaws or policies. The order of business will be that indicated in the agenda.

The agenda normally will follow this order of business:

a. Call to Order
b. Pledge of Allegiance
c. Roll Call
d. Minutes
e. Financial Report
f. Vouchers
g. Community Input
h. Principal's Report
i. Special Presentation
j. Matters Requiring Board Action
k. Reports
l. Informational Items
m. Adjournment

The Board will hear written and oral communications from school district residents as an order of business as scheduled in the agenda. In oral communications, the speaker will address the chair and give his name and address and the name of the organization he represents, if any. The presentation of the topic is to be restricted to a maximum of three minutes, unless the time is extended by the Board president. After all appropriate communications have been received and persons heard, the Board will proceed with the business of the meeting without further communication or participation by audience members except as requested by the Board president.

All votes on motions and resolutions will be by "voice" vote unless a roll call vote is requested by the president or other member of the Board; provided that votes on the employment of a superintendent and the filling of a vacant position on the Board will be by roll call vote.

The Clerk of the Board or his/her designee will record the minutes of all regular and special meetings of the Board of Education. Copies will be delivered to Board members in advance of the next subsequent meeting and will be made available to other interested citizens. Minutes become official after approval by the Board.

Minutes will be descriptive of the meeting and will include a reference to each item discussed regardless of the action taken. Minutes need not be read publicly, provided the Board members have had an opportunity to review them.

A file of minutes of all Board meetings will be maintained in the office of the Clerk of the Board, to be made available for inspection upon the request of any interested citizen during regular office hours.

SOURCE: Highline School District, Seattle, Washington
DATE: 3/28/79

LEGAL REF.: RCW 28A.57.325
28A.58.110
28A.58.150
28A.59.040
42.30

DISTRICT SIZE: PK-12; 23,025 students

Cross Reference:

Board Policy 187
Legal Reference: Wisconsin Statute 120.43

File Code: 187

SCHOOL DISTRICT OF PRENTICE

Date Adopted: April 19, 1993
Date Revised: October 26, 2005

File Sector: Board Operations
Policy Title: Operating Procedures
Subtitle: Public Participation at Board Meetings

PUBLIC PARTICIPATION AT BOARD MEETINGS

Meetings of the Prentice School District Board are held in public in accordance with Wisconsin's Open Meetings Law, they are not public meetings. There is a clear difference between the two. Citizens of the Prentice School District are entitled to full and complete information regarding the affairs of the district. In accordance with this philosophy, all meetings of the Prentice Board are held in rooms and buildings that are reasonably accessible to the public. Agendas shall be made available and adequate seating provided for visitors.

The Open Meetings Law encourages public awareness of, and attendance at, school board meetings. It does not require the board to allow active public participation in board meetings.

In the spirit of encouraging a public voice, and of soliciting specific information to allow development of a more informed understanding of public concerns, the Prentice Board includes the item "Community Input" on its regular meeting agendas. During "Community Input" the board will accept constructive comments from the public under the following participation rules:

1. Visitors requesting to be heard must be recognized by the presiding officer, must identify themselves by name, and indicate whether they are district residents and if they represent themselves or a group.
2. Recognized speakers may address such items of school operation and programs as may concern them, so long as the comments are not illegal or defamatory.
3. The Board will not hear oral complaints about school personnel during "Community Input," nor of persons connected with the school district. Complaints involving legitimate problems with school personnel shall follow district policy "Areas of Responsibility." When personnel complaints arrive at the board level they should be in written form and submitted to the board for review and possible action.
4. To minimize the possibility of the Board's making ill-advised, illegal, or improper decisions due to hasty action in the absence of adequate information and study, the Board will take citizen complaints, viewpoints, opinions, questions, and problems under advisement and issue responses after due deliberation, typically in writing through the district administrator's office with copies to each Board member. Therefore the Board reserves the right to research and review all items brought to its attention during "Community Input."
5. Generally, each speaker will be allowed three (3) minutes to state their concerns. A total not to exceed twenty (20) minutes shall be allowed for "Community Input." More

Cross Reference:
Legal Reference:

individual and total time may be allowed at the discretion of the board president. The Board president shall be responsible for maintaining an orderly process of public comment. The Board reserves the right to terminate any person's time if they become abusive or demand immediate action by the Board. The Board president may rule such persons "out of order."

Board Policy 180

Cross Reference:
Legal Reference:

SCHOOL DISTRICT OF PRENTICE

188

BOARD MEMBER PARTICIPATION IN MEETINGS VIA TECHNOLOGY

The Board strongly encourages all individual Board members to be physically present at all Board meetings in which they intend to participate in any capacity. Individual Board members have the privilege to participate remotely in any meeting, and in emergency situations as determined by the Board President, board meetings may be held and all members may participate through virtual or remote conferencing methods. No individual Board member may be excluded from any meeting of the School Board at which he or she is physically present. Subject to the following limitations, and as a privilege that may be withdrawn or limited at the discretion of a majority vote of the Board, the Board will permit an individual Board member with a scheduling conflict or, in an emergency situation as determined by the Board President, any or all board members to participate in Board meetings from a remote location, with such privilege to include being counted in the quorum requirement for the meeting, participating in discussion on items of business, and making and voting upon motions:

1. The District Administrator will work with appropriate staff to identify an appropriate mode of technology that enables reliable two-way communication and that satisfies the Wisconsin Open Meetings Law requirements regarding public notice and public accessibility of meetings;
2. Absent further affirmative authorization enacted by the Board except in emergency situations as determined by the Board President, the privilege shall extend only to open sessions of regular and special meetings of the school board, and shall not extend to closed session portion(s) of any meeting, to individual student disciplinary proceedings, to disciplinary or nonrenewal proceedings involving individual employees, or to other meetings or specific items of business on which the Board decides or receives advice of legal counsel that it would be inadvisable to permit remote participation by individual Board members;
3. No School Board meeting need be delayed, cancelled, or rescheduled solely to accommodate a Board member's request to exercise the privilege of remote participation. To the extent that the technology used to enable remote participation is not functioning so as to facilitate appropriate participation and/or there is any uncertainty regarding compliance with the Open Meetings Law, the Board may terminate the privilege of remote participation, and, provided there is a quorum, the meeting(s) in question may continue without the participation of the Board member(s) who are not physically present;
4. Except in emergency situations as determined by the Board President, no meeting of the School Board shall be convened unless at least a quorum of the Board is physically present at the location of the meeting as established by the official public notice. In emergency situations, a quorum of the Board may be established by board members participating in the meeting through virtual or remote conferencing.

Cross Reference:
Legal Reference:

To lessen the risk that a technical limitation or technology-related problem may prevent otherwise-authorized remote participation in a Board meeting, an individual Board member who wishes to exercise the privilege of remote participation in any meeting shall inform the District Administrator and presiding officer of the meeting as far in advance as possible of his or her desire to attempt remote participation.

Notwithstanding the discretionary privileges permitted under this policy, it is the School Board's expectation that no Board member(s) will routinely seek to participate in meetings from a remote location, and that most regular and special meetings of the Board will involve no remote participation by any Board members.

This policy shall also apply to Board committee meetings where the committee in question is a subunit of the School Board, except that in the case of such a committee meeting, references to individual Board members within this policy shall be understood to refer to individual committee members, and all discretionary authority held by the School Board under this policy shall be held by the committee.

Legal Ref.: Sections 19.59 Wisconsin Statutes
19.82(2)
19.84
19.88
61.23(1)
62.09(5)(d)
63.07
118.22(3)
120.11(1)
946.13

Cross Ref.: 171.1, Public Notification of Board Meetings
173, Closed Sessions
185, Board Committees
185-Rule (1), Board Committee Guidelines
186, Public Participation at Board Meetings

Approved: May 19, 2020

Cross Reference:
Legal Reference:

File Code: 822.1

SCHOOL DISTRICT OF PRENTICE

Date Adopted: January 14, 1980
Date Revised: October 26, 2005

File Sector: Board Operations
Policy Title: News Media Relations
Subtitle: News Media at Board Meetings

NEWS MEDIA AT BOARD MEETINGS

The Board believes that one of the paramount responsibilities of a board of education is to keep the public informed of its actions. Consequently, the local news media representatives will be welcome to attend all regular, special, and annual meetings of the Board.

A copy of the agenda will be sent in advance of all official Board meetings to members of the working press who request it. In the event that representatives of the news media are unable to attend a meeting, they will be provided, upon request, a summary of important Board actions.

All reports approved by the Board will be a matter of official record and, upon request, will be made available to the press or other members of the public. No report-in-progress, including all of those on which the Board has taken no final action, will be released by any Board or staff member unless the Board specifically authorizes its release as a “tentative report.”

In situations where individual Board members receive requests from news media representatives for information about Board meetings, members may speak only for themselves and not as spokesman for the Board unless this responsibility has been specifically delegated to a Board member.

SOURCE: Milford Exempted Village School District, Milford, Ohio
DATE: 1977

LEGAL REF.: ORC 121.22
DISTRICT SIZE: K-12; 4,957 students

File Code: 251

SCHOOL DISTRICT OF PRENTICE

Date Adopted: April 17, 1979
Date Revised: October 26, 2005

File Sector: Administration
Policy Title: Line and Staff Relations

Cross Reference:
Legal Reference:

Subtitle: Areas of Responsibility

POLICY ON AREAS OF RESPONSIBILITY

The general management, coordination, and supervision of the School District of Prentice is the responsibility of the district administrator. This office is directly responsible to the board of education. Under the direction of the district administrator, and responsible to him and to the board of education, the day-to-day operation of the high school and of the elementary schools shall be the responsibility of the high school principal and the elementary principal respectively.

The School District of Prentice is a multi-million dollar enterprise. The orderly progress of business through consistent procedure and consistent application helps foster public confidence in the schools. While a variety of divergent views are welcome, complaints will be heard, and if appropriate, placed on the agenda of a future board meeting. Though disagreement in opinion of purpose, procedure, and policy may exist, at some point decisions must be made which assist the business of the school district.

The board of education wishes to strike a balance between the rights of district residents to be heard, to agree or to disagree, and its responsibility to assure the equal education opportunity of all of the children in the district.

School problems should move through channels to the board of education. At all times, and in all instances solutions to problems of management, residents' complaints, or other school problems shall be solved at the lowest level possible, with communication carried as far up the "chain of command" as necessary to resolve the problem, keep those who need to know informed, and ensure continuity of effort in a direction consistent with the rules, regulations, and policies of the board of education.

Generally, individual problems should be solved at the classroom level, moving through the principal in charge of the level, to the district administrator, then to the board of education. If decisions at each of these levels are judged not in concert with present policy or if the party initiating the complaint is not satisfied with the decision, the next higher authority may be approached.

In questions where policy may need to be established or changed, the board of education alone can take the necessary action at a regular or special meeting of the whole board.

File Code: 133

SCHOOL DISTRICT OF PRENTICE

Date Adopted: March 15, 1988 **File Sector:** Board Operations

Cross Reference:
Legal Reference:

Date Revised: October 26, 2005 **Policy Title:** School Board Legal Status
Subtitle: Filling Board Vacancies

POLICY ON FILLING BOARD VACANCIES

If any School District of Prentice Board member resigns or otherwise vacates a board position prior to the expiration of his/her term, the remaining Board members will fill the position by appointment. The process of appointment will be accomplished as soon as possible following the vacancy and will be conducted in accordance with Wisconsin's Open Meeting Law.

PROCEDURE:

1. The Board's desire to fill the vacancy will be publicized in the normal posting places as well as through the district newsletter and/or the local newspapers as determined by the Board.

2. Candidates from the area represented by the vacant seat shall file a declaration of interest with the board by the specified deadline. If one or n o applications are received by the deadline it may be extended by a majority vote of the Board.

3. Candidates may be interviewed at the discretion of the Board at a regular or special board meeting. Any elector of the district may speak on behalf of a candidate.

4. Upon completion of the application/interview process, the Board, in open session, will choose one candidate to fill the vacant seat. (Adjournment to Closed Session to discuss any candidate must be properly noticed, and, only if a board member has actual knowledge of information which is reasonably believed to have a possible substantial adverse effect upon a candidate's reputation if divulged in open session and there is a strong likelihood of such information being divulged in open session.)

5. The appointee will receive prompt, written confirmation. Unsuccessful candidates will be notified promptly of the Board' decision.

6. The appointee shall execute the Oath of Office and be seated on the Board at the next regularly scheduled Board meeting.

Cross Reference:
Legal Reference: Wis. Stats. 17.26

File Code: 443.5

SCHOOL DISTRICT OF PRENTICE

Date Adopted: April 3, 1990
Date Revised: December 13, 2005

File Sector: Students
Policy Title: Student Conduct
Subtitle: Student use of beepers, two-way Communication devices, or cell phones, cell phones during school hours

Policy on Electronic Communications

Prentice School District students and guests are prohibited from wearing, using, or possessing an electronic paging or two-way communication device while on school vehicles or on school premises owned or rented by or under the control of the school district. Student use of cell phones is also prohibited during school hours.

Students and guests may request exception to the rule. Exceptions may be granted by the Board of Education through the district administrator, high school principal, or elementary principal if they determine such device is to be used for a medical, school, educational, vocational or other legitimate purpose and its use is in keeping with the general decorum of the school.

Written permission must be obtained prior to using, wearing, or possessing such device on school vehicles or on school premises owned or rented by or under the control of the School District. Permission may be withdrawn by the issuing agent if (s)he determines this policy is being violated.

Cross Reference:
Legal Reference: Wisconsin Statute 118.258

File Code: 412

SCHOOL DISTRICT OF PRENTICE

Date Adopted: January 1979 **File Sector:** Students
Date Revised: December 13, 2005 **Policy Title:** Student Policies, Goals
Subtitle: Child Find

Child Find Policy

Specific Child Find activities shall be instituted and carried out within the School District of Prentice in an attempt to identify, locate, and evaluate children with exceptional educational needs (EEN). District residents shall be required to pay no additional fee for this service or any related screening.

1. School Census:
   The School District of Prentice conducts a continuing annual census. The census taker provides an opportunity for each parent (resident) to communicate concerns regarding a child. The census instrument specifically asks whether any member of a household from birth through age 21 has any type of handicap. The school census is not worded so as to constitute a referral under 5.115.80(2). Follow-up calls shall be made by the director of special education or his designee upon receipt of such information, or to persons indicating interest in district programs for EEN children.

2. Public Awareness:
   Informational items relating to Child Find activities shall be placed in the school district mail-out preceding the start of the annual census campaign to alert district residents to programs for children with EENs. A regular schedule of contact shall be maintained with the Price County Nursing Service through the annual health services agreement between the School District of Prentice and the Price County Nursing Service. Regular contact shall also be maintained with the Department of Social Services and the local Headstart project. These three agencies are the primary referral agents for the School District of Prentice. Other agency cooperation (including the Department of Public Instruction) shall be solicited as a responsibility of the director of special education.

3. Kindergarten and Pre-School Screening:
   Entering kindergarteners shall be screened in March prior to entry to determine if there is a reasonable cause to believe that a child has an EEN. Screening opportunities are available to other pre-school residents upon request, through the Child Find procedure.

Cross Reference:
Legal Reference:

File Code: 447

SCHOOL DISTRICT OF PRENTICE

Date Adopted: August 17, 2010 **File Sector:** Students
Date Revised: **Policy Title:** Student Conduct
Subtitle:

STUDENT BEHAVIOR

The Prentice School District is committed to providing a safe, caring, respectful learning environment for all students and staff, and strictly enforces a student behavior policy which prohibits disruptive or personally threatening behaviors in the classroom, on school property, during school sponsored events or school related functions, or in school owned or controlled vehicles. Prohibited behaviors include any act which would endanger the health, safety or welfare of others, or conduct which would cause, or have the potential to cause, physical or mental harm to others.

Prohibited actions include, but are not limited to:

1. Possession, consumption, or delivery of alcoholic beverages, controlled substances or tobacco products (including smokeless tobacco) in school, on school owned or controlled property or vehicles, or while in attendance at a school sponsored activity.
2. Use of obscene language or immoral conduct.
3. Planned truancy, "skipping school", or other non-attendance of assigned classes.
4. Bullying, which is a form of intentional victimization by an individual student, a group of students, or a staff member, may include physical, verbal, or non-verbal hostile or threatening acts, or other acts of aggression or threats of harm to others. Prohibited bullying behaviors can be characterized as teasing, put-downs, name-calling, cruel rumors, false accusations, planned social exclusion or isolation of others, extortion, intimidation, physical, mental or emotional threats and hazing. Aggressive actions or other bullying acts against someone due to race, religion, sex, sexual orientation, age, handicap, or other federally protected categories are similarly classified as prohibited activities. It is considered a responsibility of all students and staff members to report acts of bullying in any of the above-described situations to a member of the school administration. Students are requested to report acts of bullying to a school staff member, principal,

Cross Reference:

guidance counselor or parent. All school district staff members are required to report acts of bullying or reported acts of bullying to their immediate supervisor or an administrator.

5. Reckless or unsafe use of vehicles on school owned or controlled property.
6. Vandalism or defacing of school property at any time.

7. Insubordination.
8. Any act while riding a school bus or district-owned or controlled vehicle, which would endanger the safety of pupils or other passengers or driver on those vehicles.

9. Possession of knives, firearms, “throwing stars”, look-alike weapons, or any other weapons.

10. Use of electronic instruments such as computers or cellular telephones to bully others.

CONSEQUENCES

1. Teachers have authority to remove students from the classroom under Prentice School District policy. Copies of the policy and administrative procedure have been provided during meetings on the subject. If you need a copy of the policy please contact your principal.

2. Authority to suspend students from school, in accordance with Section 120.13, Wis-consin Statutes, is granted to the district administrator and principals. All suspensions shall be made in accordance with Section 120.13 using the following procedure:
   a. Students must be referred by written complaint by a teacher, bus driver, or employee to the district administrator or a principal

   b. Students must be given a hearing prior to any suspension

   c. Parents must be notified of a suspension

   d. Notice of a suspension shall be served on the student and a copy of the notice mailed to the parents

   e. Suspension shall be used as punishment only in the case of severe or repeated violations of school rules or policies

3. Detention may be given by teachers, principals, or administrators for infractions of school rules.

Cross Reference:

a. Students assigned detention will serve it during noon hours (15 minutes each day). Failure to show for noon detention may result in additional time added.

b. Each Friday students who have detention totaling 165 minutes or more will be informed that they will be expected to attend detention after school on the following Wednesday. Contact will be made with parents informing them of this requirement and requesting that transportation be provided following the detention.

c. Detention on Wednesday evenings will take precedence over other school activities including co-curricular practices or other participation

d. Students who do not report for Wednesday evening detention will be subject to further disciplinary procedures as established, including parent contact and possible suspension from school

e. Students serving detention will be expected to work on schoolwork. Upon request of the custodial staff, a student may voluntarily agree to do physical work rather than remain in the detention room. Any such assignment will be done under supervision of the custodian.

f. The Wednesday evening detention shall be a two hour period supervised by district staff.

4. In certain cases of severe or repeated violations, a student may be suspended preliminary to an expulsion hearing before the school board.

Cross Reference: **JD School Census**
KNB Relations with County Governmental Authorities
Legal Reference: **Wis. Stats. 115.80(2) as amended by Chapters 29 and 418, Laws of** 1. **The Education for All Handicapped Children Act of 1975 (P.L. 94-142)**

File Code: 511

SCHOOL DISTRICT OF PRENTICE

Date Adopted: 1988
Date Revised: December 13, 2005

File Sector: Personnel
Policy Title: Personnel Policies, Goals
Subtitle: Equal Opportunity Employment

Equal Employment Opportunity

The Board of Education shall offer equal opportunities for employment, retention, promotion and transfer of all qualified candidates regardless of sex, race, age, marital status, physical disabilities, religion, national origin or political affiliation. The school district shall attempt to achieve an ethnic/racial balance among district employees which is reflective of the composition of the student and citizen populations in the district.

The Board of Education encourages all school district personnel to share the commitment to a concept of equal opportunity for all people regardless of sex, race, physical disability, religion, national origin, age, marital status, or political affiliation.

Cross Reference:

Cross Reference:
Legal Reference: Civil Rights Act of 1964
Adopted as school board policy

File Code: 512

SCHOOL DISTRICT OF PRENTICE

Date Adopted: December 13, 1988
Date Revised: December 13, 2005

File Sector: Personnel
Policy Title: Personnel Policies, Goals
Subtitle: Sexual Harassment

Policy Regarding Sexual Harassment

Definition: Sexual harassment is a category of behavior which is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.

2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.

3. Sexual harassment has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or demeaning employment or educational environment.

Remedy: If an employee or student believes that she/he has been subjected to sexual harassment, she or he may file a complaint with the District Title IX Coordinator, 715-428-2811. The penalties for behavior that is decided to be in violation of this policy may include reprimands, expulsion from school, or in the case of employees, termination of employment.

Cross Reference:

Cross Reference: Current Employee Agreements
#512-Rule, Employee Harassment Procedures
#512.1, Employee Sexual Harassment Policy & Complaint Procedures
Legal Reference: Wisconsin Statutes, Sections 111.13, 111.31, 111.36, 118.20
Title VII, Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Equal Employment Opportunities Commission Guidelines
(29 C.F.R. – Part 1604.11)

File Code: 522.1

SCHOOL DISTRICT OF PRENTICE

Date Adopted: January 15, 1991
Date Revised: December 13, 2005

File Sector: Personnel
Policy Title: Staff Conduct
Subtitle: Drug Free Workplace

Drug Free Workplace Employee Policy

Prentice School District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol in any school building or on school premises; any school-owned vehicle or other vehicle used to transport students to and from school or school activities; or off school property during any school sponsored or approved activity, event, or function where students are under the jurisdiction of the school district. Prentice School District is committed to a program to prevent the abuse of alcohol and the illegal use of alcohol and the illegal use of controlled substances and/or alcohol by employees.

All Prentice School District employees must, as a condition of employment, abide by the terms of this policy as well as all other school district policies. Any violation of this policy will result in disciplinary action including, but not limited to, termination of employment, and referral for prosecution. Employees may also be required to complete, at their own expense, an appropriate substance abuse assistance or rehabilitation program. Appropriate action will be taken within thirty days of Prentice School District notice of a conviction or violation of the district's policy of a drug-free workplace, in accordance with district disciplinary policies and practices. Such disciplinary action may be subject to further appropriate federal and state statutes.

A copy of this policy with a statement of legal sanctions and information about available alcohol and other drug abuse counseling and rehabilitation programs, shall be distributed to all employees annually.

Cross Reference:
Legal Reference: Sections 125.09, Wisconsin Statutes
Drug Free Workplace Act of 1988
Drug Free Schools and Communities Act Amendments of 1989

File Code: 872

SCHOOL DISTRICT OF PRENTICE

Date Adopted: August 15, 1995
Date Revised: December 13, 2005

File Sector: School-Community Relations
Policy Title: Public Complaints
Subtitle: Public Complaints About Teachers

Public Complaints About Teachers

The Prentice School District school board hereby adopts the following policy regarding “Serious Complaints Against a Teacher.”

Cross Reference:

Serious complaints against a teacher shall be placed in writing. A copy of such written complaint shall be given to the teacher within five (5) days from the date the district received the complaint. The teacher against whom the complaint was filed shall have the right to write a rebuttal and such rebuttal will be attached to any copy of the complaint that the district has on file. The district will also inform the teacher of who filed the complaint. Complaints that are not signed, based on hearsay or when the administration determines that the complaint is not justified shall not be placed in the teacher's file and teacher notification of the complaint is not required.

Cross Reference:
Legal Reference: 824, Access to Public Records Employee Agreement(s) Article XIII

File Code: 111.1

SCHOOL DISTRICT OF PRENTICE

Date Adopted: 1996
Date Revised: December 13, 2005

File Sector: Board Operations
Policy Title: Educational Philosophy
Subtitle: Mission Statement

Mission Statement

THE PRIMARY MISSION OF THE PRENTICE SCHOOL DISTRICT IS TO EDUCATE CHILDREN. IN ORDER TO ACCOMPLISH THIS CHARGE IT IS NECESSARY TO HAVE A SAFE AND HELPFUL ENVIRONMENT FOR STUDENTS, FACULTY AND THE PUBLIC.

TO IMPLEMENT THIS MISSION, WE SET FORTH THE FOLLOWING GOALS:

TO ENCOURAGE COMMUNICATION BETWEEN STUDENTS AND THEIR PEERS THROUGH SUPPORT SYSTEMS SUCH AS PARENTS, D.A.R.E., STUDENT ASSISTANCE, INTER-SCHOOL COOPERATION, COUNTY SERVICES AND LAW ENFORCEMENT

TO MONITOR ACCESS TO SCHOOL FACILITIES WHILE MAINTAINING COMMUNITY-FRIENDLY SCHOOLS

TO PROVIDE PRO-ACTIVE EDUCATIONAL AND INFORMATIONAL TRAINING FOR STUDENTS, FACULTY AND THE PUBLIC

TO IDENTIFY STUDENTS AT-RISK OF HURTFUL BEHAVIORS, AND TO CRAFT UNIQUE INTERVENTIONS

TO ENCOURAGE POSITIVE MODELING ON THE PART OF STUDENTS, FACULTY AND THE PUBLIC

Cross Reference:

TO FOLLOW A SCHOOL BOARD APPROVED POLICY FOR DEALING WITH DISRUPTIVE AND/OR VIOLENT STUDENTS OR VISITORS

TO ENLIST PARENTS' ASSISTANCE IN KEEPING A SCHOOL ENVIRONMENT GOOD FOR EDUCATION TO TAKE PLACE WITHOUT INTERRUPTION

Cross Reference:
Legal Reference:

File Code: 345.64

SCHOOL DISTRICT OF PRENTICE

Date Adopted: February 14, 1984
Date Revised: December 13, 2005

File Sector: Instruction
Policy Title: Academic Achievement
Subtitle: Graduation Requirement Relating to EEN Students

Graduation Requirement Relating to EEN Students

a. If the EEN student passes the math and reading competency tests as well as earns all necessary credits he/she will receive a regular diploma.

b. If the EEN student does not pass either the reading or math competency test but does satisfactorily meet all other requirements detailed in the Individual Educational Program (IEP), he/she would receive a Certificate of Completion.

This policy change allows for some recognition to the student who is not intellectually able to meet the minimum requirements of a high school diploma, but still has put forth effort to do his/her best.

Cross Reference:

Cross Reference:
Legal Reference: Individual with Disabilities Education Act (IDEA) of 1997
Wisconsin Statues 115.92, 118.153, 118.33, 121.02(1)(p)
PI 18 Administrative Code

File Code: 345.6

SCHOOL DISTRICT OF PRENTICE

Date Adopted: 1994
Date Revised: December 13, 2005

File Sector: Instruction
Policy Title: Academic Achievement
Subtitle: Graduation Requirements

GRADUATION REQUIREMENTS

A specified number of credits are required for high school graduation. Full credit courses are those in which one-half credit is granted for one semester of work.

For classes of a special nature, less than one-half credit per semester is granted. Such courses at the present time include Physical Education, Driver Education and Career Decision Making. Among the minimum credits required for graduation there must be an appropriate spread of subjects as follows:

A. General Diploma (24 credits minimum):

-4 credits in English
-3 credits in Social Studies (this includes 1 credit required in U.S. History and 1/2 credit in Civics)

-2 credits in Science (this includes 1 credit required in Physical Science and 1 credit in Biology)
-2 credits in Mathematics (REQUIRED: 1 Credit for Freshmen; 1 Credit for Sophomores)
-1 1/2 credits in Physical Education including certification in CPR/AED
-1/2 credit in Health 9 (if not passed in grade 8)
-1/4 credit in Career Decision-Making (required for sophomores)
-1/2 credit in Personal Typing (if not passed in grade 8)
-1/2 credit in Computers
-10.5 Electives
-Pass the Math and Reading Competency exams

B. Honors Diploma (24 credits minimum):

-4 credits in English (I, II, III, V or AP)
-3 credits in Social Studies (this includes 1 credit required in Advanced U.S. History and 1/2 credit in Civics
-3 credits in Science (Physical Science, Biology, Chemistry or Physics)
-3 credits in Mathematics (Algebra, Geometry, Algebra II) (A math credit is required both in grades 9 and 10)
-2 credits in Foreign Language
-1/2 credit in Personal Typing (if not passed in grade 8)
-1/2 credit in Computers
-1 1/2 credit in Physical Education (9, 10, 11) including certification in CPR/AED
-1/2 credit in Health 9 (if not passed in grade 8)
-1/4 credit in Career Decision Making
-6.5 Electives
-Pass the Math and Reading competency exams
-Plus maintain a 3.0 GPA (to be determined by 7th semester grade average)

A student must enroll in courses totaling a minimum of six and one-half credits each year.

Physical Education is required of all freshman, sophomores and juniors. Students whose physical activity must be limited for medical reasons, should request a form so that an adaptive physical education program can be established in cooperation with the family physician. If physical education cannot be taken, verification from a physician must be presented and another course of at least equal value must be taken in its place.

Cross Reference:
In order for students to gauge their individual progress, the faculty has established the following class status credit requirements: Sophomore: 6 credits, Junior: 12 credits and Senior: 18 credits.

EDBA
MATERIALS SELECTION POLICY
PRENTICE SCHOOL DISTRICT
1
I. INTRODUCTION
The human worth that democratic societies seek to protect and develop rest up commitment to educational programs which meet the individual purposes and developmental needs of students and prepare them to resolve the problems that continually confront them. Social, economic, and political issues, national and international as well as the changing expectations of individuals and groups, represent the human concerns to which education must respond if it is to perpetuate and improve the society that it supports.
Those who would create better educational opportunities must strive to develop comprehensive systems that meet the needs of students of differing abilities, backgrounds, and interests, enabling them both to adjust to and influence the changing society in which they live. Media programs which reflect applications of educational technology, communicative theory, and library and information science contribute at every level, offering essential processes, functions, and resources to accomplish the PURPOSES OF THE SCHOOL. (1).
Statements of Policy for Selection of Instructional Material
The Prentice School Board hereby declares it is the policy of the Prentice School District in accordance with Wisconsin Statutes, Section 118, to provide a wide range of instructional material on all levels of difficulty, with diversity of appeal, and the presentation of different points of view and to allow the review of allegedly inappropriate instructional materials the established procedures.
II. SELECTION OF INSTRUCTIONAL MATERIAL
Objectives of Selection
In order to assure that the school media program is an integral part of the educational program of the school, the following selection objectives are adopted:
To provide material that will enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, and learning styles.
To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
To provide a background of information which will enable pupils to make intelligent judgment in their daily lives.
EDBA
MATERIALS SELECTION POLICY
PRENTICE SCHOOL DISTRICT

Cross Reference:
2
(1.) American Association of School Librarians, ALA and Association for Educational Communication and Technology, Media Programs: District and School (Chicago: ALA, 1975), p. 1.
To provide materials on opposing of controversial issues so that users may develop under guidance the practice of critical analysis.
To provide materials which realistically represents our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage.
To place principle above personal opinion and reason above prejudice in the selection of material of the highest quality in the order to assure a comprehensive media collection appropriated for the users.
Responsibility for selection
Educational goals of the local school district, individual student learning modes, teaching styles, curricula needs, faculty and student needs, existing materials and interlibrary loan arrangements should be considered in developing the media collection. Guidelines for the evaluation and selection of curricula resources are listed.
A. Overall purpose
B. Timeliness or permanence
C. Importance of the writing or production
D. Quality of the writing or production
E. Total value, impact, and intent of the author/artist/producer
F. Readability and popular appeal
G. Authoritativeness
H. Reputation of the publisher/producer
I. Format and price
Controversial issues shall be covered from all points of view as fully as possible. Material of sound factual authority shall not be removed for partisan or doctrinal disapproval. Materials shall be chosen for values of interest and enlightenment for all the students of the community.
EDBA
MATERIALS SELECTION POLICY
PRENTICE SCHOOL DISTRICT
3
An item shall not be excluded because of the race, nationality, political or religious views of the writer. Censorship of materials shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.
In formulating this policy, the Board considers these subjects which have been topics of criticism:
Religion: Material on religious subjects should be available and should be factual, unbiased, and broadly representative.
Political Ideologies. The media center should, without making any effort to sway reader judgment, make available factual information (on appropriate reading level) on those ideologies which exert strong influence on government, current events, politics, education or any other phase of life.

Sex. Materials presenting accents on sex should be subjected to a stern test of literacy merit and reality by the personnel responsible for materials selection who must consider the age and classroom level of the students for which the specific materials are selected. The materials selected shall conform to the Statement of Policy for Selection of Instructional Materials as defined in paragraph I, INTRODUCTION, of this policy. Materials that include sexual incidents or profanity should be avoided when the educational subject can be taught without specific or explicit reference to sexual incidents or profanity. Within the guidelines the decision should be made based on whether the materials present life in its true proportions, whether circumstances are realistically dealt with and the specific item must have literary value.

Profanity. Where possible, materials employing profanity should be avoided. While the sensational or over-dramatic would not in any case be included, the fact of profanity appearing should not automatically disqualify an item.

Science. Medical and scientific knowledge should be made available without any biased selection of facts.

In conjunction with the above-mentioned criteria, two basic factors must be regarded at all times: Truth (factual accuracy, authoritativeness, balance and integrity), and ART (quality of stimulating presentation, imagination, vision, creativeness, style appropriateness to idea, vitality and distinction).

All materials will be shelved and displayed according to appropriate age level and suitability of subject matter.

EDBA

MATERIALS SELECTION POLICY

PRENTICE SCHOOL DISTRICT

4

Procedures for Selection

In Selecting materials for school media programs, the certified library media personnel will evaluate the existing collection, assess curricula needs, examine materials and consult the following reputable, professionally prepared selection aids: Booklist, American Libraries, School Library Journal, Top of the News. Voice of Youth Advocates, Previews AV Software Reviews, Instructional Innovator, Media & Methods, Children's Catalog, Junior High School Library Catalog, Instructor, Teacher, School Media Quarterly, Bookfinder, Media Review, Wis. Library Bulletin, New York Books for the Teen-Age, University Press Books for Secondary School Libraries, Wis. A-V Dispatch, Wis. School Library Assn. Communique, Division for Library Services Channel, Baker and Taylor Selection Guide and various publishing house catalogs.

Recommendations for acquisition will also be solicited from faculty and students. Gift materials will be judged by the criteria listed in the preceding section and will be accepted or rejected on the basis of those criteria.

It is also understood that competent selection is an ongoing process which includes the removal of materials no longer appropriate and the replacement of lost, worn, or outdated materials still of educational value.

III. RECONSIDERATION OF MATERIALS

Occasional objections to instructional materials will be made, despite the quality of the selection process. The Prentice School Board supports the principles of the intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association and the Students' Right to Read of the National Council of Teachers of English. In the event that materials are questioned, the principles of intellectual freedom and the right to access of materials must be considered in accordance with local community standards.

Cross Reference:
If a complaint is made, the following procedure will be followed:
(1) Inform the complainant of the selection procedures and make no commitments.
(2) Request the citizen to submit a formal “Request for Reconsideration of Instructional Materials” (See Appendix A).
(3) Inform the building principal and the superintendent.
(4) Keep challenged material on the shelves during the reconsideration process.
(5) Upon receipt of the completed form and the challenged material, the principal will request review of the challenged material by a standing materials review committee
EDBA
MATERIALS SELECTION POLICY
PRENTICE SCHOOL DISTRICT
5
within twenty working days or as soon as practicable. The principal will notify the superintendent that such a review is being done. The review committee is appointed by the superintendent with Board approval and shall consist of 4 parents and/or citizens and 3 certified employees. The President of the School Board or his/her designee will act as chairperson and a non-voting member of the meeting shall be from committee members only.
(6) The review committee takes the following steps after receiving the challenged material:
(a) reads, views, or listens to the material in its entirety.
(b) checks general acceptance of the material by reading professional reviews and consulting recommended lists.
(c) determines the extent to which the material supports the curriculum.
(d) completes the appropriate “Checklist for School Media Advisory Committee’s Reconsideration of Instructional Material” (See Appendices B and C), judging the material for its strength and value as a whole and not in part.
(e) present written recommendation of review committee to the superintendent and the school board.
(f) retain or withdraw challenged materials as mandated by the decision of the school board.
Guidelines for Showing Films in the Classroom
The School District of Prentice supports the strategic use of media to enhance the instructional program. Federal legal guidelines have been established to facilitate appropriate selection and utilization of the medium. Individual faculty/staff members and building administrators have the responsibility for implementing these guidelines.
By law, when a teacher shows any film that does not include “public performance rights” he or she must comply with the “Fair Use” provision and Chapter 1, Section 110 of the U.S. Copyright Act. The following is a summary of the guidelines from those documents.
Films shown in school must:
● Be used by teachers in the course of “face to face” instruction with students
EDBA
MATERIALS SELECTION POLICY
PRENTICE SCHOOL DISTRICT
6
● Be directly related to the curriculum and the current instruction

● Be correlated to instructional objectives
● Be shown in the normal instructional setting
● Be “lawfully” made: the teacher has not duplicated a copy in violation of Fair Use, without the permission of the copyright holder.
● Not be used for extra-curricular, reward, recreation, or before or after school use.
● Not be used for fund-raising. No admission should be charged for a film showing.
Films other than those from the school library media center, grade level/department collections, or School District of Prentice video collection must have prior approval from the principal or designee before broadcast for student viewing.
What does this mean for my classroom?
In regards to films borrowed from the school library media center, grade level/department collections, privately purchased, or rented by teachers:
● Follow the above Fair Use provisions.
● Use of feature films, not originally intended for educational use, can cause problems even when they are used appropriately in the school setting. Movies not rated G have some material to which a parent may object. You should consider the content of the film, the age and maturity of the students, its importance to the curriculum and the preparation the students have had beforehand. If all students meet the age requirement but the content is controversial, permission slips are recommended. Extreme care should be used when you consider showing films rated PG-13 or R.
● Remember to send a parent permission letter prior to showing a film for the following:
○ Elementary: Any film that does not have a G rating
○ Middle/High: Any film in which all students do not meet the age requirement of the MPAA rating.
In regards to off-air taping:
● If you tape a video from a regular, commercial, or “free” network, you must apply the Fair Use guidelines. The video may be shown once within ten consecutive school days, and may be repeated once within the same ten-day period.
● There are no fair use rights for exclusively cable channels (A&E, Disney, History channel, etc.). Taping of these programs must be researched on the basis of granted rights for each program. (program rights may found at Cable in the Classroom Online http://www.ciconline.org)
In regards to effective instructional use of films and other media:
● Select titles that are aligned with the curriculum.
EDBA
MATERIALS SELECTION POLICY
PRENTICE SCHOOL DISTRICT
7
● Carefully choose segments of a film that are applicable to the instructional content. It is not recommended to show a film in its entirety.
● Introduce the film and explain the curricular connection.
● Pause to stop the film to emphasize points and to encourage interaction.
● Provide a culminating or follow-up activity to reinforce the instructional content.

Cross Reference:
In regards to persons other than School District of Prentice instructional staff:
Parents, students, or guest speakers showing a film in the classroom must also complete the Prior Approval form and co-sign with the teacher and principal or designee.
REQUEST FOR PRIOR APPROVAL To Show Films in School
Films other than those from the school library media center, grade level/department collections, or School District of Prentice central video collection must have prior approval from the principal or designee before broadcast for student viewing.
Teacher: _____
Date Request_____
Title of Film: _____
Source of Film:
___Video Rental Store
___Taped Off-Air (Date taped _____)
___Privately owned by Teacher
___Other
MPAA Rating: _____
EDBA
MATERIALS SELECTION POLICY
PRENTICE SCHOOL DISTRICT
8
Learning Objective: (Correlated to curriculum)
_____
_____
_____
Amount of the movie/video to be shown _____ entire film _____ minutes
Film Contains (check all that apply) Excerpt Contains (check all that apply)
__objectionable language __objectionable language
__sexuality __sexuality
__violence __violence
__other _____ __other _____
__none of the above __none of the above
Will a parent permission form be sent out?
_____ Yes _____No
(Attach copy of letter to send to parents)
I have previewed this video in its entirety and find it appropriate to my classroom instructional program.
_____
Teacher's Signature

_____Prior Approval Granted
_____Prior Approval Denied
_____
Principal or Designee's Signature
EDBA
MATERIALS SELECTION POLICY
PRENTICE SCHOOL DISTRICT
9
Sample Permission Letter to Parents for Showing Films
Dear Parent/Guardian:
Your child is currently studying _____ as part of his/her coursework in
_____ class. To reinforce your child's learning experience/understanding of _____, I am planning to show (the film / excerpts of the film) _____ on _____.
Though the film is rated (fill in rating), I am convinced of its learning value. The (PG,
PG-13, R) rating is due to _____. (The excerpts I will be showing __ do __ do not contain the objectionable material.) I can assure you that the film will be shown in appropriate context, including discussion and activities before and after viewing.
Please complete the form below either authorizing or exempting your child from viewing the film. Students who do not view this film will be given a relevant and appropriate alternative assignment.
EDBA
MATERIALS SELECTION POLICY
PRENTICE SCHOOL DISTRICT
10
Feel free to phone or email if you have questions.
Sincerely,
Email:
Phone:
Please complete the following:
Name of Student _____
___ My child may participate in this activity
___ My child may not participate in this activity
Signature: _____
EDBA
11
APPENDIX A
Prentice School District

Cross Reference:
REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS
Please type of material:
( ) Book ( ) DVD/VHS ( ) Pamphlet
( ) Magazine ( ) Online Sources ( ) Other
Title _____
Author _____
Publisher or Producer_____
Request initiated by _____
Telephone # _____ Address _____
_____
The following questions are to be answered after the complaint has read, viewed, or listed to the school library material in its entirety.
If sufficient space is not provided, attach additional sheet. (Please be specific, cite pages, frames)
1. To what in material do you object? (Please be specific, cite pages, frames)
2. What do you believe is the theme of purpose of this material?
3. What do you feel might be the result of a student using this material?
4. For what age group would you recommend this material?
5. Is there anything good in this material? Please comment.
EDBA
12
6. Are you aware of the judgment of this material by professional critics?
7. In its place, what material of equal quality would you recommend (of the same subject and format)?
_____ _____
Signature of Complainant Date
Please return to:
Principal Principal
Prentice High & Middle School or Prentice Elementary School
Prentice, WI 54556 Prentice, WI 54556
EDBA
13
Materials Challenge Review Committee
I. Criteria to be considered in selection of challenge review committee membership.
The items listed below are not set in order of importance but should be considered in total when reviewing candidates for this committee
A) Area of residence within school district.
B) Amount of personal reading done by candidate.
C) Attitude toward books and intellectual stimulation.

D) Ability to verbalize feelings and attitude.
E) Interest and attitude toward education as a positive and motivating force in society.
F) Number of children or interest in young people.
G) An understanding of the maturation process of young people.
H) Understanding of the interest and concerns of students.
I) Recognition of the need for diversification in literature.
J) Understanding and commitment to the values and morals of the community as a whole.
II. Length of Appointment.
The materials challenge review committee should be a perpetual standing committee appointed by the Board. To insure the continuing of this committee, the members' term of office will be as follows: Permanent membership will be limited to the position of principals and librarians; the schools junior and senior high English Department will have permanent representation with the member from that department serving on a rotating two-year term.
EDBA
14
APPENDIX B
Checklist for School Media Advisory Committee's Reconsideration of Instructional Material
Title _____
Author _____
A. Purpose
1. What is the overall purpose of the material? _____
_____
2. Is the purpose accomplished _____ Yes _____No
B. Authenticity
1. Is the author competent and qualified in the field? _____ Yes _____ No
2. What is the reputation and significance of the author and/or publisher/producer in the field?
_____
_____
3. Is the material up to date? ____ Yes ____ No
4. Are information sources well documented? ____ Yes ____ No
5. Are translations and retellings faithful to the original? ____ Yes ____ No
C. Appropriateness
1. Does the material promote the educational goals and objectives of the curriculum of district schools? ____ Yes ____ No
2. Is it appropriate to the level of instruction intended? ____ Yes ____ No
3. Are the illustrations appropriate to the subject and age levels? ____ Yes ____ No
D. Content
1. Is the content of this material well presented by providing adequate scope, range, depth, and continuity? ____ Yes ____ No

Cross Reference:
2. Does this material present information not otherwise available? ____ Yes ____ No
3. Does this material give a new dimension or direction to its subject? ____ Yes ____ No
EDBA
15
E. Reviews
1. Source of review _____
Favorably Reviewed _____ Unfavorably Reviewed _____
2. Does the title appear in one or more reputable selection aids? ____ Yes _____ No
If yes, please list titles of selection aides. _____
_____
Additional Comments _____
_____
_____
_____
Date _____
Signature of Media Advisory Review Committee:
_____ _____
_____ _____
_____ _____
EDBA
16
APPENDIX C
Checklist for School Media Advisory Committee's Reconsideration of Instructional Materials
FICTION AND OTHER LITERACY FORMS
Title_____
Author _____
A. Purpose
1. What is the purpose, theme or message of the material? How well does the author/producer/composer accomplish this purpose?
_____
_____
_____
2. If the story is fantasy, is it the type that is imaginative appeal and is suitable for children? _____ Yes _____No For young adults
____ Yes ____ No If both are marked no, for what age group would you recommend? _____
3. Will the reading and/or viewing and/or listening to material result in more compassionate understanding of human beings? ____
Yes ____ No

4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problem of various minority groups? ____ Yes ____ No

B. Content

1. Is the story true to life? Does it give a realistic picture of life at the time?
____ Yes ____ No
2. Does it have vitality and consistency in character depiction? Valid psychology? In sight into human nature ____ Yes _____ No
3. Is the plot original? Is the style clear and polished? ____ Yes ____ No
4. Is dramatic interest sustained? Does it stimulate? Provoke thought? Satisfy? Inspire? Amuse? ____ Yes ____ No
5. When factual information is part of the story, is it presented accurately?
____ Yes ____ No

EDBA

17

6. Are concepts presented appropriate to the ability and maturity of the potential readers? ____ Yes ____ No
7. If there is offensive language, is it appropriate to the purpose of the text?
____ Yes ____ No
8. Are the illustrations appropriate, in good taste and realistic in relation to the story
____ Yes ____ No
9. Does the material make a significant contribution to the history of literature or ideas? Is it likely to endure as a permanent contribution to literature? ____ Yes ____ No
10. What are the author's qualifications, education, experience? Has he/she used reliable source material? ____ Yes ____ No

Additional Comments _____
_____
_____

Recommendation by School _____
_____
_____

Date _____

Signatures of Media Advisory Review Committee:

_____ _____
_____ _____

Cross Reference:

Cross Reference:
Legal Reference: Wisconsin Statutes 115.92, 118.153, 118.33, 121.02(1)(p)
PI 18 Administrative Code

File Code: 363.2

SCHOOL DISTRICT OF PRENTICE

Date Adopted: 1995
Date Revised: December 13, 2005

File Sector: Instruction
Policy Title: Access/Use of Instructional Technology
Subtitle: Internet Safety & Acceptable Use

School District of Prentice 2011-12 Acceptable Use Agreement

IMPORTANT: Please read and review this document carefully before signing the Acceptable Use Agreement.

Internet access is provided to all students enrolled and teachers employed by the Prentice School District. We are very pleased to bring this access to the Prentice Schools and believe the Internet offers vast, diverse, and unique resources to both students and staff.

The Internet is an electronic network connecting thousands of computers all over the world and millions of individual subscribers. It provides students and staff with access to electronic mail communications; information and news from resources such as NASA, the Smithsonian Institution; and the Library of Congress; public domain software and shareware of all types; discussion groups on a wide range of topics ranging from Japanese culture to the environment to music to politics; information from most universities and from thousands of commercial; governmental, and other sources.

On a global network it is impossible to control all materials and a persistent user may discover controversial information. The District believes that the benefits of Internet access to educators and students, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. Students and teachers need to evaluate the source of the information to determine its accuracy and the bias of the author.

The district has installed filtering software and hardware which blocks access to most objectionable material based on categories (e.g. obscene language, pornography, violence/racism, hacking, etc.). See more here (http://www.prentice.k12.wi.us/?page_id=1588). This does not guarantee that on a given day an individual would not be able to access objectionable sites and material.

The continued availability of the Internet in the school district relies upon the proper conduct of end users. Guidelines are provided here so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using the Internet.

GUIDELINES FOR USE OF THE INTERNET:

Cross Reference:

Appropriate Use: The use of school computers must be consistent with the educational objectives of the School District of Prentice and CIPA (The Children's Internet Protection Act). Accessing or transmitting materials that are obscene is prohibited. Parents and guardians are to be advised that a student may be able to access content not authorized for educational use on any given day and it is the student's responsibility to close out of the content immediately. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable. Any user who receives unwelcome communications should bring them to the attention of the principal.

Transmission of Materials: Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.

Avoiding Offensive or Inflammatory Speech: Users shall abide by the rules of network etiquette. These include using appropriate language, respecting the privacy of other users, and not disrupting the use of the network by other users.

Taking Responsibility for One's Messages: Anonymity is not allowed on the network. Individuals must take responsibility for their actions and words on an educational network. All email and messages must be signed with the student's full name. Impersonation is not permitted; pseudonyms are not allowed. However, for their own safety and security, users **SHOULD NOT** disclose any personal information such as addresses, phone numbers, or passwords.

E-mail Archiving: The district recently implemented an e-mail archiving solution to comply with current laws for public K-12 school districts and other educational establishments. Users are to be aware that their e-mail will be retained for a set amount of time defined by the district's network/e-mail policies. In the event of controversial mail being sent over the school's network from a student, district administration and principals reserve the right to access the user's account and take any necessary action needed.

Adhering to the Rules of Copyright: All communications and information accessible via the Internet should be assumed to be private property and subject to copyright protection. Use of these sources shall be credited appropriately as with the use of any copyrighted material. In some cases, authors' permission may need to be obtained before materials may be used.

Chat Groups/E-Mail/Blogs: Utilization of chat groups, social networking websites, and any email other than school provided are prohibited. Blogs are allowed to be used for educational/classroom purposes only. A list of blogging guidelines to follow can be found here (http://www.prentice.k12.wi.us/?page_id=2118)

Unauthorized Access: The District computers, software, servers, network, are all educational tools owned by the District. Any attempt to gain unauthorized access to District hardware and software is prohibited by law and is subject to prosecution.

Rule Enforcement: District Administration will determine what constitutes inappropriate use of Internet and their decision is final.

Consequences for Unacceptable Use: All rules and regulations apply as stated in the middle school and high school student handbooks. Consequences may include detention, suspension and/or restricting the student's use of computers. All users who are provided Internet access assume full responsibility and liability for use of the Internet and District Network within the District.
Cross Reference:
Legal Reference: Wisconsin Statutes 120.13(1), 943.70, 947.0125
PL 94-553, 1976-Federal Copyright Law

File Code: 860

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: December 13, 2005

File Sector: School-Community Relations
Policy Title: Visitors to the Building
Subtitle:

Visitors to School District Schools or Classes

The School District of Prentice welcomes visitors to its school buildings, and appreciates the opportunity to explain the programs and services available to district students.

All visitors are requested to report first to the administrator's office, sign in and obtain a visitor's pass.

Parents are invited to visit the school at any time. Scheduling an appointment in advance will be appreciated. Visits with teachers for purposes of parent/teacher conferences must be scheduled in advance to avoid disruption of the educational program. Parent visits to operating classrooms must be scheduled in advance with the principal

Students, not enrolled in Prentice School District schools, interested in visiting a school or class, must have advance permission of the principal. All student visitors are expected to follow school rules just as enrolled students are.

Professional Educators are requested to make advance appointments for educational visits through the principal to assure that proper staff and time commitments can be made for the visitation.

Other visitors who are not parents, students, or educations are encouraged to visit school buildings after student hours. Exceptions to this general policy will be at the discretion of the principal in charge. Such visits should be scheduled in advance with the principal.

Cross Reference:

Cross Reference:
Legal Reference:

File Code: 363.3

SCHOOL DISTRICT OF PRENTICE

Date Adopted: November 16, 2004
Date Revised:

File Sector: Instruction
Policy Title: Instructional Resources & Services
Subtitle: Technology for Students with Special Needs

Technology Concerns for Students with Special Needs

POLICY STATEMENT

1. The School District of Prentice shall provide special education and related services designed to meet the unique needs of each student with a disability, based on his/her individualized education program (IEP), as required by law.

2. The term “related services” means transportation and such developmental, corrective and other supportive services as required for the student with a disability to benefit from special education. “Assistive technology devices and services” would clearly be a functional part of the services defined. An “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 students with disabilities. “Assistive technology service” means any service that directly assists a student with a disability in the selection, acquisition or use of an assistive technology device. The term includes:

    1. Evaluation of needs of a student with a disability, including a functional evaluation of the child’s customary environment;
    2. Purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices by students with disabilities;
    3. Coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
    4. Training or technical assistance for a child with a disability or, if appropriate, that child’s family; and
    5. Training or technical assistance for professionals, employers, or other who provide services to employ, or are otherwise substantially involved in the major life functions of students with disabilities.

3. Those students having special needs but not requiring a formal IEP according to law, which may include but are not limited to migrant students, homeless students, students living with poverty, English language learners, 5.04 students and students identified by a child study team, will also be considered for assistive technology devices and/or services.

POLICY PROCEDURE

1. A student’s need for assistive technology shall be determined on a case-by-case basis. If the IEP team determines that a particular assistive technology item is required for the student to be provided a favorable benefit from his/her education program, the technology must be provided to implement the IEP.

Cross Reference:

2. Assistive technology may be provided as special education, related services, or supplemental aids and services for students with disabilities who are educated in regular classes.

3. The District is responsible for evaluation in areas in which assistive technology may be a factor. Determination of need for assistive technology will be determined by the following criteria:

    1. Identification of difficulty the student is experiencing and discussion of possible causes for the difficulty. This includes a review of existing information and data. During this review the IEP Team decides other information necessary to make an informed decision about the need for assistive technology.
    2. Team members gather baseline data if existing data does not provide all needed information.
    3. The team reviews the problem that is now clearly identified, generates possible solutions, and develops a trial plan of the solutions.
    4. During a specified time frame, the trials are completed and data is collected.
    5. The team analyzes new data and makes decisions about the longer term use or permanent acquisition of one or more assistive technology tools.
    6. If specific assistive technology is identified as being needed, it is written in the student's IEP.

4. Those students having special needs but not requiring a formal IEP according to law, which may include, but are not limited to migrant students, homeless students, students living with poverty, and English language learners, 5.04 students and students identified by a child study team, will also be considered for assistive technology devices and/or services on a case by case basis to be determined by the following criteria:

    1. Identification of difficulty the student is experiencing and discussion of possible causes for the difficulty by individuals or a team comprised of classroom or special education teacher, guidance counselor, librarian, district network administrator, and building principal. This includes a review of existing information and data. During this review a team decides other information necessary to make an informed decision about the necessity for assistive technology.
    2. Team members gather baseline data if existing data does not provide all needed information.
    3. The team reviews the problem that is now clearly identified, generates possible solutions, and develops a trial plan of the solutions.
    4. During a specified time frame, the trials are completed and data is collected.

5. The team analyzes new data and makes decisions about the longer term use or permanent acquisition of one or more assistive technology tools.
6. If specific assistive technology is identified as being needed, a request is made of the district technology coordinator for consideration and procurement.

Cross Reference: Technolgoy 364
Staff Technology Acceptable Use Policy/Procedure 367
Student Technology Acceptable Use Policy/Procedure 365
Legal Reference: Chapter 115, Subchapter V, Wisconsin Statutes
Individuals with Disabilities Education Act Amendments of 1997

File Code: 342.6

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: January 16, 2006

File Sector: Instruction
Policy Title: Educational Progress
Subtitle: Alternative Programs

Prentice High School Alternative Educational Plan

The Prentice High School, recognizing that select students experience greater difficulty in achieving success in school both academically and socially, offers the following alternatives to the regular educational program:

1. The school will explore the possibility of a part-time work experience program. This program would offer the student part-time employment at a local work site under direct employer supervision and with consistent communication with school personnel. The student would receive financial reimbursement for work accomplished. Prior to the employment phase, the student will participate in a job skills unit which will attempt to help the student on the job. Included would be such goals as:

    1. To encourage punctuality and regular attendance.
    2. To emphasize the need for following directions.
    3. To encourage a positive attitude.
    4. To discuss the importance of cooperation.

Cross Reference:

5. To teach the need for cleanliness and proper dress.
6. To encourage the development of social relationships (getting along with others).

2. The student will participate in a modified academic program, the length of which will be determined in proportion to the work experience program. This program will include the following elements:

    1. The student will be tested to determine his/her specific learning styles utilizing the HMI and the LSI instruments.
    2. The student will be scheduled into academic and vocational classes which will lead to a high school diploma. The student would be expected to earn a minimum of 16 credits in this area. Supervised correspondence courses and independent study courses are possibilities within this program.
    3. An attempt will be made to communicate the students' teachers in order to develop a program which will build on the individual student's strengths as determined by the learning style instruments.

3. Guidance personnel will provide on-going counseling opportunities in order to encourage and facilitate the student's academic, social and vocational growth and success.

File Code: 771

SCHOOL DISTRICT OF PRENTICE

Date Adopted: January 17, 2005
Date Revised:

File Sector: Support Services
Policy Title: Office Services Management
Subtitle: Copyrighted Materials

COPYRIGHT POLICY

It is the policy of the School District of Prentice to direct its staff to comply with the federal copyright law. Guidelines have been drawn to help educators interpret the law.

Specifically, the following general copyright requirements shall apply in the district:

1. The district shall provide all staff with in-service training, information and materials relating to the copyright law.

2. The district shall provide staff with assistance in acquiring rights to copyrighted materials.

3. Appropriate notices and warning signs shall be placed on all copying equipment (including computers, scanners, etc.).

4. The duplication of copyrighted materials without permission from the copyright holder, except under the provisions of “fair use,” shall be prohibited.

5. The use of district equipment for the purpose of violating copyright law shall be prohibited.

6. Copying copyrighted material to substitute for the purchase of that material shall be prohibited.

7. The distribution and/or transmission of a reading or performance of copyrighted works without permission from the copyright holder, except under the provisions of “fair use,” shall be prohibited.

8. No employee shall direct the violation of the copyright law.

9. Staff members shall apply the “fair use” criteria in identifying material which may be used or reproduced consistent with the copyright law. Staff members are cautioned to test such decisions against all the criteria, being mindful that their status as district employees does not provide immunity for violation of that law.

The building principal shall be responsible for establishing practices which will enforce this policy.

Cross Reference: 771- Copyright Guidelines
Legal Reference: PL 94-553 (Title 17), PL 96-571 (Section 107), Wisconsin Statues 943.70
Wisconsin Statutes, Section 43.72, Copyright Law of USA 2003,

Cross Reference:
US Constitution Art. I, Section 8

File Code: 771 - Guidelines

SCHOOL DISTRICT OF PRENTICE

Date Adopted: January 17, 2005
Date Revised:

File Sector: Support Services
Policy Title: Office Services Management
Subtitle: Guidelines for Use of Copyrighted Materials

COPYRIGHT GUIDELINES

1. Limitations on Exclusive Rights: Fair Use

Many provisions of the federal copyright law affect the educational uses of copyrighted materials but the most generally applicable is Section 107 – Fair Use. "Fair use" applies four basic standards, which must be considered together when judging whether or not there has been a copyright infringement:

1. The purpose and character of the use. Is the copying being done for commercial or educational purposes?
2. The nature of the copyrighted work. Was the original work intended to be consumable?
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole. How much is being copied? How important is the copied part to the entire work? How many copies are being made?
4. The effect of the use upon the potential market for or value of the work. Will the copyright owner suffer financial loss?

2. Specific Copyright Guidelines for Instructional Materials

The following regulations governing the copyright guidelines are not comprehensive and do not absolve the staff from complying with all aspects of the law.

<u>Print, Music, and Audiovisual Materials</u>

1. According to the concept of "fair use" as outlined above, a single copy of any of the following may be made by or at the individual request of a staff member for research or use in teaching:

    1. A chapter from a book
    2. An article from a periodical or newspaper

3. A short story, short essay or short poem whether or not from a collective work
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper

2. Multiple copies (not to exceed more than one copy per student) may be made by or at the request of an individual staff member for classroom use provided that:

    1. The copying meets the tests of brevity and spontaneity as defined below.
    2. The copying meets the cumulative effect test as defined below.
    3. Each copy includes a notice of copyright.
3. Notwithstanding any of the above, the following shall be prohibited:

    1. Copying of or from works intended to be “consumable” including but not limited to workbooks, exercises, standardized tests, answer sheets
    2. Copying to create or replace anthologies
    3. Copying to substitute for the purchase of material
    4. Copying directed by a higher authority, which would violate these guidelines
    5. Repeated copying of the same item by the same staff member from term to term

<u>Video Recordings</u>

1. Copies of any of the following video recordings may be made by or at the individual request of a staff member for classroom use:

    1. “In house” productions
    2. Uncopyrighted works or works in the public domain
    3. Copies made under “permission to copy” arrangements

2. The following broadcast television programs may be copied off-air by or at the individual request of a staff member for classroom use:

    1. Instructional television programs (subject to any specific rights limitations)
    2. Broadcast programs provided they are used within 10 school days of the original broadcast
    3. Programs with specified “permission to copy” arrangements

Cross Reference:

3. Programs may be copied off cable television only if permission to use a given program has been granted to all educators, or specifically to an individual teacher who has requested said permission. The publication Cable in the Classroom should be used to determine which, if any, rights have been granted for educational use.

4. Taking the above into consideration, the following shall be prohibited:

    1. Copying from premium channels (HBO, The Disney Channel, Showtime, Cinemax, etc.) or non-broadcast channels (ESPN, MTV, Nickelodeon, Arts and Entertainment, etc.)
    2. Duplicating copyrighted video recordings
    3. Copying from one format to another (16 mm to videotape, Beta to VHS, disc to videotape, etc.)
    4. Copying off-air or cable programs for the purpose of entertainment or reward
    5. Copying programs off broadcast or cable television at home for use in a school, except as allowed in point 2 of this section
    6. Using illegally obtained copies of video recordings in a school setting

5. Rented or purchased "Home Use Only" video recordings may be used in the classroom as part of face-to-face instruction only. They may not be used for the purpose of entertainment or reward.

6. The viewing of video recordings with "Public Performance Rights" is not restricted.

Computer Software

1. Section 7(b) of Public Law 96-517 grants to the purchaser the right to copy a computer program if and only if

    1. Such a copy is an essential step in the utilization of the program in conjunction with a machine; or
    2. The copy is for archival purposes

2. The following computer software may also be copied by or at the individual request of a staff member for classroom use:

1. “In house” productions
2. Uncopyrighted works or works in the public domain

3. Material may be digitized, using a computer scanner or similar device, if it is uncopyrighted work or a work in the public domain, or if it meets the “fair use” test outlined in Section A above.

4. Material may be uploaded or downloaded, if it is uncopyrighted work or a work in the public domain or if it meets the “fair use” test outlined in Section A above.

5. Notwithstanding the above, the following shall be prohibited:

    1. Copying copyrighted programs on district equipment
    2. Using illegal copies of copyrighted programs on district equipment
    3. Purchasing programs designed primarily as “break and entry” tools with district, state or federal funds
    4. Booting single copies of copyrighted programs into more than one machine without authorization from the copyright holder
    5. Using “archival” copies of software as additional copies
    6. Digitizing copyrighted material without permission from the copyright holder, using a computer scanner or similar device regardless of whether the copyrighted material is textual, graphic, photographic, video, audio or any other medium
    7. Downloading any copyrighted material without permission from the copyright holder from the World Wide Web or other sources
    8. Making copies of downloaded (or uploaded) material on other computer storage mediums, such as by copying a downloaded file onto a computer disk or hard drive, without permission from the copyright holder

6. Staff members shall also adhere to state law provisions concerning the copying of data, information and computer programs or supporting documentation.

<u>Music</u>

1. Permissible uses include:

    1. Emergency copying to replace purchased copies, which are unavailable for an imminent performance
    2. Making copies of excerpts of works for academic purposes
    3. Editing or simplifying purchased works provided that the fundamental character of the work is not changed
    4. Making a single copy recording of a student performance.

Cross Reference:

5. Making a single copy of a copyrighted sound recording the purpose of an aural exercise or examination

2. Notwithstanding the above, the following shall be prohibited:

    1. Copying to create or replace anothologies
    2. Copying of or from works intended to be “consumable” including but not limited to worksheets, exercises, test and answer sheets
    3. Copying for the purpose of performance, except for emergency use allowed in point 2(a) of this section
    4. Copying to substitute for the purchase of material
    5. Copying without the inclusion of the copyright notice

<u>Libraries</u>

1. According to the proviso of Section 108 of the copyright law (Public Law 94-553, Title 17), a library or any of its employees acting within the cope of their employment may reproduce copies of print works and phonorecords under the following specific circumstances:

    1. Purposes of preservation
    2. Purposes of private study, scholarship or research
    3. Purposes of interlibrary loan

2. Notwithstanding any of the above, the following shall be prohibited:

    1. Copying for direct or indirect commercial advantage
    2. The systematic reproduction for distribution of single or multiple copies
    3. Copying to substitute for a subscription to a work or the p8urchase of a work

3. The proviso under Section 108 does not apply to musical, pictorial, graphic, sculptural, motion picture or audiovisual works.

4. Copies made under the proviso of Section 108 for interlibrary loan must include the notice of copyright.

5. A library that requests reproductions of print or phonorecords via interlibrary loan must make certain that its requests conform to the National Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines and must maintain records of its requests for the required number of years. (See H.R. Rep. No. 941733)

6. Libraries must display prominently, at the place where orders for reproductions are accepted, a warning that copying will be done in accordance with the copyrighted law.

7. Reproducing equipment located on the premises must display the proper notice that the making of a copy may be subject to the copyright law.

C. Additional "Fair Use" Guidelines for Educational Multimedia

a. Student Use

Students may incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for a specific course.

b. By Educators for Curriculum-Based Instruction

Educators may incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for their own teaching tools in support of curriculum-based instructional activities at educational institutions.

c. Permitted Uses of Educational Multimedia Projects

Uses of educational multimedia projects created under these guidelines are subject to the time, portion, copying and distribution limitations listed in Section 4C(4) below.

1. Students may perform and display their own educational multimedia projects created under Section C(1) of these guidelines for educational uses in the course for which they were created and may use them in their own portfolios as examples of their academic work for later personal uses such as job and graduate school interviews.
2. Educators may perform and display their own educational multimedia projects created under Section C(2) for curriculum-based instruction to students in the following situations:

Cross Reference:

1. Face-to face instruction
2. Assigned to students for directed self-study
3. Remove instruction to students enrolled in curriculum-based courses and located at remote sites provided over the educational institution's secure electronic network in real-time, or for after class review or directed selfstudy, provided there are technological limitations on access to the network and program (such as a password or PIN) and provided further that the technology prevents the making and copies of copyrighted material

   If the educational institution's network or technology used to access the program cannot prevent duplication of copyrighted material, students or educators may use the multimedia educational projects created under Sections (C)1 and C(2) of these guidelines over an otherwise secure network for a period of only 15 days after its assignment for directed selfstudy. After that period, one of the two use copies of the educational multimedia project may be placed on reserve in a learning resource center, library or similar facility for on-site use by students enrolled in the course. Students shall be advised that they are not permitted to make their own copies of the educational multimedia project.

3. Educators may perform or display their own educational multimedia projects created under Section C(2) of these guidelines in presentations to their peers, for example, at workshops and conferences.
4. Educators may retain educational multimedia projects created under Section C(2) of these guidelines for later personal uses such as tenure review or job interviews.

4. Limitations – Time, Portion, Copying and Distribution

   1. Time Limitations: Educators may use their educational multimedia projects created for educational purposes under Section C(2) of these guidelines for teaching courses, for a period of up to two years after the first instructional use with a class. Use beyond that time period, even for educational purposes, requires permission for each copyrighted portion incorporated in the production. Students may use their educational multimedia projects as noted in section C(3)(a).

   2. Portion Limitations: Portion limitations mean the amount of a copyrighted work that can reasonably be used in educational multimedia projects under these guidelines regardless of the original medium from which the copyrighted works are taken. In the aggregate means the total amount of copyrighted material from a single copyrighted work that is permitted to be used in an educational multimedia project without permission under these guidelines. These limitations apply cumulatively to each educator or student's multimedia project(s) for the same academic semester, cycle or term. All students should be instructed about the reasons for copyright protection and the need to follow these guidelines. It is understood, however, that students in kindergarten through grade six may not be able to adhere rigidly to the portion limitations in this section in their independent development of educational multimedia projects. In any event, each such project retained under Sections C(3)(a) and C(4)(c) should comply with the portion limitations in this section.

1. Motion Media – Up to 10 percent or three minutes, whichever is less, in the aggregate of a copyrighted motion media work
   may be reproduced or otherwise incorporated as part of an educational multimedia project created under Sections C(1) and C(2) of these guidelines
2. Text Material – Up to 10 percent or 1,000 words, whichever is less, is the aggregate of a copyrighted work consisting of text material may be reproduced or otherwise incorporated as part of an educational multimedia project created under Sections C(1) and C(2) of these guidelines. An entire poem of less than 250 words may be used, but no more than three poems by one poet, or five poems by different poets from any anthology may be used. For poems of greater length, 250 words may be used but no more than three excerpts by poet, or five excerpts by different poets from a single anthology may be used.
3. Music, Lyrics and Music Video – Up to 10 percent, but in no event more than 30 seconds, of the music and lyrics from an individual musical work (or in the aggregate of extracts from an individual work), whether the musical work is embodied in copies, or audio or audiovisual works, may be reproduced or otherwise incorporated as a part of a multimedia project created under Sections C(1) and C(2). Any alterations to a musical work shall not change the basic melody or the fundamental character of the work.

4. Illustrations and Photographs – The reproduction or incorporation of photographs and illustrations is more difficult to define with regard to fair use because fair use usually precludes the use of an entire work. Under these guidelines a photograph or illustration may be used in its entirely but no more than five images by an artist or photographer may be reproduced or created under Sections C(1) and C(2). When using photographs and illustrations from a published collective work, not more than 10 percent or 15 images, whichever is less, may be reproduced or otherwise incorporated as part of an educational multimedia project created under Sections C(1) and C(2).
5. Numerical Data Sets – Up to 10 percent or 2,500 fields or cell entries, whichever is less, from a copyrighted database or data table may be reproduced or otherwise incorporated as part of an educational multimedia project created under Sections C(1) and C(2) of these guidelines. A field entry is defined as a specific item of information, such as a name or social security number, in a record of a database file. A cell entry is defined as the intersection where a row and a column meet on a spreadsheet.
6. Copying and Distribution Limitations: Only a limited number of copies, including the original, may be made of an educator's education multimedia project. For all of the uses permitted by Section C(3), there may be no more than two use copies only one of which may be placed on reserve as described in Section C(3)(b). An additional copy may be made for preservation purposes but may only be used or copied to replace a use copy that has been lost, stolen or damaged

Cross Reference:

In the case of a jointly created educational multimedia project, each principal creator may retain one copy but only for the purposes described in Sections C(3)(c) and C(d)(d) for educators and in Section C(3)(a) for students

D. Examples of When Permission is Required

1. Using Multimedia Projects for Non-Educational or Commercial Purposes: Educators and students must seek individual permissions (licenses) before using copyrighted works in educational multimedia projects for commercial reproduction and distribution.

1. Duplication of Multimedia Projects Beyond Limitations Listed in These Guidelines: Even for educational uses, educators and students must seek individual permissions for all copyrighted works incorporated in their personally created educational multimedia projects before replicating or distributing beyond the limitations listed in Section C(4)(c).

4. Distribution of Multimedia Projects Beyond Limitations Listed in These Guidelines: Educators and students may not use their personally created educational multimedia projects over electronic networks, except for use as described in Section C(3)(b)(1), without obtaining permissions for all copyrighted works incorporated in the program.

E. Important Reminders

1. Caution in Downloading Material from the Internet – Educators and students are advised to exercise caution in using digital material downloaded from the internet in producing their own educational multimedia projects, because there is a mix of works protected by copyright and works in the public domain on the network. Access to works on the internet does not automatically mean that these can be reproduced and reused without permission or royalty payment and, furthermore, some copyrighted works may have been posted to the internet without authorization of the copyright holder.

1. Attribution and Acknowledgement – Educators and students are reminded to credit the sources and display the copyright notice and copyright ownership information if this is shown in the original source, for all works incorporated as part of educational multimedia projects prepared by educators and students, including those prepared under fair use. Crediting the source must adequately identify the source of the work, giving a full bibliographic description where available (including

author, title, publisher and place and date of publication). The copyright ownership information includes the copyright notice, year of first publication and name of the copyright holder).

The credit and copyright notice information may be combined and shown in a separate section of the educational multimedia project (e.g., credit section) except for images incorporated into the project for the uses described in Section C(3)(b)(1). In such cases, the copyright notice and the name of the creator of the image must be incorporated in the image when, and to the extent, such information is reasonably available; credit and copyright notice information is considered "incorporated" if it is attached to the image file and appears on the screen when the image is viewed. In those cases when displaying source credits and copyright ownership information on the screen with the image would be mutually exclusive with an instructional objective (e.g. during examinations in which the source credits and/or copyright information would be relevant to the examination questions), those images may be displayed without such information being simultaneously displayed on the screen. In such cases, this information should be linked to the image in a manner compatible with such instructional objectives.

2. Notice of Use Restrictions – Educators and students are advised that they must include on the opening screen of their multimedia project and any accompanying print material a notice that certain materials are included under the fair use exemption of the U.S. Copyright Law and have been prepared according to the educational multimedia fair use guidelines and are restricted from further use.

3. Future Uses Beyond Fair Use – Educators and students are advised to note that if there is a possibility that their own educational multimedia project incorporating copyrighted works under fair use could later result in broader dissemination, whether or not a commercial product, it is strongly recommended that they take steps to obtain permissions during the development process for all copyrighted portions rather than waiting until after completion of the project.

4. Integrity of Copyrighted Works – Altercations – Educators and students may make alterations in the portions of the copyrighted works they incorporate as part of an educational multimedia project only if the alterations support specific instructional objectives. Educators and students are advised to note that alterations have been made.

5. Reproductions or Decompilation of Copyrighted Computer Programs – Educators and students should be aware that reproduction or decompilation of copyrighted computer programs and portions thereof, for example the transfer of underlying code or control mechanisms, even for educational uses, are outside the scope of these guidelines.

6. Licenses and Contracts – Educators and students should determine whether specific copyrighted works, or other data or information are subject to a license or contract. Fair use and these guidelines shall not preempt or supersede licenses and contractual obligations.

F. Definitions

Cross Reference:

1. Brevity

    1. Poetry – A complete poem if less than 250 words and if printed on not more than two pages. If from a longer poem, an excerpt of not more than 250 words.
    2. Prose - (1) A complete article, story or essay of less than 2,500 words; or, (2) An excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical amounts stated above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
    3. Illustration – One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
    4. "Special Works" – Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations (i.e., picture books) fall short of 2,500 words in their entirety. However, not more than two of the published pages and containing not more than 10 percent of the words found in the text thereof, may be reproduced.

1. Spontaneity

    1. The copying is at the instance and inspiration of the individual teacher
    2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

2. Cumulative Effect

    1. The copying of the material is only one course in the school in which the copies are made.
    2. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
    3. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated shall not apply to current news periodicals and newspapers and current news selections of other periodicals.)

Cross Reference: 771 – Copyright Guidelines
Legal Reference: PL 94-553 (Title 17), PL 96-571 (Section 107), Wisconsin Statutes 943.70

File Code: 362.1

SCHOOL DISTRICT OF PRENTICE

Date Adopted: November 16, 2004 **File Sector:** Instruction
Date Revised: **Policy Title:** Resources and Services
Subtitle: Interlibrary Loan

Prentice School District Interlibrary Loan Policy

Interlibrary Loan (ILL) is the process by which a library requests materials from, or supplies materials to, another library. ILL is an adjunct to, not a substitute for, adequate collection development in local libraries. Use ILL to provide patrons access to materials that are not available in our library.

All libraries, if they are to successfully meet their customers' needs, must be able to provide materials and information beyond their local collections. This is especially true when libraries are small and long distances from other sources of information, as is the case with the Prentice School District Library. Interlibrary Loan (ILL) helps libraries supplement their collections by providing access to the resources of other libraries.

ILL service is available to all school district patrons through participating System libraries. Any library within the System may participate by following established ILL procedures.

The Prentice School District is affiliated with the shared system of The Indianhead Federated Library System (IFLS). IFLS makes every attempt possible to provide an efficient ILL service to the libraries within its ten counties. This service includes serving as the clearinghouse for interloan requests and paying the costs of transporting materials via courier for IFLS libraries. Prentice School District works directly with the Ogema Public Library for courier services through IFLS.

In a Shared System, a group of libraries have gotten together to share an automated system which usually includes modules for cataloging, circulation, and an OPAC – online public access catalog. These libraries share a patron database and a bibliographic database. Patrons are able to search this combined database and place holds for materials owned at any of the libraries on the Shared System. IFLS accepts requests via FAX, EMAIL, WISCAT ILL software, MAIL, and OCLC.IFLS will take rush requests over the phone.

Every request for a photocopy must include a copyright compliance code (CCG or CCL). These codes are used to indicate whether the requesting library is Complying with Copyright Guidelines (CCG) or Complying with Copyright Law (CCL). The Copyright Guidelines usually pertain to items that are less than five years old and Copyright Law covers items older than five years old. For further information on when to use CCG or CCL, please see the Copyright section of the ILL How to Request Guide.

Cross Reference:

Recommended Prentice School District and IFLS Policies for ILL Library as Borrower

Interlibrary Loan (ILL) is defined as items borrowed from another library and circulated locally. The following policies may not apply to items borrowed through the IFLS shared system.

Routing ILL Requests

1. Clear your library and your shared system if applicable.
2. Search WISCAT and create ILL request.
3. Clearing your county libraries and direct requesting within the Indianhead system are optional.
4. Fax request directly to IFLS.
5. IFLS will clear the Indianhead system and refer to other systems, Reference & Loan, WILS, and MINITEX. (IFLS will not refer requests for materials published/released in the last four months outside of the Indianhead system.)
6. Reference and Loan will refer out-of-state as needed.
7. Libraries using the WISCAT ILL software will have different procedures; check with the IFLS interloan office.

Renewals

Renewals of ILL materials are discouraged, but completely at the discretion of the lender. Many libraries will renew if you call directly. IFLS can renew materials from MORE libraries.

Overdue Fines

The Patron is responsible for the cost of the overdue material. Actual cost for overdue materials is billed by the lending library, and sent to the district. The librarian will collect the fine amount from the patron and give to the district to pay the fine to the lending library. Student patrons who do not pay fines will have money deducted from their registration cards in the main office.

Lost Materials

The Borrowing Library is always responsible for the cost of borrowed ILL materials. Actual cost for lost materials is billed by the lending library. Contact the library.

Recommended Prentice School District and IFLS Policies for ILL Library as Lender

For the following lending policies, Interlibrary Loan (ILL) is defined as items lent to another library outside of your shared system.

Loan Periods

Cross Reference:

1. 21 Days – Videos
2. 28 Days – All other circulating materials

Overdue Fines

1. At each library's discretion.

Renewals

2. At each library's discretion.

Interlibrary Loan Copyright Compliance

The requesting library is responsible for determining that any interlibrary loan request for photocopied materials complies with copyright. The following are basic steps to complete interlibrary loan requests. For complete information refer to Reproductions of Copyrighted Works by Educators and Librarians – Circular 21 published by the US Copyright Office http://www.loc.gov/copyright/circs/circ21.pdf. **As a borrower, copyright compliance must be noted on the request.** You must indicate whether the request complies with the Copyright Guidelines (CCG) or the Copyright Law (CCL).

CCG (Copyright Guidelines)

3. Applies to periodicals/materials published within five years of the request
4. Write CCG on the request form

The guidelines basically establish the number five as the key – five filled copies from the current five years of a copyrighted title during a single year.

CCL (Copyright Law)

1. Applies to periodicals, which are older than five years.
2. For replacement copies, if an item is out of print and cannot be obtained at a reasonable price, an entire work can be copied by the lending library6.
3. Write CCL on the request form.

Some examples of when to use CCL:

1. When the work is in the public domain.
2. When the article is more than five years old.
3. When the copy is for a collection to replace a copy that had been purchased and is now lost, deteriorating, etc. and the library has determined after a reasonable effort that an unused replacement is unavailable at a fair price.

As a lender, copyright law states lenders cannot fill requests for photocopies if a copyright compliance code (CCG or CCL) is not listed on the request.

When requests are completed:

1. Keep records of all filled photocopy requests for the previous three years and current year.
2. If six or more copies from the same periodical were requested during one calendar year, consider purchasing the periodical for your library.

Alternatives to library copying:

1. Borrow the item from another library.
2. Request a reprint of the article directly from the author of the item.
3. Ask for permission of the copyright owner to copy beyond the provisions of Sections 107 and 108.
4. Print out the article from a full-text database that includes payment of royalties in its print charge.
5. Print out the article from a licensed database that includes permission in the license to copy under certain circumstances. (ALL EBSCO ARTICLES FALL UNDER THIS PROVISION.)
6. Purchase individual periodical issues from the publisher.

For more information about copyright, the following web sites may be of help:

1. US Copyright Office http://www.loc.gov/copyright/.
2. Information Policy: Copyright and Intellectual Property http://www.ifla.org/II/cpyright.htm

Cross Reference:

43.72 Library Exchanges

1. School library books and other instructional material belonging to one school district may be loaned to another school district for use in any school library of that school district.

2. Any public library board and school board may make such exchanges and loans of books and other instructional material as are agreed upon for the purpose of increasing the efficiency of both libraries and ensuring the best service to the schools and all citizens.

3. Any school district that borrows materials through a public library system shall reciprocate by sharing with other participating libraries materials that are not in immediate or constant demand by the school library's primary clientele, as determined by the school district.

History: 1971 c. 152 s. 14; Stats. 1971 s. 43.72; 1985 a. 177. **Unofficial text from 99-00 Wis. Stats. database.**

Cross Reference:
Legal Reference: Wisconsin Statutes Section 43.72
Copyright Law of USA 2003, US Constitution Art. I, Section 8

File Code: 341.34

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: January 16, 2006

File Sector: Instruction
Policy Title: Educational Program
Subtitle: Suicide Prevention Policy and Procedure

School District of Prentice

Prentice, WI 54556

SUICIDE PREVENTION POLICY

The Wisconsin State Legislature enacted suicide prevention legislation in 1985 to encourage a coordinated statewide effort for youth suicide prevention. One of the six provisions of the law directs school districts to have in place a suicide prevention curriculum by July 1, 1988. The law
states that the curriculum must emphasize: 1) skills needed to make sound decisions,
2) knowledge of the conditions which may cause suicide, 3) signs of suicidal tendencies, 4) knowledge of the relationship between youth suicide and the use of alcohol and controlled substances, 5) knowledge of the available community youth suicide prevention and intervention services, and 6) positive emotional development of pupils.

A second provision of the law deals with how to recognize and help suicidal individuals. Specifically, the law states that the awareness program shall include information on: 1) how to assist minors in the positive emotional development which will help prevent suicidal tendencies, 2) how youth and adults can detect conditions which indicate suicidal tendencies, 3) what action to take when there is reason to believe that a minor has suicidal tendencies or is contemplating suicide, and 4) how to coordinate school suicide prevention programs and activities with the suicide prevention and intervention programs and activities of other state and local agencies.

Cross Reference:

PHILOSOPHY

The School District of Prentice recognizes that suicide and suicidal tendencies are continuing problems within the elementary and secondary schools of the nation. National statistics point to a dramatic increase of suicide during the teen years. Communication and cooperation within the school district and between the home, school, and community are imperative toward addressing youth suicide.

The School District of Prentice recognizes that suicide and suicidal tendencies are continuing problems within the elementary and secondary schools of the nation. National statistics point to a dramatic increase of suicide during the teen years. Communication and cooperation within the school district and between the home, school, and community are imperative toward addressing youth suicide.

The School District of Prentice establishes this policy in an effort to take preventive and reactive steps toward youth suicide and for outlining procedures by which students can receive professional help and support.

The School District of Prentice also recognizes the potential for students to experience the stresses of development and personal growth. Some students find this struggle harder than others and unequal to the challenge. The School District of Prentice believes that the role of the school is to minimize the development of problems through education and a supportive environment. School personnel cannot be expected to solely negate this serious social problem. In addition, it is our belief that the role of the school is to intervene by referring students to community agencies as well as using the pupil services staff to provide supportive counseling when needed.

GOALS

The goals of the Suicide Prevention Program are to:

1. Provide for an immediate procedure to be used for students at risk because of suicide/suicide threat or any other traumatic situation.

2. Provide for faculty and staff inservice training.

3. Provide for the development and implementation of a curriculum on suicide prevention.

4. Provide information to youth and adults which will encourage them to refer suicidal youths.

5. Provide youth with coping skills which will reduce the incidence of suicide attempts by providing alternate solutions to youth problems.

6. Provide intervention and referral for treatment services.

7. Provide continued follow-up support services to students who are at risk (suicidal).

8. Provide county-wide assistance to a school that has experienced a student tragedy.

STRUCTURE

The Suicide Prevention Policy was developed to implement the intent of the 1985 Youth Suicide Legislation.

The School District of Prentice will continue to develop instructional programs to meet present and future needs related to suicide prevention with an emphasis on promoting the positive emotional development of students. The School District of Prentice faculty, staff and students will be involved in an ongoing awareness campaign, as well as inservice programs to develop and update their competency in dealing with suicidal behavior and to familiarize them with referral procedures.

Cross Reference:
All plans developed as a result of the adoption of this policy will be written and placed in booklet form so all interested and concerned adults and students may have access to this document.

The crisis intervention team will consist of the superintendent, principals, guidance personnel and AODA coordinator.

A committee of crisis facilitators will consist of guidance personnel from Prentice High School as well as neighboring schools, AODA coordinator, CESA 9 personnel, school psychologist, and local clergy.

OPERATIONAL PROCEDURE

When a student threatens or attempts suicide, the School District of Prentice desires to respond in a manner that will minimize adverse effects upon the health, safety and welfare of the student, his/her family, the student body and the public. It also desires to minimize adverse effects on the family, student body and the public if a student actually commits suicide.

In the event of a threatened, attempted or actual suicide, the following procedures will provide direction for school district action:

STUDENT WHO THREATENS SUICIDE

1. Teachers, students, or other concerned persons should notify the building principal and counselor of a possible suicide threat.

2. The building principal and counselor with the assistance of selected staff members, will immediately assess the degree of suicidal risk. The building principal and counselor will provide immediate empathetic crisis intervention, but sustained psychotherapeutic services will not be provided by the school.

3. The parent(s)/guardian(s) will be notified immediately and given a list of mental health agencies that may be of assistance to the family. It will be strongly recommended to the parent(s)/guardian(s) to seek appropriate professional help.

4. The counselor will document and file the sequence of events. all information, documents, and materials gathered during implementation of this policy will be treated as pupil confidential records. If the situation is determined to be a crisis, information will be shared with the administrative team.

5. Supportive follow-up with the student and parent(s)/guardian(s) within the following week is strongly recommended.

STUDENT WHO ATTEMPTS SUICIDE

1. Teachers, students, or other concerned persons should contact the building principal, or designee, of an attempted suicide. Do not leave the suicidal student without supervision for any amount of time while making this contact. If the student's life is in imminent danger, contact the appropriate local emergency service or law enforcement personnel to transport the student to the nearest hospital emergency room.

2. The building principal, or designee, shall contact the student's parent(s)/guardian(s) as soon as possible and inform them that their child has attempted suicide.

3. After the immediate crisis has been resolved, the building principal and counselor shall meet to evaluate the situation and decide on an appropriate role for the school to take in assisting the student.

4. All above steps will be documented and filed under the student's confidential records.

STUDENT WHO COMMITS SUICIDE

1. The building principal is the crisis control person. Upon finding out about a student suicide completion after school hours, the principal will verify the death with the family and/or the policy prior to making any comments. All inquiries from the media and general public will be directed to the building principal.

Cross Reference:

2. The principal will call the crisis intervention team members and set a meeting prior to meeting with staff. Include clergy representative. The team will determine a plan of action.

3. Next the staff will be contacted via a building telephone tree. They will be informed that a meeting will be held prior to the beginning of the school day and be given the available facts concerning the crisis. Each building will be responsible for developing their own telephone tree.

4. School employees shall attend an informational meeting providing the facts about the suicide. Facts about the suicide will be gathered by the principal and/or designee.

5. The building principal and/or designee shall arrange for the dissemination of accurate information as to the nature of the crisis. A format that is the least disruptive to the normal school routine will be used.

Possible Action Includes:

<u>Phase I</u>

The crisis committee facilitators will meet with the school faculty and assist them with questions and concerns. This meeting will take place prior to the classroom session.

The teachers and mental health assistants will discuss the event in their first hour classes. The format should include:

1. telling the students all the facts about what happened
2. give the students opportunity to ask questions and express feelings
3. discuss what might be done for family and friends

4. informs students of the resource room and how it is available to them
5. Do not glorify an act of suicide. It must be presented as a negative option to problems.
6. At the end of first hour teachers should identify any students about whom they are especially concerned so the mental health staff can meet with them during the day.

Teachers should be out in the halls between classes and during their free periods. Be sure to account for all students at all times.

The mental health staff will meet with teachers at the end of the day to address personal concerns or teachers' concerns about individual students.

The counselors will develop a support group for grieving students to meet on an ongoing basis.

The counselors will work closely with the family to ascertain the needs of brothers and sisters as they return to school.

Phase II

Classroom size meetings with students facilitated by crisis committee members. These meetings would take place the next school day following a crisis. ***Topics to be covered with students:***

1. grieving process
2. Invite students to attend support groups.
3. how to associate with family members when they return to school
4. warning signs among friends who might be contemplating suicide
5. everyone reacts differently to a crisis
6. how to deal with rumors
7. Stay away from facts of the crisis – deal more with the students' feelings.
8. Impress on the students that ***NO ONE*** is to blame for what happened.
9. Let students know of other counseling services in the community.

Cross Reference:

Phase III

Small group meetings for those who were close friends or who were deeply affected by the crisis.

Phase IV

Individual counseling for those who need additional support.

Phase V

Ongoing groups for those who have difficulty coping with the loss. These groups will meet on a weekly basis for as long as the need exists.

Phase VI

Meet with staff immediately after school to process feelings and concerns.

POSTVENTION

Goal:

1. To provide for the needs of students after an act of suicide has taken place.

The School District of Prentice will handle the aftermath of a student suicide in the following preplanned manner:

1. Each year the counselors will develop a list of mental health personnel who can assist teachers in helping students with their immediate reaction to the suicide.

2. The mental health people and teachers will meet at the school one hour before the normal starting time to review the facts and develop strategies for the day.

3. A resource room will be established for the day. It will be staffed by mental health personnel and will be available to students and staff.

4. The counselors will establish a faculty phone tree to communicate early news quickly so all staff can attend the early morning meeting.

5. The secretaries will be informed on how to handle phone calls and requests for information. All public comments should be made only by the district administrator.

Special care should be taken to assure the following:

8. ***DO NOT*** dismiss school. The students need to get back into a normal routine as soon as possible.
9. ***DO NOT*** schedule a large group assembly.
10. ***DO NOT*** encourage memorials to honor a suicidal death.
11. ***DO NOT*** encourage student body attendance at the funeral if it is held during school hours. Parental permission will be requested for students attending the funeral.
12. It is suggested the student's locker or desk be removed as soon as possible.

Cross Reference:

AFTER SCHOOL HOURS

If a student should call a staff member after school hours, threatening suicide, the staff member should contact:

1. A parent/guardian, if possible.
2. The local law enforcement and/or social services.
3. Find out where the student is located and get as much critical information as possible.

AGENCIES

1. Counseling and Personal Development Center, Inc. 715-339-3048
2. Price County Human Services Dept. 715-339-2158
3. Price County Sheriff's Dept. 715-339-3011
4. CESA 9 715-453-2141

Day of Funeral (for suicide only):

1. Permit students to go with parental permission.

2. Students can go to funeral with parents and must return to school unless the parents inform the school that their child is taking a personal day..
3. If students go without parents, school transportation must be used and students must return to school.
4. Do not glamorize – keep things as “normal” as possible.

SOME COMMON MISCONCEPTIONS ABOUT SUICIDE

Myth: People who talk about suicide just want attention. It is best to ignore them.

Fact: Talk and threats of suicide are clues than an adolescent needs help. You may prevent a potential suicide from taking place if you pay more attention to the clues.

Myth: Nothing can stop a teenager if they have decided to kill themselves.

Fact: Many suicides can be prevented. Every suicidal person is ambivalent about ending his

life, and even the most severely suicide-prone may be pushed toward life by help from others.

Myth: A youngster who has attempted suicide once and has survived probably will not try again.

Cross Reference:

Fact: Of every five persons who commit suicide, four have made one or more previous attempts. Having once attempted suicide a person is more likely to try again.

Myth: You may give a troubled person suicidal ideas if you talk about suicide.

Fact: You don't give a suicidal person ideas about suicide, the ideas are already there. Talking about them may bring them out into the open where they can be dealt with more honestly and directly.

Myth: A person who kills themselves is insane.

Fact: Only a small portion of suicides can be classified as clinically psychotic. Many suicidal people however, do suffer from deep depression.

Myth: Most suicides take place at night.

Fact: Most suicides occur in late afternoon or early evening when it may be possible for others to see and stop the suicide act than late at night when family and friends are asleep.

Myth: People who commit suicide usually leave notes.

Fact: Only a very small percentage of those who kill themselves leave notes. This mistaken idea about notes has led authorities to mislabel many suicides as accidents.

Myth: People who talk about suicide don't commit suicide.

Fact: Of any ten persons who kill themselves, eight have given definite warnings of their suicidal intentions.

Myth: Suicidal people are fully intent on dying.

Fact: Most suicidal people are undecided about living or dying, and they "gamble with death," leaving it to others to save them. Very few commit suicide without letting others know how they are feeling.

Myth: Once a person is suicidal, they are suicidal forever.

Fact: Individuals who wish to kill themselves are “suicidal” for limited periods of time.

Myth: Improvement following a suicidal crisis means that the suicidal risk is over.

Fact: Most suicides occur within about three months following the beginning of “improvement” when the individual has the energy to put their morbid thoughts and feelings into effect.

Cross Reference:

STUDY ON SUICIDE – SOS

Depression/Suicide: Signs or Clues Checklist:

1. Situational Clues – something has happened

    1. Medical problems – injury, illness
    2. Failure – test, sports, grades
    3. Trouble with law – awaiting consequences
    4. Loss – boyfriend/girlfriend, friend, pet, relative
    5. Parent problems – separation, divorce, death, abuse, alcohol
    6. family changes – siblings gone, moved, financial
    7. Personal – pregnant, alcohol/drugs, runaway

2. Depressive Clues – changes in health, mood or personality

    1. Sleep disturbance – less, too much, awaken
    2. Appetite changes – weight loss
    3. Loss of energy – fatigue
    4. Restless – uneasy, irritable, crabby
    5. concentration poor – indecisive, slow thinking
    6. Loss of interests – in pleasurable activities
    7. Mood – sad, worthless, guilty, self reproach
    8. Recurrent thoughts of death, suicide or self injury

(At least 4 of the above clues nearly everyday for 2 weeks.)

3. Verbal Clues – statements, threats or implications

1. I wish I were dead.
2. I'm going to kill myself.
3. I've got a plan – ills, knife, gun, car.
4. You're going to be sorry.
5. If _____ happens or doesn't happen _____.
6. Comments – giving away valued possessions.
7. Comments – won't see me again.

4. Behavioral Clues – past or current behavior clues

    1. Previous thoughts, intent or attempt to injure or kill self
    2. Gives away valued possessions
    3. Resigns or quits – activities, clubs, etc.
    4. Upset – crying, angry, aggressive, quiet
    5. Buys or obtains lethal object – gun, rope, pills
    6. Suicide – note or written content of death

SOME DO'S

1. Be positive and understanding
2. Sound like you can help.
3. Listen. Identify major problems/strengths.
4. Be prepared to spend ***TIME.***
5. Often person indecisive – direct toward help.
6. Reinforce decision to seek help – individual – concerned other.
7. Tell that the problems can be worked on and solved.

Cross Reference:

SOME DON'TS

1. Don't minimize, "It's silly." "It's dumb.".
2. Don't be shocked.
3. Don't moralize.
4. Don't tell how devastated family would be.
5. Don't rush.

WHAT TO DO WHEN YOU THINK A FRIEND IS SUICIDAL

1. Talk openly and frankly with your friend.

2. Show concern and support.

3. Get help.

Specifics:

1. ***Do not*** tell them it is a silly idea or dumb, etc. . . . It will only make them sorry they told you in the first place.

2. Try not to say “snap out of it” or “pull yourself together.” The depressed person would do that if he or she could.

3. Be a sympathetic ear. But as you listen, try not to absorb another person’s depression.

4. Do make comments such as “I don’t want you to do that.” “I’d like to help you somehow” “It would be awful if you killed yourself,” etc.

Cross Reference:

5. Encourage, even insist, that he or she talk to a teacher, counselor, parent, aunt or uncle, older brother or sister – some adult they can trust to get more help than you can give yourself.

6. Try to distract your friend from his/her problems. Keep things light and offer positive encouragement.

7. Stick with your friend through this difficult period. Spend time with him/her. Phone, invite him/her places and encourage activities.

8. Help make him/her away from alcohol or drugs. Intoxicants will only make matters worse.

9. Encourage your friend to eat well and get the proper amount of rest. A nourished and rested body will encourage clearer thinking.

10. Talk to an adult you trust about what to do. Don't try to handle it on your own. It is much too risky and you will be left to handle a lot yourself if the friend goes ahead and commits suicide.

Phase II – Classroom size meetings with students facilitated by crisis committee members. These meetings would take place the next school day following a crisis.

Topics to be covered with students:

Cross Reference:

1. Grieving process.

2. Invite students to attend support groups.

3. How to associate with family members when they return to school.

4. Warning signs among friends who might be contemplating suicide.

5. Everyone reacts differently to a crisis.

6. How to deal with rumors.

7. Stay away from facts of the crisis – deal more with the students' feelings.

8. Impress on the students that ***NO ONE*** is to blame for what happened.

9. Let the students know of other counseling services in the community.

10. Details of incident are unimportant. Avoid sharing rumors.

11. Encourage respect for privacy of family and friends.

SPECIAL CONCERNS

1. Provide Kleenex
2. Be visible
3. Be alert and sensitive
4. Refer students who may be affected
5. Contents of statement * Death has occurred

* Details unimportant

* Respect privacy of family

6. Meeting with teachers

* Identify any students who may be affected, related, etc.

* List of friends

Cross Reference:

* Discuss feelings – no “whys”

File Code: 341.33

SCHOOL DISTRICT OF PRENTICE

Date Adopted: September 19, 2006 **File Sector:** Instruction
Date Revised: May 5, 2018 **File Title:** Educational Program
Subtitle: District Nutrition Standards
and Procedures

DISTRICT NUTRITION STANDARDS & PROCEDURES

The School District of Prentice will comply with USDA regulations.

70% - 80% of the student body will participate in the school meal program.

The School District of Prentice encourages the sale and distribution of nutrient dense foods for all school functions and activities in accordance with the following standards:

Food:

Any food item for sale prior to the start of the school day and throughout the instructional day should follow the smart snack standard.

Fundraisers should encourage the consumption of nutrient dense foods, i.e., whole grains, fresh fruits and vegetables, pretzels, nuts, granola bars, muffins, sun chips, non food items, etc.

No candy sales will be permitted on school grounds during the instructional day.

Non-vending sales of candy will be permitted at the conclusion of the instructional day.

Beverages:

Vending and sales of pop or artificially sweetened drinks will not be permitted to students on school grounds during the school day.

Milk, water and beverages containing 100% fruit juice in accordance to smart snack standards may be sold on school grounds prior to and throughout the instructional day.

Hot Lunch/Breakfast Program:

This program supports the mission of the School District of Prentice which is to provide a stimulating learning environment that will inspire each student with integrity and responsibility to become a contributing citizen. Nutrition influences a child's growth and development.

The full meal program will continue to follow the **USDA** government's nutrition standards.

The School District of Prentice promotes wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District recognizes that wellness encompasses several dimensions that comprise "the whole child," including the physical, as well as the mental, emotional, social, environmental and spiritual. To this end the District is committed to the promotion of the ancient Greek ideal of "a sound mind in a sound body" and embraces a multicultural awareness of nutrition and wellness activities.

Environment

Cross Reference:
The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our schools contribute to the basic health status of children. Sound health ensures every child the opportunity to succeed in school.

Curriculum
The District's curriculum reflects the district's commitment that nutrition education will be offered to all students:
Learn and practice sound nutrition to nurture healthy bodies and healthy brains
Have ample opportunity to participate in physical activity and to learn life-long fitness skills
Learn and practice social and emotional skill development
Learn to make healthy choices where personal safety and well-being are concerned
Learn in a healthy environment under the leadership of mentors who understand and exhibit healthy lifestyles
Students are provided access to health, nutrition, and wellness resources.
Develop positive self-esteem
Activities – Students of the school district will be involved with garden-based education
- planning
- planting
- harvesting
- preparing
- serving
- tasting

Reports of Progress
The District will report tri-annually progress toward healthy, active, and nutritious lifestyles within all its schools, and will promote exemplary models of healthy and nutritious activities in policies addressing school snacks, concessions, vending, and learning opportunities that involve exercise. The assessment will include the extent to which the school is in compliance with the USDA policy standards.
Instructional Incentives/Classroom Events:
Teachers and principals will give strong consideration to nonfood items as part of any teacher-to-student incentive programs. No food incentive programs may be scheduled which conflict with lunch periods or without the principal's express consent.
Fundraising:
All fundraising projects are encouraged to adhere to the content standards prescribed above (see Food and Beverages, supra).
Lunchroom Climate:
The District's schools will establish eating schedules to accommodate nourishment and socialization needs of children (students) – at least 20 minutes for lunch from the time they are seated.
Promotional Activities
School nutrition services will utilize the garden as a resource for fresh fruits and vegetables to be served.
Nutrition education for both students and community will be facilitated through the continued development of the gardening program.

Cross Reference:
File Code: 341.5

SCHOOL DISTRICT OF PRENTICE

Date Adopted: January 16, 2006 **File Sector:** Instruction
Date Revised: April 16, 2015 **File Title:** Educational Program
Subtitle: Physical Education

PHYSICAL EDUCATION INSTRUCTION

Philosophy

The physical education curriculum of the School District of Prentice shall provide students with the information needed for good physical health. Physical education promotes boys and girls to become aware of themselves physically, emotionally, and socially. This will be accomplished by having the students realize the need for physical activity to maintain a healthier body and a sound mind. The various body systems grow, develop and function best when they are exercised regularly and appropriately. Students will achieve this through a daily program of physical fitness activities which enhances both individual and group related skills.
In this way, we hope to produce students who understand the effects of exercise on the body, enjoy regular exercise, and maintain a desirable level of physical fitness.

Physical Education Instruction

The School District of Prentice requires instruction in physical education in conjunction with Wisconsin Statute 121.02 to promote healthy active lifestyles and understanding about the need for cardiovascular fitness. The District recognizes the importance of instructing students regarding cardiovascular development, coordination skills, recreation-leisure time skills, team sports, and social skills activities (dancing, etc.).
The School District of Prentice has developed and implemented a physical education curriculum that is instructed by duly licensed physical education teachers at all grade levels and is provided equipment and other resource allocations within each school's annual instructional budget. Students are scheduled for physical education activities in accordance with state standards for physical education and all students are offered opportunities for regular or adaptive physical education. (Adaptive physical education goals worked on with assistance from CESA #9)
The District is committed to ensuring exposure to other lifetime activities that involve fitness and exercise (walking, jogging, skiing, etc.). The interdisciplinary links to sound instruction in nutrition, fitness, and physical activity are underscored by teachers throughout our schools' curricular offerings, whether in core subject areas, family/consumer education, health, physical education, music, counseling or other areas within the curriculum.
The District is committed to fostering community connections that promote students' involvement in community intramural sports activities (e.g., 21st Century T.O.P.S Afterschool Program, Booster Club-sponsored youth activities, Youth Fitness Club etc.) as well as interscholastic athletics in order to sustain fitness among our community's youth.
All elementary school students (PK-4) experience physical education activities in accordance with Wisconsin statute. All secondary students [Grades 5-11] participate in physical education instruction in compliance with DPI standards for physical education instruction. At Prentice High School students are required to attain 1.5 credits of physical education.

Prentice High School physical education students are all required to earn their CPR, First Aid and AED certificates.
The responsibility for the establishment of the physical education curriculum rests with the physical education committee composed of all physical education instructors and appropriate administrative personnel. This committee periodically reviews and evaluates the overall physical education program to assess whether it meets the district's physical education goals and reflects the interests and needs of our District's students.
The Prentice School District does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability.
Cross Reference: Rule #411.9 – Student Discrimination Complaint Procedures
Legal Reference: Wisconsin Statutes 118.01(2)(d), 118.33(1)(a), 121.02(1)(J-I),
Wisconsin Administrative Code – PI 8.01(2)(j-l)

Cross Reference:
File Code: 341.34

SCHOOL DISTRICT OF PRENTICE

Date Adopted: September 19, 2006 **File Sector:** Instruction
Date Revised: May 4, 2018 **Policy Title:** Educational Program
Subtitle: Wellness Policy

WELLNESS POLICY

The School District of Prentice is committed to promoting "a sound mind in a sound body" and embraces instruction in lifelong cardiovascular fitness and well-being for students, staff and community. The District has established a **Coordinated School Health Program.** This is a school health program that effectively addresses the complete physical, emotional, intellectual, and social well-being of students and staff. This program requires many components and an organized set of policies, procedures, and activities designed to protect and promote the health, safety, and well-being of students and staff. The district recognizes that the title and role of a school health coordinator(s) is/are central to a well-coordinated school health program. This person or persons is/are the individual(s) responsible for program administration, implementation, and evaluation of the coordinated school health program. The District adopts the following list as components of the coordinated school health program as recommended by the CDC:

1. Comprehensive school health education
2. School health services
3. A healthful and safe school environment
4. Physical education
5. Nutrition services
6. Counseling, psychological, and social services
7. Health promotion for staff
8. Family and community involvement

1. Comprehensive school health education

Comprehensive school health education is an organized sequential plan for teaching students information and helping them develop life skills to promote health literacy and maintain and improve health, prevent disease and reduce health related risk behaviors. School shall promote fruits, vegetables, whole grain products, low fat and fat free dairy products and healthy foods.

The District believes that through knowledge students can commit to healthy choices. Our schools promote exemplary health models and mindsets of active and nutritious lifestyles. The District also encourages multicultural awareness of nutrition and wellness activities.

2. School health services

The District recognizes that school health services are services designed to appraise, protect, and promote the health of students. The District provides or allows the following services:

- Timely identification of and appropriate intervention for health problems (e.g., infections, injuries, asthma, emotional difficulties),
- Mandated and necessary screening for all students (e.g., vision, hearing),
- Assistance with medication during the school day
- Health services for children with special needs,
- Health counseling,

- Health promotion for students and staff
- Preventive health services (e.g., immunizations, dental sealants),

Cross Reference:

- Referrals and linkages with other community providers, and
- Community Partnerships (e.g., 21st Century Learning Centers)

3. A healthful and safe school environment
The District recognizes that a healthful and safe school environment is an environment that attends to the physical and aesthetic surroundings, and psychosocial climate and culture that maximizes the health and safety of students and staff. The District is committed to the ideal of a drug-free school in a safe community and strives to promote emotional, physical and psychological safety for all students, staff and community.
6. Counseling, psychological, and social services
The district believes that counseling, psychological, and social services are services that provide broad based individual and group assessments, interventions, and referrals that attend to the mental, emotional, and social health of students. Organizational assessment and consultation skills of counselors, psychologists, and social workers contribute to the overall health of students and to the maintenance of a safe and healthful school environment. Services are provided by professionals such as trained/certified school counselors, psychologists and social workers.
7. Health promotion for staff
The District embraces the development of a work environment that supports wellness among staff in multi-faceted ways, including exercise, nutrition, stress reduction, and health/safety awareness. To that end of the District encourages wellness activities and health maintenance opportunities in a variety of interactions involving staff.
8. Family and community involvement
The District strongly believes that family and community involvement is a dynamic partnership in which the school, parents, agencies, community groups, and businesses work collaboratively to address the health needs of children and their families.
Activity: Community families will be invited to participate in the Buc-athalon as well as coming to support the athletes.
The board of Education demonstrates its concern for the promotion of lifelong cardiovascular fitness and well-being among students, staff and community through the facilities use policies which allow for the widespread use of school equipment and facilities for youth and community fitness activities.

Cross Reference:

Cross Reference:
Legal Reference: Wisconsin Statutes, Section 118.01(2)(d)(7), Wisconsin Administrative

Code 8.01(2)(k), Drug Free Schools and Communities Act 1989

File Code: 539.4

SCHOOL DISTRICT OF PRENTICE

Date Adopted: August 18, 1992
Date Revised: January 16, 2006
Staff Policies

File Sector: Personnel
Policy Title: Professional

Subtitle: Responsibilities of Coaches/Handbook

COACHES HANDBOOK

INTRODUCTION

This handbook has been prepared to provide coaches with a convenient and expeditious guide to administering and performing their respective duties.

Coaches should familiarize themselves with the content of the handbook and carry out their responsibilities to ensure a positive working relationship within the interscholastic athletic program.

We are committed to students, education, athletes and athletics and believe a well structured program will be beneficial to all concerned.

MEMBERSHIP

WIAA – Prentice High School is a member of the Wisconsin Interscholastic Athletic Association and shall adhere to rules and by-laws (including eligibility regulations) as set forth by that association.

MARAWOOD CONFERENCE – Prentice School District is a member of the Marawood Conference and shall adhere to all rules and by-laws as set forth by that conference.

PHILOSOPHY

The philosophy of the Prentice School District is stated in the district's co-curricular policy. It states:

The co-curricular program in the Prentice School District is recognized as an integral part of the total school effort and experience and is designed to help students become better individuals and citizens of our school, community, state and nation. The Board feels an

Cross Reference:
athletic program properly operated, provides experience in daily human relations which cannot be found in any other educational contact.

The athletic program should be designed to give as many students as possible an opportunity to develop their interests, attitudes and skills for future years without damaging their academic enjoyment. **Academics must come first**. Sports competition, however, should provide a healthful, enjoyable experience whereby the emotional, mental, social and physical development of young men and women can be fully achieved. **Sportsmanship should always be of prime importance.**

ATHLETIC STAFF RESPONSIBILITIES

1. Athletic Director

The athletic director shall be responsible for the development, supervision, and evaluation of the total interscholastic program according to the general policies duly adopted by the school administration. The athletic director works with, represents, and acts for the building principal in all matters related to the interscholastic program. Currently, the position of athletic director is held by the principal.

The athletic director will assume the following duties:

1. Confer with and make recommendations to the administration regarding all coaching positions.

2. The scheduling of all athletic contests.

3. Formulate, propose, and supervise the budget of all athletic contests.

4. Plan and develop the total athletic program.

5. Issue contracts and assign officials to all athletic contests.

6. Approve all requisitions of athletic equipment.

7. Coordinate all athletic trips and contests.

Cross Reference:

8. Direct all athletic tournaments in the high school.

9. Submit payment of all WIAA and conference dues.

10. Organize athletic awards program.

11. Will do evaluations of all head coaches and all assistant coaches in conjunction with the head coach.

12. Will develop coaches checklist for the beginning of each session.

2. Head Coaches:

Head coaches will exemplify the highest moral, character, behavior and leadership. Abide by the rules of the game in letter and spirit. The head coach will assume the following duties.

6. Coaches are contracted to instruct, supervise and organize interscholastic teams of students.

7. Ensure that each athlete has a valid physical card on file before the athlete ever participates in practice/play.

8. Issue co-curricular codes to athletes and require that they be signed and returned before the athlete participates in practice/play. Review the code and attendance policy with the students and make sure they understand that this will be followed without exceptions. This is to be done at the beginning of each season. A student must carry a minimum of 6.5 credits to be eligible for a given sport.

9. A student receiving any failures will be declared ineligible for the sport he/she is participating in. To earn eligibility status upon being declared ineligible, proof of passing work in all classes after 21 calendar days must be shown. This will carry from spring grades to fall programs, as well as during the school year. Preschool fall sports is exempt from this requirement, cf. Appendix G.

10. All incoming freshmen and all students participating in the co-curricular program for the first time must attend a co-curricular orientation meeting with at least one parent and sign the co-curricular code.

11. Students who miss any portion of a day for illness, unexcused absence, or personal day shall not participate or compete in athletics on that day. Excused absences for a religious holiday, prior excused medical/dental appointments, and pre-excused absences for school sponsored events, will allow students to participate or compete.

12. Give written guidelines to all athletes regarding training rules, letter requirements and pertinent information concerning the sport you coach.

13. Issue all athletic gear, uniforms, and equipment and supervise their return at season's end. This includes submitting an inventory of uniforms and equipment to the athletic director at the end of the season.

Cross Reference:

14. Encourage and expect quality behavior of all participating athletes at all times.

15. Will annually submit a budget for their particular sport. All purchasing will be done by the athletic director. The head coach may confer with the sporting goods' dealers to determine items desired at the best price. This information shall then be submitted to the athletic director for his/her approval. No purchase will be made without the approval of the athletic director.

16. Become knowledgeable of the rules for your sport, attend WIAA coaches meetings and participate in WIAA athletes workshops.

17. Coaches' offices and equipment must be locked when you or your designee are not present. Coaches will supervise the locker room after games and practice. It is a must that there is a coach here while there are athletes present. **The coach or his/her assistant will be the last person to leave the building once all of the athletes are out of the locker room and out of the building.** These students are your responsibility. Make sure that the locker room is kept clean.

18. Make sure all students are supervised at all times during scheduled practices up to dismissal of the last student.

19. Make sure to report all injuries to the office or to the proper authorities.

20. Keep good rapport with the staff and community. Try to keep parents aware of what their child is doing.

21. After a home contest, make sure to report the results to the various news media.

22. Will have a yearly evaluation completed on them by the athletic director. The head coach will be involved in the evaluation of the assistant coaches in their respective sport.

23. **STAY POSITIVE AT ALL TIMES**.

1. Assistant Coaches

1. The assistant coach will report directly to the head coach and will work under the direction of the head coach in implementing and teaching the skills of the sport.

2. Will be knowledgeable of all the rules of their particular sport. If requested, will attend WIAA athletes workshops.

3. Assist the head coach in inventory, issuing and collecting equipment and purchasing.

4. Make sure that the locker room is supervised after all practices and games. Make sure that they are the last person to leave the building. Remember that the athletes are your responsibility.

5. Insist on proper conduct of your players at all times.

Cross Reference:

6. Conduct yourself in a manner that exemplifies good sportsmanship and be a model for your athletes to emulate.

7. **STAY POSITIVE AT ALL TIMES**.

ADMINISTRATIVE POLICIES IN ATHLETICS

1. Budgeting and Purchasing

    1. Head coaches are to submit their budget requests to the athletic director for the following year.

    2. These budgets are to include every anticipated expense within their program.

    3. It is the responsibility of each head coach to be certain that nothing has been omitted.

    4. No equipment is to be ordered without the approval of the athletic director and without filing a purchase order.

Cross Reference:

2. Equipment Care and Inventory

    1. All equipment and supplies will be issued by the head coach and his/her designated representative.

    2. All athletes receiving equipment will be responsible for the equipment issued.

    3. Failure to return the equipment by a student athlete will result in charges being levied at replacement cost prices.

    4. The head coach should inform the athletic director of all equipment not returned at the close of the season.

    5. Equipment is to be stored in the proper storage areas in a neat fashion.

    6. Each head coach will keep a complete inventory of equipment and supplies for their respective sport. A copy of that inventory will be filed with the athletic director at the end of the season.

3. Clinics and Workshops

    1. The School District of Prentice encourages coaches to improve and enrich themselves in new trends in their respective sport.

2. Coaches should plan to participate in the annual WIAA Athletes Workshop. This will be done on a rotating basis.

3. The School District will provide transportation to clinics or workshops for coaches.

4. Clinics or workshops for individual coaches will be considered upon individual request and with the approval of the athletic director.

4. State Tournament Attendance

Cross Reference:

PARTICIPATING TEAMS

a. Coaches of participating teams or individuals will accompany those athletes to the state competition with expenses paid by the athletic department. Overnight accommodations, will be arranged for and paid by the athletic department only if the distance to travel or the time schedule for competition dictates such. Meal allowances will be made to the athlete and coach. Supervision of athletes and managers will be the responsibility of the head coach throughout the entire trip to a tournament or contest.

NON-PARTICIPATING TEAMS

1. Cheerleaders' attendance at state tournaments depends on several factors. The cheerleading advisor will accompany the participating squad and will be responsible for the supervision of that squad while at the tournament or contest. Bus transportation and tickets will be provided the advisor and cheerleaders.

2. The varsity head coach and assistant junior varsity coach of high school athletics will be given the opportunity to attend the state tournament in the sport that they coach. The district will provide tickets for the event, transportation, the coaches share of lodging accommodations, and a substitute teacher if necessary. Coaches are responsible for: (1) transportation of students to and from Madison/other site and while in Madison, (2) supervision of students throughout the trip, (3) establish and conduct check times for students at the field house, (4) obtain keys to all students' rooms and do unannounced room checks,

3. (5) establish and enforce curfew times at motel, and (6) check rooms prior to departure. Students are responsible for their own expenses.

5. Public Relations

    1. Public relations are a vital aspect of any successful sport's program. Let us all work to have the most positive relations with the public as possible.

    2. It is recommended that all coaches use the cooperation of the most ardent fans: the parents, by organizing a parent's day. This day can be used for pictures, to disseminate information and to educate parents about your particular sport. You may want to use this day to have the local media get pictures and interviews with the staff and players.

    3. Coaches shall call in all scores after home games and be available to release information to local media.

6. Transportation

Cross Reference:

1. The Prentice School District will provide all transportation to and from all contests that we are involved in. Bus trips will be made through the athletic director as far in advance as possible.

2. All athletes are to travel with their team for out-of-town contests. They are to return with the team unless written permission from their parents and the athletic director to do otherwise is presented to the coach or the parents are present and personally inform the coach that their child is going with them. Students will never be allowed to ride with other students after an away game.

3. Players are to be informed of departure time and approximate time of return.

4. Arrangements can be made to take a school vehicle to an approved workshop or clinic. Under no circumstances shall school vehicles be used to transport athletes to any workshop or clinic.

5. Transportation will be provided by the school to all tournament contests in which we are participating.

7. Practice Times

1. Practices on School Days: Practice sessions will not go longer than 2 hours after school on any given day. Grades 7-8 will practice no more than 90 minutes on the practice area after school on any day.

2. Sunday and Holiday Practices: Practices on these days are forbidden. If some special circumstances arise in which a practice may be needed, it must be approved by the athletic director/principal prior to the practice.

3. Wednesday Night: In cooperation with the churches in the Prentice School District, no practices or meetings shall be held after 6:30 p.m. At sub varsity levels every effort should be made to accommodate church programming.
4. Scrimmages: Scrimmages are permitted in accord with WIAA regulations. Intraschool scrimmages are allowed and do not count against game maximums as long as spectators are not present.

8. Awards

1. Letters: Each coach will establish the criteria that an athlete must achieve during their sport to earn a varsity "P". This criteria will be discussed with the athletic director and will be given to the athlete at the beginning of each season. The coach must turn in a list of letter winners to the athletic director at the end of the season so that awards can be given. These awards are to be given to the athletes immediately after the conclusion of the season.

2. Letter Award:

    1. The first time that an athlete earns a varsity letter at Prentice High School he/she will receive a varsity "P" and sport-specific pin.

    2. Every year that the athlete earns a varsity letter in that same sport he/she will receive a bar.

    3. Any student who participates in a sport but does not earn a varsity letter will receive a participation award certificate for that sport.

3. Sports Banquets: The Prentice Athletic Club annually sponsors an athletic banquet each spring. The cost of this banquet is paid for by P.A.C. Head coaches are expected to present their awards at this banquet.

Cross Reference:

9. Coaches Not Licensed to Teach

    1. W.I.A.A. requires that any coach not licensed to teach in the state of Wisconsin must be approved by the local school district and be approved by W.I.A.A. Such individuals must also complete an approved PACE or ASEP course prior to coaching a second year. Please see Appendix E.

10. Dual Sports Participation

    1. A student at Prentice High School may participate in more than one sport under the following conditions:

        1. Cumulative GPA of 2.0
        2. Declare primary/secondary sport
        3. Coaches and student must complete all required documentation prior to first contest
        4. Follow all guidelines as detailed in Appendix F

11. Evaluation of Coaches

1. It is the belief of the administration that for the betterment of the athletic programs and the individuals involved that an evaluation be done of all persons involved in interscholastic coaching. This evaluation will be done by the athletic director on the head varsity coaches and all junior varsity coaches. All evaluations on varsity assistant coaches will be done by the athletic director and the head coach.

2. During the sport season the athletic director may file an incident reporting form on a coach after discussing this with the coach. All incident reporting forms are destroyed at the end of the season after an evaluation has been written on the coach.

3. Each head coach will be given a coach's responsibility sheet by the athletic director. The responsibilities on this sheet may be divided up among the assistant coaches of the sport as deemed necessary by the head coach. This is used as a reminder of the many things a head coach must do.

   Copies of these forms can be found in the back of this handbook.

Cross Reference:

SUGGESTIONS FOR COACHES

1. Call your captains together and talk about alcohol and other drug abuse.

    1. Ask the captains to make a commitment to actively work at getting their teammates not to break any training rules during the sports season.
    2. The commitment is what the “star” on the sleeve is all about.

2. Open a dialogue with your athletes on alcohol and other drug abuse.

   a. Talk about past and present chemical abuse incidents.

      1. Don't avoid the subject.
      2. Don't keep any secrets.

   2. Keep everything up front all season long.
   3. Communicate to your athletes that you really care about their use. It's important for you to communicate this. They need to know that you care. They want to know that you care.

3. In order for our drug program to work – to be effective – we have to get our athletes to use peer pressure on teammates to not use any mood-altering chemicals.

   1. Ask your athletes to turn peer pressure around to not use.
   2. Team members have the right to put peer pressure on teammates who are not following the rules.

      1. With some team members not following training rules, it could and often does cause serious morale problems on the team.

   3. Team members should confront "users" and say, "one more time and we go to the coach." "I will do whatever it takes to get you to knock it off."

Cross Reference:

4. Enforce all training rules.

    1. Report all violations to your athletic director or principal.
    2. “Stars” included
    3. Be firm, do not deviate from the rules.

5. Know the symptoms – recognize the signs.

    1. Mood swings from the very high to the very low.
    2. Recognize changes in personality
    3. Apathetic and listless behavior
    4. Loss of coordination
    5. Red eyes
    6. Profuse sweating (way beyond normal sweating)
    7. Late to practice

        1. Do not show at Saturday practice because they are “sick”

    8. Listen for subtle cries for “help.”

6. Have a definite plan in mind when one of your athletes is caught.

    1. Investigate the incident.
    2. Go to your athletic director to start the process.
    3. Involve the family

    1. If the recovery does not involve the family, the recovery rate is 1 to 20.
    2. If the recovery involves the family, the recovery rate is 1 to 2.

7. When you overhear students talking about an athlete(s) who has broken training rules, investigate.

    1. We must actively try to catch violators of training rules.
    2. In the past, coaches have ignored this kind of information and athletes have been allowed to get by, undisciplined.
    3. All coaches must participate in presenting and enforcing rules.

        1. Assistant coaches cannot ignore the problem.

8. When you overhear party plans, confront the athlete immediately.

    1. Tell them that kind of talk and that behavior is inappropriate.
    2. Tell the athlete how you feel.
    3. Do not pretend you did not hear.

        1. They <u>know</u> you heard.

9. When you smell alcohol or some form of tobacco, confront the athlete immediately.

    1. Start the discipline process.

Cross Reference:

10. Get parents involved in co-signing training rule pledge cards.

11. Check on your athletes – call them at home – let them know that you care.

12. Follow up any discipline with help for your athlete.

1. It is important for your athletes to know that you will enforce the rules but you are not going to reject them.
2. After they have been disciplined, they need your help in order to regain their dignity and get their life in order.

ENABLING BEHAVIORS OF COACHES

We all do the things we do because we believe they are the best things to do. But sometimes some of the things that we do as coaches make it easy or enable athletes to use mood-altering chemicals. The following are examples of enabling behaviors used by some coaches which help and encourage kids to use:

1. We overhear party plans but pretend that we did not hear.

    1. What a coach should do is to confront the athlete immediately and tell them that kind of talk and that behavior is inappropriate – and you should not ignore it.
    2. Tell the athletes you are concerned about them.

2. We smell alcohol or marijuana but do nothing.

    1. Coaches rationalize and discount this information
    2. The athlete is thinking that you <u>must</u> know. (If you don't confront them, they will interpret it as if you, the coach, don't care.)
    3. You should confront the athlete immediately.

3. Keeping secrets from assistants and the team.

    1. The whole team knows anyway.

Cross Reference:

4. They don’t talk about past chemical abuse incidents.

    1. Coaches often will avoid the subject of alcohol and drugs.

        1. Some coaches mention the subject at the start of the season and never mention it again.
        2. Forms of denial by coaches:

            1. “We don’t have a problem.”
            2. “It is not a problem on my team – it is a problem on other teams.”
            3. “If a problem exists on my team it is a reflection on me. (Therefore I am going to ignore the problem.”)
            4. “Whatever is done will not work anyway.”

    2. Chemical abuse incidents that have occurred in your school are relevant and meaningful to your athletes, and your athletes can learn good lessons when you discuss those incidents with them.

5. Not enforcing the rules.

    1. Learn to be firm.
    2. Set limits and stick with them.
    3. This is a very important part of the program. Do not minimize the importance of enforcing rules.

6. Inappropriate use of alcohol by coaches at clinics, summer activities, adult parties, victory celebrations or drowning sorrows at local watering holes.

1. Through our own behavior, we sometimes send the message to the kids that it is okay to use alcohol.
2. Coaches should, at all times, be a good model for their athletes.
3. One of the long range goals for any school athletic program to think about is to try to get every coach to sign a pledge not to use alcohol during his/her sport season.

PRENTICE SCHOOL DISTRICT

COACH'S COMMENTS

Name_____ Sport: _____ Level: _____

RESPONSIBILITY: Optional Required Date Due Date Comp. Does not Apply

1. Pre-Season Sign-Up

Cross Reference:

Meeting – Athletes _____ _____ _____ _____ _____

2. Hand in Team Roster _____ _____ _____ _____ _____

3. Attended Rules Interpretation
Meeting – WIAA _____ _____ _____ _____ _____

4. Completed Rules Exam _____ _____ _____ _____ _____

5. Confirm Bus & Early Dismissal

Schedule _____ _____ _____ _____ _____

6. Vacation/Pre-Season Practice

Request _____ _____ _____ _____ _____

7. Practice Schedule _____ _____ _____ _____ _____

8. Pre-season Parent's Night

(Mandatory AODA-Code

Informational Meeting) _____ _____ _____ _____ _____

9. Explained Athletic Code to Athletes _____ _____ _____ _____ _____

10. Checked Team Roster for:

a. Physical Card/Alt. Year Card _____ _____ _____ _____ _____

b. Insurance Waiver _____ _____ _____ _____ _____

c. Athletic Code Signature _____ _____ _____ _____ _____

d. Emergency Medical Card _____ _____ _____ _____ _____

11. Explained Awards System to

Athletes _____ _____ _____ _____ _____

12. Reporting Game Results to Media _____ _____ _____ _____ _____

13. Attending Conference Coaches

Meeting _____ _____ _____ _____ _____

Cross Reference:

14. End-of-Season Summary _____ _____ _____ _____ _____

15. Recommended Awards List _____ _____ _____ _____ _____

16. Non-Conference Schedule _____ _____ _____ _____ _____

17. Budget Request _____ _____ _____ _____ _____

18. Equipment Inventory _____ _____ _____ _____ _____

19. Evaluate Assistant _____ _____ _____ _____ _____

PRENTICE SCHOOL DISTRICT

ATHLETIC DIRECTOR

INCIDENT REPORTING FORM

DATE: _____ SPORT: _____

COACH:_____ LEVEL: _____

POSITION: _____

0 = Improvement Needed X = Doesn't Apply

I. Professional & Personal Relationships

_____Works cooperatively with A.D. in all
_____Supervision of locker room
_____Has harmonious relationship with staff
_____Dresses appropriately for practices and games
_____Maintains a positive P.R. program in assigned sport
_____Has a positive relationship with parents
_____Utilization of staff officials, etc.

III. Team Management

_____Prompt in meeting team matters before/after
_____Makes maximum use of time available
_____Demonstrates care of equipment and facilities
_____team discipline and control (respect not fear)
_____Conduct at contests toward players,
_____utilization of players

Cross Reference:

_____Understanding, knowledge of sports

_____Conduct during practices

rules and regulations

II. Coaching Performance

_____Knowledge and expertise of sport

_____Ability to motivate athletes

_____Ability to give direction

_____Leadership on field/court to athletes

_____Leadership on field/court to assistant coaches

_____Provides individual/group instruction

_____Well versed in strategy

_____Practices are well planned

_____Game/contest organization

VI. Program Development

_____Involvement with various levels of the sport program K-12

_____Has a sound pre-season and post-season program with regards to weight training, diet and dissemination of information, not in violation of WIAA rules

_____Goals and objectives for the season with appropriate evaluation of those goals at season's conclusion

_____Commands respect by example in behavior, appearance, manners, language

(assistant and other level coaches) to attend clinics and appropriate inservice programs

Comments:

Cross Reference:

_____Enthusiasm in working with athletes _____Encouragement of support staff

_____
Athletic Director

PRENTICE SCHOOL DISTRICT ATHLETIC DIRECTOR

COACHING EVALUATION

DATE: _____ SPORT: _____

COACH:_____ LEVEL:_____

POSITION:_____ YEAR:_____

O = Coach X = Athletic Director

Does not Apply No Improvement Needed

Critical Satisfactory

I. Professional and Personal Relationships

1.0 Cooperation with AD in regard to submitting rosters, WIAA eligibility, Athletic Code, end-of-year reports, etc. 0 1 2 3 4 5

1.1 Rapport with coaching staff 0 1 2 3 4 5

1. Appropriate dress at practices and Games 0 1 2 3 4 5

1.3 Participation in reasonable number of 0 1 2 3 4 5 professional and inservice meetings

1.4 Public Relations: cooperation with radio, 0 1 2 3 4 5 newspapers, parents, conference commissioner, interested groups

1.5 Understanding, knowledge of, and 0 1 2 3 4 5 following of sport rules/regulations

Cross Reference:

1.6 Parents night, awards night, pep club, 0 1 2 3 4 5 assemblies, band, letters to colleges regarding athletes, encouragement of students to participate in athletics

1.7 Sideline conduct at games toward players, 0 1 2 3 4 5 officials, and other workers

1.8 Works cooperatively with AD in budget 0 1 2 3 4 5 matters

1.9 Cooperates and develops good relationship 0 1 2 3 4 5 with other schools and their coaching staff

II. Coaching Performance

2.0 Develops respect by example in 0 1 2 3 4 5 appearance, manners, behavior, language, interest

2.1 Is well versed in knowledge, background, 0 1 2 3 4 5 and understanding of the sport

2.2 Supervision and administration of locker 0 1 2 3 4 5 and training rooms

2.3 Has individual and team discipline and 0 1 2 3 4 5 Control

2.4 Prepares for daily practices with staff so 0 1 2 3 4 5 maximum instruction is presented utilizing all opportunities for game/meet preparation

2.5 Provides for individual as well as group 0 1 2 3 4 5 instruction

2.6 Helps other coaches become better 0 1 2 3 4 5
coaches

2.7 Develops integrity within the staff 0 1 2 3 4 5

2.8 Is fair, understanding, tolerant, sympathetic 0 1 2 3 4 5 and patient with team members

2.9 Is innovative, using new coaching 0 1 2 3 4 5 techniques and ideas in addition to using sound, already proven methods of coaching

Cross Reference:

2.10 Shows an interest in athletes off-season 0 1 2 3 4 5 activities and classroom efforts

2.11 Provides leadership and attitudes that 0 1 2 3 4 5 produce winners and winning efforts by participants

III. Team Management

3.0 Care of equipment, including issue, 0 1 2 3 4 5 inventory, and storage

3.1 Is cooperative in preparation of non-league 0 1 2 3 4 5 scheduling

3.2 Is cooperative in sharing the use facilities 0 1 2 3 4 5

3.4 Shows self-control and poise in all areas 0 1 2 3 4 5 related to coaching responsibilities

3.5 Displays enthusiasm and vitality in 0 1 2 3 4 5 coaching

3.6 Keeps AD informed about unusual events 0 1 2 3 4 5 within the sport

3.7 Willingness to do the extra 0 1 2 3 4 5

3.8 Is prompt in meeting team for practice/games/meets 0 1 2 3 4 5

3.9 Knows the courses that players/athletes 0 1 2 3 4 5 are enrolled in and their academic and eligibility status. Adheres to the necessary procedures of the Early Warning System

IV. Program Development

4.0 Shows a willingness to become involved in 0 1 2 3 4 5 developing a support system for the sport

4.1 Sound pre-season program 0 1 2 3 4 5

4.2 Establishes goals and objectives for each 0 1 2 3 4 5 season and various levels, and evaluates these goals at end of season

Cross Reference:

SUMMARY OF EVALUATION

COMMENTS:

STRENGTHS:

AREAS NEEDED TO IMPROVE:

SIGNATURE OF ATHLETIC DIRECTOR:_____

SIGNATURE OF EVALUEE:_____

COMPLETED BY:_____

POSITION:_____

DATE: _____

File Code: 443.1

SCHOOL DISTRICT OF PRENTICE

Date Adopted: August 1989
Date Revised: January 16, 2006

File Sector: Students
Policy Title: Student Rights and Responsibilities
Subtitle: Dress Code

STUDENT DRESS AND GROOMING (K-12)

Responsibility for the personal appearance of students enrolled in the School District of Prentice shall normally rest with the students themselves and their parents/guardians. Students will be required to dress appropriately for school in order to maintain good decorum and a favorable academic atmosphere, both of which require a healthy, safe, decent, non-disruptive, non-offensive and non-distractive environment. A student's dress and personal appearance should reflect a sensitivity to and a respect for others. Student dress or grooming shall not, however:

Cross Reference:

a. adversely affect the health or safety of students; or
b. disrupt the learning process within the classroom or school

In order to assure a healthy, safe, and orderly school environment for students, the following student dress code guidelines will be enforced during school hours and at co-curricular events, including all dances:

4. During the school day, hats, caps, bandannas, head coverings, coats and jackets shall be taken off and placed in the student's locker soon after the student enters the building. These items shall not be worn in the classroom and they shall not be worn in the school building except when the student has immediately entered or is leaving the building.

5. No students shall be permitted to wear any clothing that is disruptive of the educational atmosphere such as that which contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs.

6. Medallions or other jewelry which identify gang members or gang affiliation or which have come to represent a gang shall not be worn or displayed in school or at school events. Gang clothing is not always restricted to an item of clothing, but may include the way in which a particular item of clothing is worn. The reference to "gang insignia" would also encompass items of clothing that signify gang activity by the manners in which they are worn. No gang insignia may be worn, possessed, used, distributed, displayed, carried or sold by any student on school grounds or at school-related activities at any time.

7. Clothing must always completely cover the torso (i.e., no bare midriffs). When standing up, the shirt must touch the top of pants or skirt.

8. Shorts and mini-skirts are allowed as long as they are not shorter than four inches above the knee caps when in a standing position. Torn jeans and slits in skirts may not expose any flesh and may not expose any underclothing, unless the underclothing is legal under the previous rules.

9. Clothing items such as backless tops, halter tops, strapless tops and spaghetti-strapped tops are not allowed, except when being worn as a layering piece. All tops must cover the whole shoulder and must be high enough in front to minimize chest cleavage. Under garments must be worn and shall not be visible.

10. No spandex shorts, but cotton leggings and knit tights are okay if worn with a shirt that covers to the mid-thighs.

11. Students choosing to wear low-rise pants need to make sure their undergarments are not exposed. In addition, pants need to be secured around the waist/hip area. Boxer shorts and/or briefs cannot be visible.

12. Shoes or sandals must be worn at all times.

13. Any fashion, mode of dress, accessory, face or body painting, excessive or extreme makeup used to create images (symbols, icons, numbers, etc.) in excess of adding color to the complexion shall not be permitted, or hairstyles that affect the health, safety, or well being of others or is distracting from the learning process or presents a safety risk, displays suggestive, offensive, obscene, sexually degrading, or racially motivated graphics or statement (e.g., Hooters, Playboy, Confederate flag), or pertains to drugs, alcohol, or tobacco products, is not permitted.

14. Special exceptions to these rules are as follows:

    a. Excessive face makeup pertaining to school spirit will be allowed during the week of Homecoming and for tournament games in all sports.
    b. Prom – dresses exposing shoulders and upper back with no plunging neckline shall be permitted.

If, in the opinion of any faculty member, a student's dress and/or appearance is inappropriate for the maintenance of good decorum or a favorable academic atmosphere, detracts from the learning process or is an undesirable influence upon other students or violates one of the above-noted rules, the faculty member will direct the student to the principal.

This code is not intended to limit the right of the administration to establish rules or restrictions regarding other specific paraphernalia or dress that disrupts or threatens to disrupt the learning environment of school. If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the administration will use his/her discretion to make the final decision. The school administration will use prudent discretion to make decisions regarding the appropriateness of each student's dress. With student and parent support and the use of common sense in terms of student dress appropriate for school, issues can be easily resolved.

Teachers are required to monitor the student adherence to this dress code in their homerooms. A student in violation would then be given the opportunity to change without further consequences.

Violations of these guidelines for grades 7-12 will result in the following disciplinary actions:

First Offense: PARENTS WILL BE NOTIFIED. Two hours of detention. The student will be expected to change before attending any classes. A letter of explanation will be sent to parents.

Cross Reference:

Second Offense: PARENTS WILL BE NOTIFIED. One day suspension from school, to be served the day following the offense. Student must change before attending any classes. Parents will again be sent a letter of explanation.

Disciplinary actions for violations for K-6 students will be determined by the elementary/middle school principal.

If there is an incident in which a student disagrees with a teacher or principal's decision that they are in violation of the dress code the parent/guardian/adult student has the right to appeal that decision. Pending punishment by means of detention or in-school suspension shall be suspended until the appeal's process is completed.

Appeal Procedure:

1. Should a parent/guardian/adult student wish to appeal the disciplinary action taken by the principal, it is the parent/guardian/adult student's responsibility to contact the principal and request an appeal of the principal's decision.

2. Should a parent/guardian/adult student wish to appeal the principal's decision, then a faculty appeals committee will be appointed by the principal to review the decision.

3. Should a parent/guardian/adult student wish to appeal the appeals committee's decision, it is the parent/guardian/adult student's responsibility to request through the respective building principal an appeal to the school board.

CROSS REFERENCE:
LEGAL REFERENCE: Wisconsin Statutes 120.13(1)(a), 118.164

Cross Reference:

File Code: 426

SCHOOL DISTRICT OF PRENTICE

Date Adopted: March 15, 1988
Date Revised: February 14, 2006

File Sector: Students
Policy Title: School Admissions
Subtitle: Admission of Students from Home-Based Ed. Programs

Home Based Education Transfer Policy

Any student who enters or re-enters the Prentice School District from a private school or homebased education program shall comply with the following procedures:

Any student who has been in attendance in a non-public education program for a period of ninety (90) days or more and who wishes to enter or re-enter the Prentice School system may be required to take an examination to establish grade placement.

Students transferring to Prentice District schools from a Home-Based Private Educational program as defined in Sec. 115.001 (3g) and 118.15 (4) Wis. Stats. shall provide the District with transcripts and/or other records evidencing their level of academic achievement, subjects completed, credits earned, and results of standardizing testing. Students shall be placed in the appropriate grade level and/or courses as indicated by records provided to the District. The first day of classes for an entering or re-entering student will be the beginning of a semester.

For the purposes of this policy, placement refers to grade placement in grades K thru 12.

The use of the terms placement, designee and appeal in this policy are not to be confused with the statutes and other policies dealing with handicapped students.

Students who are suspected of having a handicap will be referred.

Students who have been in attendance in a Home-Based Private Educational Program for a period of ninety (90) calendar days or more shall furnish the building principal with the following documentation of the Home-Based Private Educational Program:

1. a copy of Home-Based Private Educational Program from Wisconsin DPI – Form PI1206 (Rev. 1-86);
2. a copy of the school calendar that verifies that each school term of Home-Based Education instruction consisted of a minimum of 875 hours (Wis. Stats. s. 118.165 (1);
3. copies of the sequential curriculum that was taught in the six (6) mandated subject areas (s. 118.165 (1)(d));
4. records of student performance for each course taken
5. registration forms and provide immunization history prior to assignment by the principal to a classroom or schedule of classes.

Upon receipt of the above documentation, the building principal will place students at the appropriate grade levels.

In the absence of the above documentation, the academic status of the students will be assessed to establish grade placement. The grade placement assessment will be administered by the principal (or designee) of the school to which the student would normally be assigned. The evaluation may include one or more of the following:

1. District adopted group administered standardized tests of basic skills;
2. District adopted group administered standardized reading tests;
3. Individually administered standardized measures of achievement (i.e., WoodcockJohnson Tests of Achievement);
4. Basal Reading and Math Unit Tests;
5. District adopted competency tests in Math and Reading ;
6. The District's Criterion Referenced Tests

In making the grade placement decision under the above provisions, the principal or designee may also consider the age, mental ability, social and emotional adjustment, physical development, and academic progress of the student. Grade placement shall be discussed with an adult student, parent, or legal guardian before becoming effective. The Prentice School District reserves the right to determine grade placement of all students entering or re-entering the school system. Principals, with the assistance of guidance counselors, school psychologist, and/or other appropriate staff, shall determine grade/subject placement of students.

Consideration shall be given to chronological age, present grade placement, records of standardized achievement testing indicating functional achievement level, social maturity and other relevant information.

Assignments to special education shall be based on appropriate parent permissions and a multidisciplinary team evaluation and recommendation.

Cross Reference:

An adult student, or his or her parent or legal guardian, may appeal a student grade placement, in writing to the district administrator. The tests and placement may be reviewed by the district administrator.

Students placed under this policy shall be subject to a probationary period of thirty (30) school days to determine whether the original grade placement was in the best interests of the student. If revisions are deemed necessary to the best interests of the student by the school administrator, the administrator shall make such change within fifteen (15) school days after the probationary period ends.

Assignment of Transfer Students 9-12

Students transferring into the District and who are placed in grades 9, 10, 11 and 12 pursuant to this policy may be granted equivalent units of credit for graduation upon furnishing transcripts or other records evidencing the successful completion of courses meeting the credit requirements set forth in Board Policy including the same time allotment and substantially the same course content and objectives.

1. In order to be placed at higher than 9th grade level, students shall present evidence of academic instruction and accomplishments. The names of courses taken, course descriptions, time devoted to courses, grades earned and standardized achievement test scores may be used as evidence of academic accomplishments. Placement of a student in grades 10, 11 or 12 shall be according to his/her chronological age when evidence of completion of materials in reading, language arts, mathematics, social studies, science and health is presented.

2. When evidence of academic accomplishments is not available or is inconclusive, an evaluation shall be required. Such an evaluation shall include assessment in the areas of reading, English, mathematics, science, and social studies, and may involve the use of individual and/or group tests. The building principal is responsible for finalizing grade placement.

3. Awarding of credits to be applied toward high school graduation shall be determined by the high school principal. Students shall be awarded credits toward graduation only upon verification of successful completion of semester length courses from secondary level educational programs.

OR

If the placement is made to the sophomore year (10th grade) level, four and one-half credits shall be allowed toward high school graduation. For placement at grades 11 and 12, five and one-half credits will be awarded per grade level. Courses taken while on a home-based educational program shall be recorded on the student's permanent record card. Home-based instruction credits shall be recorded as satisfactory (home-based grades will not be recorded on the transcript). Grades and grade point averages from home-based instruction will not be used for class standing, honor roll or top ten determination.

In the event that the home-based student has attended a recognized and accredited public or private high school for single or multiple semesters or years, the credits earned at such school(s) may be accepted as recorded by said school.

4. Letter grades assigned to completed courses shall be included in school records only when earned at a public or private school.

5. A Prentice High School Diploma is not available to students from non-public educating programs unless they have successfully met high school graduation requirements of 118.33(1) (a) and successfully completed the final two semesters in full time study at Prentice High School.

Cross Reference:

Cross Reference
Legal Reference: Wisconsin State Statute 118.33

File Code: 371.1

SCHOOL DISTRICT OF PRENTICE

Date Adopted: January 15, 1991
Date Revised: February 14, 2006

File Sector: Students
Policy Title: Co-Curricular Activities and Programs
Subtitle: Equal Access

Non-Discrimination Policy

Extra-Curricular Activity Programs (Equal Access)

Interscholastic and board approved extra-curricular activities programs shall be offered to students in the schools in the district. Participation in extra-curricular activities shall be in accordance with established school and activity rules.

The administration shall assign advisors for supervision of all extra-curricular activities.

Students who violate school and/or activity rules shall be subject to disciplinary action according to terms of the board approved co-curricular policy and WIAA rules.

The school district shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, national origin, ancestry, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.

Cross Reference:
Legal Reference: Wisconsin State Statutes 118.13, 120.13(1)
PI 9.03(1) of the Wisconsin Administrative Code

File Code: 343.41

SCHOOL DISTRICT OF PRENTICE

Date Adopted: March 16, 1983
Date Revised: February 14, 2006

File Sector: Instruction
Policy Title: Educational Program
Subtitle: Correspondence Courses

Cross Reference:

Correspondence Courses

Correspondence courses are available to students for high school credit through the University of Wisconsin-Extension or other accredited institutions. Students may enroll in these courses to supplement course offerings at Prentice High School . The district will reimburse students who successfully complete any course which meets the following conditions:

1. The course is not currently offered at Prentice High School .
2. The student has not failed it as part of the Prentice High School graduation requirements.
3. The course is not included in the 6½ credit minimum approved faculty load.
4. Prior administrative approval has been obtained.

Cross Reference:
Legal Reference:

File Code: 343.3

SCHOOL DISTRICT OF PRENTICE

Date Adopted: March 15, 1988
Date Revised: February 14, 2006

File Sector: Instruction
Policy Title: Educational Program
Subtitle: Independent Study Courses

Independent Study Courses

Independent study is available for credit to students at Prentice High School under the following conditions:

1. The student is a full time student or has completed four years of high school attendance but has not earned a high school diploma.

2. The course is not included in the 6½ credit minimum approved faculty load.

3. A teacher agrees to develop the course and monitor student progress.

4. An application form detailing the goals, objectives, materials, procedures and evaluation criteria is completed and approved by both the guidance counselor and the high school principal prior to the first class.

Cross Reference:

Cross Reference:
Legal Reference:

File Code: 426

SCHOOL DISTRICT OF PRENTICE

Date Adopted: August 15, 1989 **File Sector:** Instruction

Date Revised: February 14, 2006

Policy Title: Educational Progress
Subtitle: School-Age Parent Programs

School Age Parent Plan

School age parents will be served under the district Students at Risk program. When identified by any of the various service agencies, parents, or the student, the school age parent and/or expectant parent will be referred to the School Age Parent Program coordinator.

Upon referral the coordinator will meet the student and/or parents, when required, to ascertain pertinent information in the case.

The coordinator is responsible for assembly of a planning team composed of the principal of the grade level(s) involved, guidance counselor or coordinator, county nurse, social services case worker, classroom teacher(s), and a homebound teacher and school psychologist as required.

The P.S.A.P. planning team members shall have individual duties:

Principal: Overall School Coordinator

Guidance Counselor/Coordinator

a. Meet with parent(s) and student(s) as required.
b. Notify and chair planning team.
c. Coordinate P.S.A.P. program, as developed by planning team, with classroom teachers.

County Nurse

1. Coordinate nutritional, hygiene, health delivery.
2. Act as liaison between school, doctor, and health agency.

Classroom Teacher(s)

4. Provide assignments and instruction for in-class.
5. Provide evaluation, testing and instructions.
6. Grade assignments and tests. Assist Student(s)' program as needed.

School Psychologist

1. Provide support for emotional/affective needs as required.

Homebound Teacher

Cross Reference:

1. Coordinate program between classroom teacher(s) and student.
2. Instruct student in areas of academic program.
3. Refer problems to appropriate personnel (i.e. Coordinator, Principal, Nurse, Classroom(s).

Student

1. To give honest effort toward earning credit toward graduation.
2. To cooperate with the plan of delivery.

Students enrolled in the P.S.A.P. program may earn school credit upon successful completion of the assigned plan.

NARRATIVE DESCRIPTION OF PROGRAM ALTERNATIVES AVAILABLE IN THE PRENTICE SCHOOL DISTRICT FOR SCHOOL-AGED MOTHER (S.A.M.)

Rationale for Program Type:

The Prentice School District has so few students identified in any given school year as S.A.M., that no ongoing S.A.M. program exists in the district. Clustering of schools in order to provide such a program is impractical in this geographic area, due to the geographic size of the district and the distances involved.

We have offered flexible in-school arrangements for S.A.M. students to progress towards graduation which we believe has been the intent of the law. Homebound instruction has been provided under appropriate circumstances at the recommendation of the M-team and with proper documentation from a licensed physician.

Screening and Referral:

Most often, identified S.A.M. students are self-screened and referred. Parental, school personnel, and medical agency referrals constitute the rest of the referrals.

M-Team:

M-team members generally are drawn from the following resources:

1. Guidance Counselor
2. Principal

3. Director of Exceptional Education
4. County Nurse
5. Teachers

Parents are invited with students to the M-team unless the student is 18 or over.

The program (IEP) is developed from the M-team information, and the conference includes the student and usually the parent.

Placement:

The placement is made by the Director of Exception Education in cooperation with the building principal in the most appropriate setting based on M-team identification of needs and the IEP. Placement in a homebound setting will require a physician's statement.

Location of Program – Meeting Times – Sessions per Week:

No program exists as such. Arrangements for scheduling are made through the building principal at the recommendation of the M-team.

Staff and S.A.M. Teacher Responsibilities:

Staff for S.A.M. students are generally those staff currently employed in some teaching capacity at the high school. Arrangements can be made for homebound instruction on an hourly basis, inschool instruction on an individual basis during teacher prep times, or assignment completion on an independent study basis.

S.A.M. Curriculum and How Class Instruction is Provided:

Often no special curriculum is deemed necessary by the M-Team or the S.A.M. student. The county nurse will assist the S.A.M. student in pre-natal education and may involve other related agencies, i.e. counseling center, where recommended by the M-team.

A basic consideration is the opportunity for the school-aged mother to continue to work towards her high school diploma with the least amount of interruption and the availability of new information important to any expectant or new mother.

Cross Reference:

Vocational planning and vocational education are available through the guidance office and vocation education classes which are addressed at the M-team meeting.

Cross Reference:
Legal Reference:

File Code: 423

SCHOOL DISTRICT OF PRENTICE

Date Adopted: December 16, 1997
Date Revised: February 14, 2006

File Sector: Students
Policy Title: School Admission
Subtitle: Public School Open Enrollment

Public School Open Enrollment

I. Full-Time Public School Open Enrollment

A. Non-Resident students coming into the Prentice School District under the open enrollment program.
A student residing in another public school district may apply for full-time enrollment in a school or program in the School District of Prentice under the Wisconsin Open Enrollment program. Applications shall be made and acted upon in accordance with the timelines and procedures outlined in the state law.

The School District of Prentice shall consider the following criteria when accepting or rejecting a non-resident student application for full time enrollment:

1. Availability of space in the school, programs, classes or grades within the District. Consideration shall be given to class size, studentteacher ratios, non-resident students currently attending school in the District under cooperative agreements with another school districts, and enrollment projections.

Cross Reference:

2. Whether the student has been screened by his/her resident district to determine if there is reasonable cause to believe that the student is a child with exceptional needs (EEN).
3. Whether the student has been reported or identified as having possible EEN, but not yet evaluated by an individual educational program (IEP) team in the resident district.
4. Whether the special education program or related services described in the student's IEP are available in the District or whether there is space available in the special education program identified in the student's IEP. If a non-resident student's IEP changes after the student begins attending school in the District and the special education program or services required by the IEP are not available in the District or there is no space available in the special education program identified in the IEP, the District shall notify the student's resident school district that the program is not available to the student.
5. Whether the student has been expelled by any school district during the current school year or preceding two school years for specified conduct or whether disciplinary proceedings are pending on specified conduct. Specified conduct includes endangering the health, safety or property of others, conveying or causing to be conveyed a "bomb threat" involving school property, and possessing a dangerous weapon while at school or under the supervision of a school authority. If any of these disciplinary actions occur after acceptance and prior to the beginning of the school year in which the non-resident student first enrolls in the District, the student's enrollment may be denied.

6. The District shall give preference in accepting full-time open enrollment applications to any non-resident students already attending school in the District and their siblings. In addition, the District shall

   give preference in attendance at a particular elementary school to resident students who live outside the school's attendance area. Once a non-resident school choice student is accepted for full-time

   enrollment in the District, he/she will not be required to reapply for enrollment, if continuously enrolled.

   If the District receives more non-resident student applications for fulltime enrollment than there are spaces available, determination of which students to accept shall be made on a random basis.

   The School District of Prentice shall provide transportation to nonresident EEN students attending school in the District under the open enrollment program if such transportation is required in the student's IEP. In addition, school bus transportation shall be provided to fulltime non-resident students attending school in the District under the open enrollment program. Designated pick-up points within the District, based on

existing bus routes, will be established by the transportation supervisor. The district may provide transportation outside the district in accordance with state law.

Non-resident open enrollment students attending school in the District have all the rights and privileges of resident students and are subject to the same rules and regulations as resident students.

B. Resident Students Going Out of the District

Residents of the School District of Prentice may apply for full-time enrollment in another public school district in accordance with state law. The District shall limit the number of resident students attending public school in other districts on a fulltime basis to the minimum number allowed by law. If more students apply for full-time enrollment in another public school district than the maximum allowable number, determination of which students will be allowed to attend public school in other districts shall be made on a random basis. Preference shall be given to resident students already attending school in the district to which they are applying and to the siblings of such students.

The District shall deny a student from attending school in another school district, or continuing to attend school in another school district, if costs of special education services required in the student's IEP would place an undue financial burden on the District.

The parents/guardians of resident students attending school in another school district under the open enrollment program shall be responsible for providing student transportation to and from the non-resident district.

Cross Reference:
Legal Reference: Wisconsin Statutes 118.13, 118.51, 121.54(10), 121.58(2)(a), Chapter 115, Subchapter V

File Code: 423-Rule

Cross Reference:

SCHOOL DISTRICT OF PRENTICE

Date Adopted: August 15, 1989
Date Revised: February 14, 2006

File Sector: Students
Policy Title: School Admissions
Subtitle: Full-Time Open Enrollment Procedures

District Procedures for Processing Full-Time Open Enrollment Applications

1. Non-resident students coming into the School District of Prentice under open enrollment program.
    1. The parent(s)/guardian(s) of a non-resident student wishing to attend school in the School District of Prentice shall submit the required application to the District Administrator. The application may include a request to attend a specific school or program offered by the District. The application shall be submitted no earlier than the first Monday of February and not later than the third Friday in February in the school year immediately preceding the school year in which the student wishes to attend.
    2. The District Administrator shall send a copy of the application to the student's resident school district and to the Department of Public Instruction (DPI) on the fourth Monday of February.
    3. The District Administrator shall review all full-time open enrollment applications received using the acceptance and rejection criteria outlined in Board policy. If the District receives more non-resident student applications for full-time enrollment than there are spaces available, determination of which students to accept shall be made on a random basis:
    1. All applications shall be numbered.
    2. Corresponding numbers shall be placed in a hat, and shall be drawn and listed in the order in which they are drawn.
    3. Applications shall be accepted based on their order on the list and the number of spaces available in the District schools or programs.
    The District Administrator shall submit recommendations regarding acceptance or rejection of the applications to the school Board for action at its regular March meeting.
    4. The District Administrator shall notify the applicant, in writing, of whether the application has been accepted, on or before the first Friday following the first Monday in April. If the application is rejected, the notice shall include the reason(s) for the rejection.
    5. If the application has been accepted by the Board, and not rejected by the student's resident school district, the appropriate building principal will determine which school or program the non-resident student may attend in the following year. This determination shall be made in consultation with appropriate District staff and in accordance with established policies and procedures (e.g., special education program placements made in accordance with procedures outlined in the special education handbook). On or before the second Friday following the first Monday in May, the building principal shall notify the applicant, in writing, of the specific school or program that the student may attend in the following school year. A copy of this notification shall be given to the District Administrator.

6. The non-resident student's parent(s)/guardian(s) shall notify the District Administrator of the student's intent to attend school in the District in the following school year. This shall be done on or before the first Friday following the first Monday in June following receipt of the notice of acceptance.

7. Annually, by June 30, the District Administrator shall notify the resident school districts of the names of the students from their districts who will be attending school in the School District of Prentice the following school year.

2. Resident Students Going out of District
   1. Upon receipt of a copy of a resident student's application to attend a school or program in another school district, school staff shall forward the application to the District Administrator for review and recommendations.
   2. The District Administrator shall review all open enrollment applications received using the criteria outlined in Board policy. If more students apply for full-time enrollment in other school districts than the minimum allowable number, determination of which students' applications to accept shall be made on a random basis using the procedure outlined above. Preference shall be given to resident students already attending school in the district to which they are applying and to the siblings of such students. The District Administrator shall submit recommendations regarding acceptance or rejection of applications to the Board for action at its regular March meeting.
   3. If an application is rejected, the District Administrator shall notify the applicant and the non-resident school district to which the application was made, in writing, that the application has been rejected. This notification shall be made on or before the first Friday following the first Monday in April. The notice shall include the reason(s) for the rejection.

3. Appeal of Rejection

   If an application for enrollment under the Wisconsin Open Enrollment program is rejected as outlined above, the student(s) parents(s)/guardian(s) may appeal the decision to the Department of Public Instruction (DPI) within thirty (30) days after receipt of the notice of rejection.

Cross Reference:

Cross Reference:
Legal Reference: Wisconsin Statutes 118.13, 118.145(3), 118.52

File Code: 423-Rule

SCHOOL DISTRICT OF PRENTICE

Date Adopted: December 16, 1997
Date Revised: February 14, 2006

File Sector: Students
Policy Title: School Admission
Subtitle: Part-Time Open Enrollment Procedures

District Procedures for Processing Part-Time High School Open Enrollment Applications

A. Non-resident students coming into the School District of Prentice under open enrollment Programs.

1. The parent(s)/guardian(s) of a public high school student from another public school district wishing to take a course(s) in the School District of Prentice shall submit the required application to the District Administrator. The application shall specify the course(s) that the students wishes to attend. The application shall be submitted no later than six weeks prior to the date the course is scheduled to commence. The District Administrator shall send a copy of the application to the student's resident school district.

2. Upon receipt of the application, it will be forwarded to the High School Principal for review and action. All applications shall be reviewed and acted upon using the acceptance/rejection criteria outlined in related Board policies and high school course scheduling procedures. If the District receives more non-resident student course applications than there are spaces available, determination of which students to accept shall be made on a random basis:
    1. All applications shall be numbered.
    2. Corresponding numbers shall be placed in a hat, and shall be drawn and listed in the order in which they are drawn.
    3. Applications shall be accepted based on their order on the list and the number of spaces available in the high school courses.
3. No later than one week prior to the date the course is scheduled to commence, the High School Principal shall notify the applicant and the student's resident school district, in writing, of whether the application has been accepted. If the application is rejected, the notice shall include the reason(s) for the rejection. If accepted, the acceptance applies only for the following semester, school year or other session in which the course is offered. A copy of this notification shall be given to the District Administrator.
4. The parent((s)/guardian(s) of a non-resident student accepted for enrollment shall notify the District Administrator of the student's intent to attend a course in the District prior to the date the course is scheduled to commence. The District Administrator shall inform the High School Principal upon receipt of such notification.

B. Resident Students Going Out of the District

1. Upon receipt of a Prentice High School student's application to attend a course(s) in another school district, the High School Principal shall review the application.

2. All applications received shall be reviewed using the criteria outlined in the Board policy. The High School Principal shall consult with the District Administrator as necessary regarding the application.

   If the applicant is rejected, the High School Principal shall notify the applicant
   And the non-resident school district to which the application was made, in writing, that the application has been rejected. This notification shall be made

Cross Reference:

no later than one week prior to the date the course is scheduled to commence. The notice shall include the reason(s) for the rejection

If the application is accepted, the High School Principal shall determine whether or not the course(s) satisfies District graduation requirements. If it is determined that the course does not satisfy District graduation requirements, the High School Principal shall notify the applicant of that fact no later than one week prior to the date the course is scheduled to commence.

1. Appeal of Rejection
   If an application for part-time enrollment under the Wisconsin Open Enrollment program is rejected as outlined above, the student's parents(s)/guardian(s) may appeal the decision to the Department of Public Instruction (DPI) within thirty (30) days after receipt of the notice of rejection.

File Code: 424

SCHOOL DISTRICT OF PRENTICE

Date Adopted: December 16, 1997
Date Revised: February 14, 2006

File Sector: Students
Policy Title: School Admission
Subtitle: Participation of Non-Public School Students in District Courses/Programs

Participation of Private School, Parochial School and Home-Based Education Program Students in District Courses/Programs

Residents of the School District of Prentice enrolled in a private school, parochial school or home-based private educational program may participate in public school courses, programs or activities as follows:

1. A non-public school student may participate in District classes or programs when specifically required by law (e.g., special education).
2. A non-public school student may take up to two courses during the school year at Prentice High School provided the following conditions are met:
    1. the student is eligible for high school admission;
    2. the student resides in the School District of Prentice ; and,
    3. there is sufficient space in the classroom.
3. A non-public school student may participate in the District's music program (band or chorus).
4. A non-public school student may participate in District athletic activities consistent with rules of the Wisconsin Interscholastic Athletic Association (WIAA).

Cross Reference:

5. Transportation to and from District course(s), programs or activities shall be the responsibility of the student's parent(s)/guardian(s), except as otherwise specifically provided.

Cross Reference:

Legal Reference: Wisconsin Statutes 118.04, 118.145(3), Chapter 115, Sub Chapter V, Title I Regulations, Individuals With Disabilities Education Act, WIAA Handbook

File Code: 411

SCHOOL DISTRICT OF PRENTICE

Date Adopted: January 15, 1991 **File Sector:** Students
Date Revised: February 14, 2006 **Policy Title:** Student Policies/Goals

Subtitle: Equal Educational Opportunities

NON-DISCRIMINATION POLICY

Equal Educational Opportunities

The school district is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular student activities, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, national origin, ancestry, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established procedures.

Notice of this policy shall be published at the beginning of each school year and posted in each school building in the district. In addition, a student non-discrimination statement shall be included on student and staff handbooks and course selection handbooks. An annual public hearing shall be scheduled.

Cross Reference:

Cross Reference:
Legal Reference: Wisconsin Statutes 118.13, PI 9 of the Wisconsin Administrative Code,
Title IX, Education Amendments of 1972, Title VI, Civil Rights Act of 1964,
Section 504 of the Rehabilitation Act of 1973

File Code: 411-PLAN

SCHOOL DISTRICT OF PRENTICE

Date Adopted: November 19, 1998
Date Revised: February 14, 2006

File Sector: Students
Policy Title: Student Policies/Goals
Subtitle: Equity Plan

School District of Prentice Equity Plan

MISSION :

The School District of Prentice will promote policies and foster an atmosphere which will provide fair treatment and equal opportunity for all students. All students will be encouraged to participate in all curricular and co-curricular activities, free from discrimination, according to their interests, needs and abilities.

GOALS:

1. The administration and board of education will ensure that the district is in compliance with all legal requirements for pupil nondiscrimination and prohibition of sexual harassment. They will have the responsibility to notify the public, including students, parents, staff and community, of district complaint procedures and district policies.

The district administrator will publish all public notices and complaint procedures as required by law at the appropriate times and places. The administration will publish nondiscrimination policies and complaint procedures in the student course description book and in student and faculty handbooks, and make complaint forms available in areas accessed by students and parents. The board of education will review and update policies on an annual basis or earlier if needed.

September 1, 1997 , and annually

2. The district will revise curriculum, teaching methods, equipment and facilities to promote a more diverse enrollment from underrepresented groups in math, business education, music, family and consumer education, and technology education.

The principal and guidance counselor will, each year, monitor enrollments in all elective classes. Where inequities are found, a plan will be formed to assess why there are few males or females enrolled and what steps need to be taken to address the equity problem. A new facility is currently being constructed for the technology and business departments. The principal will review instructional materials, particularly new purchases of textbooks, and monitor through classroom observations efforts made to promote a balanced approach to the issue of equity relating to all students. Attached (cf. Appendix A) is a list of guidance activities and efforts relating to barrier free access for all students.

September 1, 1997 , and ongoing

3. Assessment instruments, career education materials, instructional materials and library resources will be reviewed for gender, special needs and racial bias/stereotyping. Inappropriate materials or resources will not be made available for student use. A survey will be sent to graduates the year after their graduation

Inquiring as to their perception of the education they received in high school. This will include questions relating to equity issues.

The principal will enlist the assistance of the staff in reviewing materials for general or cultural bias and eliminating those which are inappropriate. Requisitions for new materials will also be reviewed for bias/stereotyping. The guidance counselor will review career education and assessment materials and make recommendations for continuation or

Cross Reference:

elimination of those materials. New requisitions will undergo a review for bias or stereotyping prior to approval for purchase. Curriculum revision is an ongoing process and efforts will continue to be used to update traditional curriculum structure.

September 1, 1997 , and ongoing

4. The district will monitor disciplinary actions to assure that student infractions of district behavior codes are treated in an equitable manner.

The principal will maintain a system which details student infractions by the nature of the offense, consequences and gender. The system will be reviewed to ensure that all students are treated equally for similar infractions. Discipline policies will be reviewed annually by the administration and changes will be recommended to be included in the student handbook. The administration will have responsibility for complaints received which involve discrimination or sexual harassment and will assure that the complaint procedure is adhered to.

September 1, 1997 , and ongoing

5. The district will assure that males and females have an equal opportunity to participate in and are encouraged to join athletics, co-curricular activities and student organizations.

The athletic director will provide participation records by gender and sport. The guidance counselor will review student organizations for representation by gender and make recommendations to improve ratios if inequities are found.

September 1, 1997 , and annually

6. Students will not be discriminated against in their selection to receive scholarships or awards.

The athletic director will monitor coaches to assure that both males and females are equally represented. The guidance counselor will monitor all scholarships for gender balance of numbers and amounts. The district will not participate in discriminatory scholarships. Student achievement awards will be monitored to assure that neither males nor females are underrepresented.

September 1, 1997 , and ongoing

7. The district will provide opportunities for staff and students to become aware of equity issues.

Attendance at local, regional or state-wide conferences or workshops featuring equity issues will be encouraged through the use of Carl Perkins funds to reimburse district expenses. The principal will distribute promotional materials for equity and cultural diversity conferences to appropriate staff members. Continued effort will be made to encourage cooperation between the technology, family and consumer education, business education and other departments to modernize curricula and facilities, and to eliminate the gender bias from the curriculum structure.

Appendix A:

The Prentice school system is committed to a nondiscrimination atmosphere. Great effort is made to insure that all students are given barrier free access to educational opportunities. Not only is the attitude to be barrier free, but effort will be made to include all students in exploration classes.

All eighth grade students rotate through three twelve -week introductory courses. One third of the students participate in a business education class. The main emphasis of the course is to teach keyboarding skills. A second third of the students participate in a family and consumer education course. The main emphasis of the course is to teach students interpersonal skills and manage resources. Students are given information on nutrition, food preparation, health, and garment skills involved in child care responsibilities, and to motivate students to apply what they've learned to their daily lives. The final third of the students participate in an industrial technology class. This is an introductory course which offers the student a wide variety of "hands on" activities. Drafting, CAD, metalworking, woodworking, and model racers are a few examples of the activities the student will participate in. After twelve weeks the students rotate. By the end of their eighth grade year all students have done exploration activities in all three areas.

Also in the eighth grade a career exploration unit is taught by the eighth grade teacher in cooperation with the elementary guidance counselor. Students are encouraged to look at nontraditional careers. The unit includes selecting and researching several different careers. The students gather information on the amount of training required, pay, employment outlook, etc.

The activities in eighth grade set the stage philosophically and practically for the next four years of high school. Students are encouraged to continue exploring areas that are of genuine interest to them, and not limited to courses associated with careers which might be viewed as traditionally male or female.

Cross Reference:
In the ninth grade two electives for the students include Independent Living I (Consumer and Family Education) and Introduction to Industrial Arts (Industrial Technology). Traditionally two sections of each class are offered, and usually all four sections approach their limit of twenty students. Most years a fifty percent mix of male and females in each section is approached.

All ninth graders participate in Career Expo sponsored by Northcentral Technical College in Wausau , Wisconsin . Students are bussed to Wausau to be given an in-depth tour of career areas. The technical school faculty presents hands-on demonstrations in various career areas. The faculty make special mention of career opportunities for non-traditional students. It is common to see females in the welding class and males in the nursing class at Northcentral Technical College .

In the tenth grade students are required to complete the Career Decision-Making class. Activities in this class include exposure to careers of all kinds. Students are encouraged to explore non-traditional as well as traditional careers. They are also provided the means by which to explore these careers. All Career Decision-Making students are required to participate in a one day “job shadowing” experience where the student shadows a chosen occupation. Students are always encouraged to find something they love to do and then find a way to get paid for it. Exploratory software programs are a large part of the Career Decision-Making class. Programs such as the Wisconsin Career Information System are non-biased in terms of presenting career information.

Tenth graders also take the Wisconsin Student Assessment System test. All tenth graders also take the Self-Directed Search. Interpretations are given to all students through their English class. Students are invited to follow up with one on one sessions. Results are also included in the Wisconsin Career Information System analysis.

The PLAN test is made available to any student who wishes to take it. It is not given to all students due to the compulsory Wisconsin Student Assessment System test. Time is spent individually with each student on interpretation. Students are encouraged to use the results from the academic and interest portion of the test. They can incorporate the results into the Wisconsin Career Information System profile for themselves.

In the eleventh grade all students return to Northcentral Technical College for a refresher tour. Included on this trip is tour of the University of Wisconsin-Marathon Center. Once again, time is spent in the presentations to point out the opportunities in non-traditional careers in both technical degrees and baccalaureate degrees. All eleventh grade students take the ASVAB test. A military recruiter is invited to do the major portion of the interpretation.

In the twelfth grade students are encouraged to apply early to the school of their choice. Often they are encouraged to apply to more than one institution. They are provided catalogs, applications, access to the telephone to call their school, financial aid applications, and scholarship information. Post secondary schools and military recruiters are encouraged to visit Prentice High School . The guidance department encourages students to visit with these representatives.

An activity open to all Prentice High School students is the Skills Olympics sponsored by Nicolet Technical College . The event provides students an opportunity to demonstrate their skills. Male students have participated in hair styling and female students have participated in small engine mechanics. (Emphasis is placed on student interests and skills rather than on gender.)

In the development stage at Prentice High School is a post high school survey. One of the issues we plan to research is the sex equity issue. It may be a difficult issue to have students respond to because our efforts in promoting sex equity is done very subtly. For example, all students in eighth grade rotate through the three areas of business, consumer and family education, and industrial technology.

Cross Reference:

Prentice School District
Social Media Commenting Policy

PRENTICE SCHOOL DISTRICT · Monday, July 3, 2017

All of the Prentice School District's social media pages will focus on celebrating and supporting our schools, communities, students, and staff members, as well as sharing important news and communicating event information. We encourage you to share your support, connect with other supporters, and visit frequently for news and updates.

While everyone is welcome and encouraged to comment, our first priority is to protect students, staff, and community members. Comments and/or posts that do not follow this Commenting Policy may be removed.

We have a zero-tolerance policy for cyberbullying and/or posts or comments that are political, racist, sexist, abusive, profane, violent, obscene, spam, contain falsehoods, are wildly off-topic, or that libel, incite, threaten, or make *ad hominem* attacks on students, employees, guests, or other individuals. We also do not permit messages selling products or promoting commercial or other ventures. Anyone choosing to post participates at his/her own risk, taking personal responsibility for comments, username, and any other information provided. We reserve the right to delete comments or topics and even ban users, if needed. Please, be aware that, in addition to the PSD policies, all content and posts are additionally bound as applicable by Facebook's Terms of Use, YouTube Terms of Use, Instagram's Terms of Use, Twitter's Terms of Use, and/or SnapChat's Terms of Use.

The Prentice School District encourages user interaction on its social pages but is not responsible for comments or wall postings made by visitors to the pages. Additionally, the appearance of external links, as posted by fans/followers of PSD pages or other users, does not constitute endorsement on behalf of the Prentice School District. In most if not all cases, external links posted by fans/followers will be removed.

PSD social media account visitors should not provide private or personal information (phone numbers, email addresses, physical addresses, etc.) regarding themselves or others. Any posts or comments containing personal information of this nature will be deleted.

Simply put, please, interact positively and let's celebrate our students, our staff, and our community!

If you have questions, please, e-mail randy@prentice.k12.wi.us

#GoPrenticeBucs!

Cross Reference:
Cross Reference:
Legal Reference:

File Code: 823

SCHOOL DISTRICT OF PRENTICE

Date Adopted:
Date Revised: April 18, 2006

File Sector: School-Community Relations
Policy Title: Public Information Program
Subtitle: Public Records

PUBLIC RECORDS

The Board of Education of the School District of Prentice shall allow persons to have access to district records in accordance with this policy and implementing procedures, and in accordance with law.

The Administrator, the School Board clerk, the School Board treasurer, and District bookkeeper are designated as the legal custodians of records for any district authority. In addition, the Elementary/Middle School Principal, High School Principal, and Guidance Director are designated as legal guardians of all student records. The legal custodians shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any district authority. The legal custodians may deny access to records only in accordance with the law.

Public records may, by written request, be inspected, copied and/or abstracted at times established by district policy. The legal custodians may establish fees in accordance with the law. A list of such fees and hours shall be made available at the district office.

A public records notice shall be displayed in a designated location and procedures shall be developed to implement this policy.

Cross Reference: Administrative Procedures Handbook
Legal Reference: Section 120.12(9) Wisconsin Statutes 120.13 (17, 19, and 21)

File Code: 830

SCHOOL DISTRICT OF PRENTICE

Date Adopted: May 17, 1994 **File Sector:** Community Relations
Date Revised: November 20, 2023 **Policy Title:** Community Use of School Facilities

Subtitle:

When facilities use is scheduled at times when janitorial/food service services are specifically required (Saturday, Sunday, holidays, after regular hours) or if special arrangements are required such as for banquets or receptions, a janitorial food service charge shall be made at a rate determined by the District. The janitorial/food service fee shall be paid to the District, and the District shall reimburse staff members through the regular payroll.

Cross Reference:

Gymnasiums will be only scheduled for use from July 1st- June 30th of each year. The following is a list of priorities when scheduling the gymnasiums for the school district.

1) School District Athletics and Activities
2) School District Students Enrolled in the District
3) All other Residents of the School District

Facility Fees are:

		Over 100 People
Gymnasium:	$50.00	$100.00
Cafeteria:	50.00	75.00
Kitchen	35.00	
LMC	25.00	
Classrooms	6.00/hr.	
Tech. Ed. Areas	8.00/hr.	
(Home Ec. Room; Shop)		

Clean-Up:

All facilities shall be left in the same condition as found. Kitchen use includes provision and fee for a school cook because of the danger of untrained use of stoves and dishwashers. Clean-up by those using the facilities includes sweeping, putting litter in garbage cans and putting things back in order. It does not include scrubbing, or use of equipment.

When deemed necessary by the District, a school employee will be assigned for the time of building use, with the cost charged to the group using the facility.

Overnight use of facilities may be granted by the district administrator or principal on a case by case basis. Any non-school overnight use requires a refundable $50.00 security deposit to cover any damage and/or clean-up costs.

Prohibitions:

Use or possession of drugs or alcohol on or in school property is prohibited.

Use or possession of tobacco products is not permitted in or on school property.

Loitering, rowdyism or abuse of privileges is prohibited.

Any facilities use not in keeping with federal or state regulations or local board policy is prohibited.

Cross Reference:

File Code: 823.Procedure

SCHOOL DISTRICT OF PRENTICE

Date Adopted: **File Sector:** School-Community Relations
Date Revised: April 18, 2006 **Policy Title:** Public Information Program **Subtitle:** Access to Public Records: Procedure

PUBLIC RECORDS PROCEDURE

The School District of Prentice has promulgated the following procedure to implement the new public records law as established in s.19.31:

1. Public Records Procedures to Implement Board Policy

1. DEFINITIONS

   1. "Authority" means any of the following having custody of a record: Administrator, Clerk of the School Board, Treasurer of the School Board, Elementary Supervisor, High School Principal, Director of Guidance, and Bookkeeper.

   2. Legal Custodian" means any person or position designated under 1.03 or otherwise designated by law to carry out responsibilities under this policy and the public records law.

   3. "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

2. CUSTODY AND DELIVERY OF OFFICIAL PROPERTY

   5. Except as provided under 1.08, each officer and employee of the School District of Prentice shall safely keep and preserve all records received from his or her predecessor or other persons and required by law to be filed, deposited or

kept in his office or which are in the lawful possession or control of which he or she or they may be lawfully entitled as such officers or employees.

6. Upon expiration of an officer's term of office or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his or her successor all records then in his or her custody and the successor shall receipt therefore to the officer or employee, who shall file said receipt with the School Board clerk. If a vacancy occurs before a successor is selected or qualified, such records shall be delivered to and receipted for by the clerk, on behalf of the successor, to be delivered to such successor upon the latter's receipt.

3. LEGAL CUSTODIAN

1. On behalf of the School District of Prentice authority identified in 1.01(a) the following positions are designated as legal custodians of records: Administrator, Clerk of the School Board, Treasurer of the School Board, Elementary/Middle School Principal, High School Principal, Director of Guidance and Bookkeeper.

2. The legal custodians have the full legal power to render decisions and carry out the duties of the authorities identified in 1.01(a). The designation of a legal custodian does not affect the powers and duties of an authority under the public records law.

4. PUBLIC RECORDS NOTICE

The School District of Prentice Administrator shall inform any authority identified in 1.101(a) about the notice requirements in s.19.33(4) and s.19.34(1) of the Statutes and shall assist any identified authority in meeting the authority's obligations under those Statutes.

5. PUBLIC ACCESS TO RECORDS: FEES

1. Except as provided in 1.07, any person has a right to inspect a record and to make or receive a copy of any record as provided in s.19.35(1) of the Statutes.

2. Records will be available for inspection and copying during the following office hours:

   9:00 a.m. – 12:00 noon , Monday through Friday
   1:00 p.m. – 4:00 p.m. , Monday through Friday

Cross Reference:

3. A requestor shall be permitted to use facilities comparable to those available to school district employees to inspect, copy or abstract a record.

4. The legal custodian may require supervision of the requestor during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.

5. A requestor shall be charged a fee for the cost of copying and locating records as follows:

    a. The fee for photocopying shall be $.10 per page plus $12.00 per hour clerical time.

    b. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.

    c. The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audio or video tapes shall be charged.

    d. If mailing or shipping is necessary, the actual cost thereof shall also be charged.

    e. There shall be no charge for locating a record unless the actual cost therefore exceeds $10.00 in which case the actual cost shall be determined by the legal custodian and billed to the requestor.

    f. The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds $5.00.

    g. Elected officials and employees of the school district shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.

h. The legal custodian may provide copies of a record without charge or at a reduced charge where he or she determines that waiver o reduction of the fee is in the public interest.

6. ACCESS PROCEDURES

1. A request to inspect or copy a record shall be made to the legal custodian. The request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. No request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. However, if the record is kept at a private residence or if security reasons or federal law so dictate, identification may be required. Mail requests may not be denied unless a fee prepayment is required under 1.l05(e) 6.

2. Each legal custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requestor of the authority's denial.

3. A request for a record may be denied as provided in 1.07. Oral requests may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requestor within five (5) business days of the oral denial. If a written request is denied in whole or in part, the requestor shall receive a written statement of the reasons for the denial. Written denials must include a statement informing the requestor that the denial may be reviewed by a court by mandamus under s.19.37(1) of the Statutes, or upon application to the attorney general or a district attorney.

7. LIMITATIONS ON THE RIGHT TO ACCESS

3. As provided by s.19.36 of the Statutes, the following records are exempt from disclosure under these procedures:

1. Records specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law. Pupil records are exempted as provided by 118.125 of the Statutes;

2. Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the state;

3. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection; and,

Cross Reference:

4. A record or any portion of a record containing information qualifying as a common law trade secret.

4. If a record contains information that may be made public and information that may not be made public, the authority having custody of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release.

5. A legal custodian may deny access to a record, in whole or in part, only if he or she determines that the harm to the public through disclosure of the record outweighs the public benefit of access to the record. The legal custodian shall follow the procedures in 1.06(c) and in 19.35(4) of the Statutes when the access to a record in whole, or in part, is denied.

8. DESTRUCTION OF RECORDS

4. All school district records shall be kept for a period of not less than seven years unless a shorter period is fixed by the Public Records and Forms Board under
s.16.61(3) (3) of the Statutes and except as provided in (b). This section does not apply to pupil records under s.118.25.

5. Any taped recording of a meeting by a governmental body, in s.19.82(1) and (2) of the Statutes, may be destroyed no sooner than ninety (90) days after the minutes have been approved and published if the purpose of the recording was to make minutes of the meeting.

6. Prior to destruction of any records, the Historical Society shall be notified at least sixty (60) days in advance to determine if historical interest justifies preservation of such records. The Historical Society may, upon application, waive this notice.

9. PRESERVATION OF RECORDS BY MICROFILM

The legal custodian may, subject to school board resolution, keep and preserve public records in his or her possession by means of microfilm or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set forth in s.16.61(7) of the Statutes and shall be considered original records for all purposes. Such records shall be preserved along with other files of the school district and shall be open to public inspection and copying according to the provisions of state law and these procedures.

Cross Reference:
Legal Reference:

File Code: 347

SCHOOL DISTRICT OF PRENTICE

Date Adopted: November 17, 1992 **File Sector:** Instruction
Date Revised: April 18, 2006 **Policy Title:** Student Records
Subtitle:

PROCEDURES FOR THE MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS

A. CONTENT OF RECORDS – Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available only to persons involved in the psychological treatment of a student.

1. **Progress records** maintained by the school include a statement of courses taken by the student, the student's grades, the student's immunization records, the student's co-curricular activities and the student's attendance record.

Cross Reference:

2. **Behavioral records** maintained by the school include psychological tests, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, tests relating specifically to achievement or measurement of ability, the student's physical health records other than his/her immunization records, law enforcement agency records and any other student records which are not progress records.

   a. **"Law enforcement agency records"** include those records and other information obtained from a law enforcement agency relating to: (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the District, (2) the illegal possession of a dangerous weapon by a child, (3) an act for which a District student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating any state or federal criminal laws, and (4) the act for which a juvenile enrolled in the District was adjudged delinquent. The law enforcement agency may provide such record information to the District on its own initiative or on the request of the District Administrator or designee, subject to the agency's official policy. The District may also enter into an interagency agreement with law enforcement and other appropriate agencies to provide for the routine disclosure of record information in accordance with state law provisions. If a law enforcement agency denies access to any of the aforementioned records, the District may file a petition with the court seeking access to the records based on legitimate educational or safety interests in the records. Once the law enforcement agency record information is received, the student named in the records and the parent/guardian of any minor student named in the records shall be notified of the information.

   b. "**Law enforcement unit records**" include those records maintained by a law enforcement unit of the District that were created for the purpose of law enforcement. A "law enforcement unit of the District" is an individual, office, department, division or other component of the District that is authorized by the Board of Education to do any of the following: (1) enforce any law or ordinance, or refer to the appropriate authorities a matter for enforcement of any law or ordinance against any person other than the school district, and/or (2) maintain the physical security and safety of a public school.

   c. **"Court records"** include those records received from a court clerk concerning a juvenile enrolled in the District who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (2) has been adjudged delinquent, (3) has school attendance as a condition of his/her court dispositional order, or (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.

   d. "**Physical health records**" include basic health information about a student, including the student's emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record

concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis, and

any follow-up to such test, and any other basic health information as determined by the State Superintendent of Public Instruction.

e. "**Patient health care records**" include all records relating to the health of a student prepared by or under the supervision of a health care provider which are not included in the student "physical health records" definition above.

3. **Directory data** are those student records that include the student's name, address, telephone listing, honor roll and awards received.

B. CONFIDENTIALITY - All student records are confidential, with the following exceptions:

1. **Release of Student Records to Students and Parents/Guardians**

a. A student or the parent/guardian of a minor student shall, upon request, be shown and provided with a copy of the student's progress records.

b. An adult student or the parent/guardian of a minor student shall, upon request, be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records. Such a student or parent/guardian shall, upon request, be provided with a copy of the behavioral records.

c. A parent shall have access to a student's school records regardless of whether the parent has legal custody of the child, unless the parent has been denied periods of physical placement with the child or ordered by the court.

d. Personally identifiable information from an adult student's records may be disclosed to the student's parent(s)/guardian(s), without the adult student's written consent, if the adult student is a dependent of his/her parent(s)/guardian(s) under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.

2. **Access to Student Records (Other than Patient Health Care Records) by District Staff and Other Designated School Officials**

a. Student records shall be made available to persons employed by the District who are required by the state to hold a license and to other school district officials who have been determined by the Board of Education to have legitimate educational interests, including safety interests, in the student records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including

health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a person serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.

b. Law enforcement agency record information received by the District may be made available to those school officials with legitimate educational interests, including safety interests, in the information. If law enforcement agency record information obtained by the District relates to a District student, the information may also be disclosed to those District employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic/activity code.
c. Law enforcement unit records may be made available to school officials under the same conditions as outlined above regarding access to law enforcement agency record information.
d. Court records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic/activity code.
e. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by individualized education program teams under state special education laws.

3. **Release of Student Progress and Behavioral Records (Other Than Patient Health Care Records) to Others**

a. Student records shall be disclosed at the request or order of a court. The District shall make a reasonable effort to notify the parent/guardian or adult student of a judicial order in advance of compliance therewith, except as otherwise provided by law.

b. If school attendance is a condition of a student's court dispositional order under state law, the Board shall notify the court or, if the student is under the supervision of an agency, the agency that is responsible for supervising the student within five days after any violation of the condition by the student.

c. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent/guardian shall be notified of that disclosure as soon as practicable after the disclosure.

d. A fire investigator shall be provided a copy of a student's attendance record if the fire

investigator certifies in writing that: (1) the student is under investigation for arson, (2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and (3) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.

e. The District may disclose student records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of any individual.

f. For the purpose of providing services to a student before adjudication, the Board may disclose student records to a law enforcement agency, district attorney, city attorney, corporation counsel, agency as defined in section 938.78(1) of the state statutes, intake worker under section 48.067 or 938.067 of the statutes, court of record, municipal court, private school or another school board if disclosure is pursuant to an interagency agreement and the person to whom the records are disclosed certifies in writing that the records will not be disclosed to any other person except as permitted under state law.

g. Upon the written permission of an adult student, or the parent/guardian of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portion of his/her behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parent/guardian of a minor student in the written request.

h. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency. The District shall make a reasonable effort to notify the parents/guardians or adult student of the subpoena in advance of compliance therewith, except as otherwise provided by law.

i. The District may provide the DPI or any public officer with information required under Chapters 115 to 121 of the state statutes. Upon request, the Board shall provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions.

j. Information from a student's immunization records shall be made available to state and local health officials to carry out immunization requirements.

k. Upon request, the names of students who have withdrawn from school prior to graduation shall be provided to the technical college district board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health and Family Services, the Department of Workforce Development or a county department under sections 46.215, 46.22 or 46.23 of the state statutes.

l. Annually, on or before August 15, the District shall report to the appropriate community services boards established under sections 51.42 and 51.437 the names of students who reside in the District, who are 16 years of age or older, who are not expected to be enrolled in an educational program two years from the date of the report and who may require services under sections 51.42 or

Cross Reference:

51.437 (community mental health, development disabilities, alcoholism and drug abuse). The parent(s)/guardian(s) of such students shall be contacted to obtain informed consent prior to making such a report.

m. The District shall, upon request, provide student disciplinary records necessary for purposes of open enrollment in another public school district as permitted by law. These records may include:

(1) A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;
(2) A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
(3) The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

4. **Release of Patient Health Care Records**

All student patient health care records shall remain confidential. They may be released only to persons specifically designated in state law or to other persons with the informed consent of the patient or a person authorized by the patient. Student patient health care records maintained by the District may only be released without informed consent to a District employee or agent if any of the following apply:

a. The employee or agent has responsibility for the preparation or storage of patient health care records.
b. Access to patient health care records is necessary to comply with a requirement in federal or state law.

Any record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immunodeficiency syndrome - AIDS) shall be confidential and may be disclosed only with the informed written consent of the test subject.

5. **Release of Directory Data**

Except as otherwise provided, directory data may be disclosed to any person after the school has: (a) notified the adult student or parent, legal guardian or guardian ad litem of a minor student of the categories of information which it has designated as directory data with respect to each student, (b) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent, and (c) allowed 14 days for such persons to inform the school, in writing, of all the directory data items they refuse to permit the District to designate as directory data about that student. The District will not release directory data earlier than 14 days after the initial written notice to the adult student or parent/guardian, or after the District has been restricted from doing so by any of those parties.

a. If the District has followed the notification procedure outlined above, and the parent/guardian or adult student does not object to the directory data being released, the Board Clerk or designee shall, upon request, provide the name and address of each student expected to graduate from high school in the current school year to the technical college district board.

b. If the District has followed the notification procedure outlined above, and the parent/guardian or adult student does not object to the directory data being released, the Board Clerk or designee shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation

counsel, county department under sections 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the school district for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.

c. The District shall provide, on a request made by military recruiters or institutions of higher education, access to secondary school students' names, addresses and telephone listings. A secondary school student or the parent/guardian of a student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The District shall notify parents/guardians of the option to make a request and shall comply with any request. The District shall provide military recruiters the same access to secondary school students and student directory data about such students as is provided to post-secondary schools or prospective employers.

When reviewing student directory data requests, as well as when implementing other provisions of these guidelines, consideration shall be given to applicable provisions of the public records law and the district's policy and procedures dealing with public records. As a rule, the above defined directory data will be released only to the parties in paragraph's a, b, and c above.

6. **<u>Transfer of Records</u>**

The District shall transfer to another school or school district all student records relating to a specific student if it has received written notice:

a. from an adult student or the parent/guardian of a minor student that the student intends to enroll in the other school or school district;
b. from the other school or school district that the student has enrolled; or
c. from a court that a student has been placed in a secured correctional facility, secured child caring institution or a secured group home.

Student records shall be transferred within five working days of receiving the request.

C. **MAINTENANCE, DISCLOSURE AND DESTRUCTION OF STUDENT RECORDS**

1. While students are attending school, their records will be maintained in the school of attendance. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school. Patient health care

records, law enforcement agency and law enforcement unit records shall be maintained separately from a student's other records.

2. The building principal shall have primary responsibility for maintaining the confidentiality of all student records kept at that school. Except as otherwise provided, all requests for inspection or for transfer to another school or school district should be directed to the building principal who will determine whether inspection or transfer is permitted under state and federal law and these procedures. The building principal or his/her qualified designee shall be present to interpret behavioral records when inspection is made under Section B(1)(b) above.

3. A record of each request for access to and each disclosure of personally identifiable information from the education records of a student shall be maintained with such student's records, except when the request is from or the disclosure is to the following person/party:

1. the parent/guardian or adult student;
2. a school official;
3. a party with written consent from the parent/guardian or adult student;
4. a party seeking directory data; or
5. a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed.

1. When the student ceases to be enrolled in a school operated by the District, his/her records will maintained in the guidance office.

a. Behavioral records will be maintained for no longer than one year after the student graduated from or last attended the school unless the student or his/her parent/guardian, if the student is a minor, gives permission that the records may be maintained for a longer period of time.
b. Student progress records shall be maintained indefinitely after the student ceases to be enrolled in the District.

5. The School Psychologist or Director of Special Education) shall be responsible for reviewing records of students with disabilities before they are destroyed. Parents/guardians and adult students shall be informed of information that is no longer needed to provide educational services to the student with a disability and of their right to obtain a copy of such information before it is destroyed.

D. **AMENDMENT OF RECORDS**

1. A parent/guardian or adult student who believes that information contained in the student's records is inaccurate, misleading or otherwise in violation of the student's rights of privacy may request the District to amend the records. Such request shall be addressed in writing to the school official having custody of the records. Within a reasonable time after receiving the request, the person having custody of the records shall decide whether to amend the records in accordance with the request and inform the parent/guardian or adult student of the decision.

2. If the person having custody of the records refuses to amend the records, he/she shall inform the parent/guardian or adult student of the refusal and advise him/her of the right to a hearing. The request for the hearing shall be filed in writing with the District Administrator or designee. The parent/guardian or adult student shall be given notice of the date, place and time of the hearing reasonably in advance of the hearing.

    a. The hearing shall be conducted by the District Administrator or designee, who must be someone who does not have a direct interest in the outcome of the hearing.
    b. The parent/guardian or adult student shall be afforded the opportunity to present relevant evidence and may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney.
    c. The decision of the hearing officer shall be based solely upon the evidence presented and shall include a summary of the evidence and the reason for the decision.
    d. The hearing shall be held and the parent(s)/guardian or adult student informed of the hearing officer's decision in writing within a reasonable period of time after the hearing.
    e. If the hearing officer decides that the information is inaccurate, misleading or otherwise in violation of the student's privacy rights, the education records of the student shall be amended accordingly.
    f. If the hearing officer decides that the information is not inaccurate, misleading or otherwise in violation of the student's privacy rights, the District shall inform the parent/guardian or adult student of the right to place a statement commenting upon the information in the education records and/or describing reasons for disagreeing with the decision of the hearing officer.

E. COMPLAINTS REGARDING ALLEGED NONCOMPLIANCE WITH FEDERAL REQUIREMENTS

Adult students or parents/guardians of minor students may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education for alleged District noncompliance with requirements of the federal Family Educational Rights and Privacy Act (FERPA).

Cross Reference:

F. **ANNUAL NOTICE**

Parents/guardians and adult students shall be notified annually of the following: (1) their rights to inspect, review and obtain copies of student records; (2) their rights to request the amendment of the student's school records if they believe the records are inaccurate, misleading or otherwise in violation of the student's rights of privacy; (3) their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; (4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and, (5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Parents/guardians of secondary school students shall also be notified of their option to request the district not to release the secondary school student's name, address or telephone listing to military recruiters or institutions of higher education without prior written parental consent.

The notice shall be distributed to parents/guardians and adult students at the beginning of each school year. When a student transfers into the District after the above notice has been given, the student and his/her parent(s)/guardian shall receive a copy of the notice at the time and place of enrollment.

Cross Reference: Public Records File Code: 823 Prentice Schools
Legal Reference: Family Education and Privacy Act, 20 U.S.C. Sec. 1232g, 45C.F.R. Sec. 99
Sec. 118.125, Wis. Stats, as amended by Ch. 273 laws of 1981 Sec. 115.85(4), 118.127, 146.81-146.84, 252.15, 767.24(4), and 938.396 – Wis. Stats.
Elementary and Secondary School Act (ESEA), Sec. 9528 (2001)

SCHOOL DISTRICT OF PRENTICE
Prentice High School

AUTHORIZATION FOR THE MAINTENANCE OF BEHAVIORAL RECORDS

I hereby authorize the School District of Prentice to maintain, as part of my pupil records, the following behavioral records (please check):

_____ Psychological tests, if any _____Health records

_____Personality evaluations _____Other (specify):

_____

Cross Reference:

____

____

Date______________________ Signature (student): ____________________________________

Signature (Parent or guardian if student is under age 18):

____

* *

I choose not to sign the above form and do not wish my behavioral records to be maintained more than one year after the time I graduate from, or last attend, the School District of Prentice .

Date________________________ Signature (student): __________________________________

Signature (Parent or guardian if student is under age 18):

____

File Code: 421.1

SCHOOL DISTRICT OF PRENTICE

Date Adopted: June 20, 1979
Date Revised: April 18, 2006

File Sector: Students
Policy Title: School Admissions
Subtitle: Early Admission to Kindergarten

PROCEDURES FOR EARLY ADMISSION TO KINDERGARTEN

A. Procedures

a. Application shall be made by the parent to the local school district administrator as soon as possible after kindergarten screening.

b. A personal interview shall be held to determine the parent's reasons for requesting entrance prior to the legal age. The superintendent will appoint personnel for the interview.

c. An evaluation of the child's potential to benefit from early admission to school shall be required. The evaluation shall consider emotional stability, social and mental maturity and physical health. The individual evaluation shall be conducted by a certified school psychologist in conjunction with other pupil service workers. The evaluation shall be at no cost to the parents.

d. After the evaluation in (3) has been completed, a conference shall be held with the parents to consider the appropriateness of early entrance into kindergarten.

e. The school board has the final authority for deciding whether or not the child is to be admitted to kindergarten in accordance with the conditions and standards in (B).

B. CONDITIONS AND STANDARDS

Further, pursuant to the authority vested in the State Superintendent of Public Instruction by
Section 115.28 (8), Wisconsin Statutes, the following conditions and standards are prescribed.

3. The child is superior in the full range of abilities and needs including social, emotional, physical and mental maturity; or

4. The child has been evaluated by an M Team and determined not to have an exceptional educational need, but would benefit from an early intervention program; or

Cross Reference:

5. The child successfully completed a four year old public school kindergarten.

Cross Reference:
Legal Reference: State Statutes 118.15

File Code: 421

SCHOOL DISTRICT OF PRENTICE

Date Adopted: June 20, 1979
Date Revised: April 18, 2006

File Sector: Students
Policy Title: School Admissions
Subtitle: Entrance Age

ENTRANCE AGE

The age requirements for students wishing to be admitted to 4 year old kindergarten, 5 year old kindergarten and first grade are:

1. **4 Year old kindergarteners must be 4 on or before: September 1**

2. **5 Year old kindergarteners must be 5 on or before: September 1**

3. **First graders must be six on or before: September 1**

All children wishing admission to 4 year old kindergarten, 5 year old kindergarten, or first grade must have their fourth, fifth, and sixth birthdays, respectively, on or before September 1 for each school year.

Early Admission

A child may not apply for early admission into the 4 year old kindergarten program. A child who is 4 years old and whose birth date meets the date requirements set forth above may apply to the board for early admission. Applicants for early admission must meet the standards, conditions and procedures prescribed by the State Superintendent of Public Instruction and adopted by the board.

The administration shall verify the age and resident of children enrolling in the district schools. Parents and guardians of students admitted to the districts elementary schools for the first time shall present immunization records as required by law.

Special Education Programs: Enrollment Age

Given written parental request, multidisciplinary screening will be provided to children who have reached the age of three to determine if a child has exceptional educational needs. If so, and if the parents consent in writing, resident children with EEN will be placed in an appropriate special program.

Cross Reference:
Legal Reference: Wis. Stats. s. 118.14 (1) and (2) as amended by Chapter 429, Laws of 1977
s. 115.28 as amended by Chapter 4289, Laws of 1977
s. 115.80

Cross Reference:
Legal Reference: State Statutes 118.15

File Code: 673.1

Cross Reference:

SCHOOL DISTRICT OF PRENTICE

Date Adopted: March 18, 2014 **File Sector:** Fiscal Management

Date Revised: **Policy Title:** Payment Procedures **Subtitle:** Use of District Credit Cards

USE OF CREDIT CARDS POLICY

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses. The Board, therefore, authorizes the use of District credit cards.

Credit cards shall not be used to circumvent the general purchasing procedures established by Board policy. The Board affirms that credit cards shall only be used in connection with Board approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. Under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in:

- a loss of credit card privileges,
- disciplinary action, up to and including termination,
- personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase,
- and/or possible referral to law enforcement authorities for prosecution.

The Board directs the District Administrator to determine and specify those employees authorized to use District credit cards. The District Administrator shall be responsible for giving direction to and supervising such employees' use of District credit cards.

The District Administrator shall develop administrative guidelines that specify those authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use.

SCHOOL DISTRICT OF PRENTICE 461.2
HIGHER EDUCATION TECHNICAL EXCELLENCE SCHOLARSHIP (TES)

It is the responsibility of the school board of each school district to name the 12th grade pupil in each high school who has the highest demonstrated level of proficiency in technical education subjects. ACT 60 requires the school board to designate scholars for the program to HEAB by February 25th of each year. Additionally, the student with the highest grade point average must meet all graduation requirements established by the state of Wisconsin and scholarship policies established by the School District of Prentice Board of Education. The value of the scholarship is up to $2,250 per year, to be applied towards tuition. Half of the scholarship is funded by the state, while the other half is matched by the institution. Eligibility of the scholarship does not exceed 6 semesters.

Selection Procedure

1. A student must be enrolled on a full-time basis by September 30th of the academic year following the academic year in which he or she was designated as a scholar, at a participating Wisconsin Technical College in Wisconsin.
2. No student may receive both a TES and an Academic Education Scholarship.
3. In order to be eligible, a student must exhibit interest in and planning for a technical career.

*Prior to September 1, 2017, school counselor or principal must affirm this.

Cross Reference:

*After September 2017, a student must have an academic and career plan leading to a career in technical educations s.115.28(59)

4. In order to be eligible, a student must complete at least one of the following eight eligibility items.
    A. Be a CTE Concentrator
    B. Participated in Youth Apprenticeship Program
    C. Participated in a Technical High School Diploma program
    D. Participated in a Career and Technical Training pathway
    E. Participated in Skills Standards Program
    F. Completed (or be on tract to complete) and industry recognized certification program
    G. Participated in a Career and Technical Student Organization (CTSO) in Wisconsin: FBLA, FCCLA, FFA, or SkillsUSA
    H. Complete a technical training program
5. Act 60 requires that nomination for TES scholarships be made by school districts for the student who has the highest level of proficiency in technical education subjects based on the ranking system prepared by HEAB.

*HEAB ranking system consists of ranking eligible students according to a point system reflective of course work and technical education experience.

*One point is given to a student for each credit-hour earned in high school in CTE courses.

*One point is given to a student for each year of activity in CTSO listed above.

*For purpose of assigning a ranking among eligible candidate, credit hours in process at the time of nomination should be counted toward the number of credits earned.

Tie Breaking Method

When students emerge from the point system with tied scores, CTE grades become the tie-breaker. The grades used for this purpose are only those grades earned in CTE courses, not a student's overall grade point.

Alternate Designation

As per the 2015 Wisconsin Act 60, the School District of Prentice is required to designate alternate technical excellence scholars. The following criteria for the designation will be used:

1. In the event of a tie with the highest grade point average, the application of the tie breaking procedure indicated above in the "Tie Breaking Method," will be applied to determine the alternate(s).

2. In situations where there is not a tie for the highest level of proficiency in technical education subjects and the tie-breaking procedure is not used, the board will designate any remaining seniors with the next highest level of pr0ficiency in technical education subjects. Alternate scholars will be certified in order of priority.

Student Requirements

1. The students must be citizens of Wisconsin, legally residing in the U.S. in good standing with selective service.
2. The student is responsible to complete an academic and career plan leading to a career in technical education.
3. The student is responsible to apply to a Wisconsin Technical School at his or her own expense.

The building principal is responsible for communicating these requirements to all students annually via the student handbook or other appropriate means.

References: Wisconsin Act 60

Adopted: First Reading: November 18, 2014

The School District of Prentice does not discriminate on the basis of age, sex, race, color, religion, national origin (including limited English proficiency) ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical disability, mental disability, emotional disability, learning disability, or any other reason prohibited by law.

Cross Reference:

General Records Schedule
Wisconsin Public School District and Related Records
Approved by the Public Records Board:
March 20, 2023
Expiration: March 20, 2033

I. Scope

This schedule governs the records retention obligations of state agencies pursuant to Wis. Stat. § 16.61, and applies to "public records" as defined in Wis. Stat. § 16.61(2)(b). These "public records" are referred to as "records" in this schedule.

This schedule covers records created and used in the operation of Wisconsin public school districts. This general records schedule provides retention periods for records common to all school districts and denotes records of historical importance.

The schedule is applicable to all records regardless of format or media.

This general schedule may *not* include records which are unique to the mission of a single government unit. Records that are unique to the mission of a specific government unit require a separate Records Disposition Authorization (RDA). The department or institution is responsible for creating a RDA that must be submitted to, and approved by, the Public Records Board (PRB).

See the Introduction to General Records Schedules for additional information about how to use this schedule. In particular please review the restrictions on conditions that might preclude the authorized destruction of documents in the normal course of business including open records requests, ongoing legal holds, or audits currently underway or known to be planned.

This schedule goes into effect upon final approval by the Public Records Board.

II. Records Format

Records covered in this schedule may be in paper, electronic, or other formats. Electronic format examples include those created or transmitted via e-mail, data contained in database systems, and tapes/cartridges. To safeguard the information contained in records maintained *exclusively* in electronic format, agencies must meet the standards and requirements for the management of electronic records outlined in Wis. Admin. Code ch. Admin 12.

III. Personally Identifiable Information

Cross Reference:
Wisconsin law requires authorities to specifically identify certain record series within a general records schedule that contain Personally Identifiable Information (PII). Wisconsin Stat. § 19.62(5) defines PII broadly as "information that can be associated with a particular individual through one or more identifiers or other information or circumstances." Despite this broad definition, Wis. Stat. § 16.61(3)(u)(2) , requires that record series within a schedule containing the following types of PII need not be identified as such: a) the results of certain computer matching programs; b) mailing lists; c) telephone or e-mail directories; d) record series pertaining exclusively to agency employees; and e) record series that contains PII incidental to the primary purpose for which the records series was created, and f) those relating to state agency procurement or budgeting. If in doubt as to whether a specific record series contains PII, check with your agency legal counsel.

IV. Confidentiality of Records
Most records are not confidential and are open to public disclosure, however, there are exceptions. This GRS will identify any record series that may contain information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute, administrative rule, or other legal authority that so requires. If in doubt as to whether or not a specific record, or content in that record, is confidential, check with your agency legal counsel. A record series should be identified as confidential even if not all records in the series contain confidential information and not all parts of records covered by the series are confidential.

V. Superseded Record Series
"Superseded" means that a new record series or RDA number has been used to cover records that were previously identified differently. The last column in the following GRS table titled "Previous RDA Number (if applicable)" provides a cross walk between new and any superseded RDA numbers. When revising a GRS, an attempt is made to retain the previous RDA number, providing the underlying records remain the same.

VI. Closed Record Series

When revising a GRS it is common for some previously included record series to be closed. The “Closed Series” section lists series containing records that are no longer created, nor are they expected to be in the future. See the “Closed Series” section included in this document.

VII. Revision History

See the “Revision History” section for a listing of changes to this GRS

VIII. Additional Schedules

School Districts should adopt General Records Schedules to augment the Public School Records GRS. These additional schedules have been approved by the PRB for state agency and local unit of government use. Information on adopting schedules can be found on the PRB Counties and Municipalities Resource Webpage.

To adopt the Schedule:

- • Submit the original and two copies of the Notification of General Schedules Adoption (PRB-002) form to:

State Archivist
Wisconsin Historical Society
816 State St.
Madison, WI 53706

- • Complete one (PRB-002) form for each unique GRS.
- • A signed copy will be returned once the form is approved by The Wisconsin Public Records Board (PRB).

Cross Reference:

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
School Board and Administrative Records								
PUBSC100	School Board and School Board Committee Meeting Materials - Open Session	Official written minutes and agenda packets for meetings held in open session per Wisconsin Open Meetings Law, Wis. Stat. §§ 19.81 to 19.98.	Yes	No	Permanent	Retention Justification: These records contain historical information used to make current and future decisions.	This does not include Ad Hoc or Board Appointed citizen committees. This does not include audio or video recordings of board meetings.	1.1.1, 1.1.2

PUBSC120	School Board and School Board Committee Meeting Materials - Closed Session	Official written minutes and agenda packets for meetings held in closed session per exceptions to the Wisconsin Open Meetings Law, Wis. Stat. §§ 19.35(1)(a) and 19.85(1).	Yes	Yes Wis. Stat. §§ 19.35(1)(a) and 19.85(1)	Permanent	Retention Justification: These records contain historical information used to make current and future decisions.	School board minutes related to specific students, including expulsion hearing minutes, are to be governed under SCH400. This does not include audio or video recordings of board meetings.	
RDA Number	**Record Series Title**	**Series Description**	**PII (See III. above)**	**Confidential (See IV. above)**	**Minimum Retention and Disposition**	**Event Description**	**Examples/ Notes**	**Previous RDA Number (if applicable)**

Cross Reference:

PUBSC140	Public Correspondence – Policy Related	Policy-related correspondence received by the school board or provided to the public regarding issues or concerns of general applicability to a school or school district.	May include PII	Yes Wis. Stat. § 118.125; FERPA	Event+10 years and destroy confidential	Event is end of school year.	This does not include any formal legal opinion. This does not include complaints made to the school board that involve specific students or situations not generally applicable to school district policy.	
School District Historical Records								
PUBSC160	Referendum Results	Official results of a referendum presented to voters in an election.	No	No	Permanent	Retention Justification: These records contain historical information used to make current and future decisions.		1.1.12

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC180	School District Boundary Acknowledgements	Acknowledgements of organization orders and descriptions of boundaries and boundary changes provided by the Dept. of Public Instruction.	No	No	Permanent	Retention Justification: These records contain historical information used to make current and future decisions.		1.2.1
PUBSC200	Historical Materials and Artifacts	Records documenting significant events or milestones of individual schools and school districts. Records may include but are not limited to award lists, commencement programs, honor roll lists, student newspapers, and yearbooks/annuals.	May include PII	May include confidential information per Wis. Stat. § 118.125; FERPA	Permanent	Retention Justification: These records contain information with historic value.	These events are not documented in other records such as board minutes or student transcripts.	6.1.1, 6.1.2
Transportation Records								
PUBSC220	Parent or Other School District Transportation Contracts	Individually negotiated contracts for transporting students outside of standard district provided transportation.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+1 year and destroy confidential	Event is date of the end of the school year.		1.3.1

Cross Reference:

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC240	Transportation Aid Records	Records related to board approved bus routes that determine transportation aid school districts receive from the Dept. of Public Instruction. Records may include but are not limited to main bus route listing including all stops made and the students being picked up at each stop.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+4 years and destroy confidential	Event is date of the end of the school year.		1.3.6
Reporting Records								

PUBSC260	Reporting to the Department of Public Instruction	Records related to fulfilling school district reporting requirements set forth by the Department of Public Instruction per Wis. Stat. § Ch. 118 where not covered by a more specific records series. Records may include but are not limited to reports, supporting documentation, confirmation of submission, correspondence, inquiries, revisions, and corrections.	May include PII	May include confidential information per Wis. Stat. § 118.125; FERPA	Event+5 years and destroy confidential	Event is date report is certified by DPI.		1.3.8, 1.4.1, 1.4.2, 1.4.3, 1.4.4, 1.5.5, 1.5.9, 1.5.15, 1. 5.16, 2.2.1, 2. 2.2, 2.2.3, 2.2.4, 2.2.5, 2.2.6, 2.2.7, 2.2.8, 2.2.10, 2.2.11, 2.2.22, 2.2.24, 2.2.39, 2.2.41, 4.1.2, 4.1.8, 4.1.9, 4.1.10, 4.1.11, 4.1.12, 4. 1.13, 5.1.3, 5. 2.12, 5.2.13, 5.2.14, 5.2.15, 5.2.16, 5.2.18, 5.2.20
RDA Number	**Record Series Title**	**Series Description**	**PII (See III. above)**	**Confidential (See IV. above)**	**Minimum Retention and Disposition**	**Event Description**	**Examples/ Notes**	**Previous RDA Number (if applicable)**

Cross Reference:

PUBSC280	Reporting to Enforcement Agencies	Reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Wisconsin Department of Health or local law enforcement and animal control agencies.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+5 years and destroy confidential	Event is date report is submitted.		4.3.4
Management of Student Records								
PUBSC300	Record of disclosure of pupil record	Listing of each time a record was disclosed with reason, date, and to whom. FERPA Records of Access to Information Record of each request to access to and each disclosure of personally identifiable information from the educational records of a student. Records may include but are not limited to documentation of requests from and disclosure to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory data. Documentation of requests from and disclosures to any party not referenced above.	Yes	Yes 34 C.F.R. 99.32, 34 C.F.R. 300.614	Event+0 years and destroy confidential	Event is date underlying disclosed public record is no longer retained.		4.3.8

PUBSC320	Protest of Record Statements	Statements by parents or eligible students commenting on contested information in a student record or stating why they disagree with a district's decision not to amend a record, or both.	Yes	Yes 34 C.F.R. 99.21	Event+0 years and destroy confidential	Event is date underlying contested public record is no longer retained.		4.4.0

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
Student Records								
PUBSC340	Full-time Open Enrollment Program Records	Open enrollment applications, nonresident and resident district notice of approval or denial, and notice of assignment and intent to attend. Retention is outlined in PI 36.08 (4)	Yes	Yes Wis. Stat. § 118.125	Event+3 years and destroy confidential	Event is date student application is rejected, the student declines enrollment, or the student is no longer enrolled in the nonresident district, whichever is later.		4. 1.4, 5.2.1, 5. 2.2, 5.2.3, 5.2.4, 5.2.8

Cross Reference:

PUBSC380	Custody Documents	Records documenting legal custody of a student.	Yes	Yes Wis. Stat. § 118.125(1)(a)	Event+1 year and destroy confidential.	Event is date student graduates or withdraws from district or date superseded by a subsequent order.		4.4.1

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)

Cross Reference:

PUBSC400	Behavioral Records	Per Wis. Stat. § 118.125(1)(a) behavioral records include all pupil records that are not identified by a more specific RDA, including but not limited to, psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil's behavior, tests relating specifically to achievement or measurement of ability, law enforcement records, and the pupil's physical health records. Records may include but are not limited to: -Enrollment and registration forms -Records of transfers of pupil records -Physical Health Records • Basic health information • Emergency medical card • Log of first air and medicine administered • Accident reports • Athletic permit card • Routine screening test results such as hearing, vision, or scoliosis • Records concerning ability to participate in an education program • Immunization exclusion verification -Disciplinary records • Disciplinary file, expulsion and suspension reports • Assault against staff reports	Yes	Yes. Wis. Stat. § 118.125; FERPA	Event+1 year and destroy confidential .	Event is date of creation.	Does not include immunization records or any lead screening records required under s. 254.162. Per Wis. Stat. § 118.125(3), no behavioral record may be maintained for more than one year after the pupil ceases to be enrolled in the school, unless the pupil specifies in writing that his or her behavioral records may be maintained for a longer period.	1.3.3, 1.3.7, 4.1.1, 4.1.3, 4.1.6, 4.2.2, 4.3.2, 4.3.3, 4.4.3, 4.4.4, 4.4.6, 4.4.7, 5.1.4

		-504 records						

Cross Reference:

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC410	Student Expulsion Order	An order expelling a pupil issued under Wis. Stat. §§ 119.25 or 120.13(1).	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+0 and destroy confidential	Event is date the order is no longer in effect.		4.4.5
PUBSC420	Progress Records	Per Wis. Stat. § 118.125(1)(c) progress records may include but are not limited to pupil's grades, a statement of the courses the pupil has taken, the pupil's attendance record, the pupil's immunization records, any lead screening records, records of the pupil's school extracurricular activities, teacher grade book, and athletic records.	Yes	Yes Wis. Stat. § 118.125(2)	Event+5 years and destroy confidential .	Event is date student graduates or withdraws from district.		4.1.5, 4.1.14, 4.1.15, 4. 2.1, 4.2.1.1, 4.2.1.2, 4.2.1.3, 4.2.1.4, 4.2.1.5, 4.2.1.6
PUBSC440	Individuals with Disabilities Education Act (IDEA) Records	Records pertaining to compliance with the Individuals with Disabilities Education Act. Records may include but are not limited to individualized education programs (IEPs), progress reports, test reports, assessments and evaluations, functional behavioral assessments (FBAs), behavioral intervention plans (BIPs), manifestation determinations.	Yes	Yes Wis. Stat. § 118.125; FERPA; IDEA	Event+1 year and destroy confidential .	Event is date student graduates or withdraws from district.	See note below.	4.5.0, 4.5.1, 4.5.2

NOTE for SCH440:

Under federal law, recipients of federal funds must maintain certain records for financial or program audit purposes. These records include a child's IEP Team evaluation reports, IEPs and placement notices. The records must be kept for the current fiscal year plus four more years.

Under the IDEA, a school district must inform the parents of a child with a disability when personally identifiable information is no longer needed to provide educational services to the child. The notice would normally be given at the time the child graduates or otherwise ceases to be enrolled in the school district. The purpose of the notice is to alert parents that certain pupil records may be needed for proof of eligibility for benefits or other purposes. The personally identifiable information that is no longer needed must be redacted or otherwise removed at the request of the parent. Otherwise, as noted above, under state law the information may be maintained for only one year after the child graduates or otherwise ceases to be enrolled, unless the parent or adult pupil specifies in writing that the records may be maintained for a longer period of time. [34 CFR. 300.373 or 300.573]

Therefore, the department recommends that when a child graduates or otherwise ceases to be enrolled, the district obtains the permission of the parent or adult pupil to maintain IEP team evaluation reports, IEPs, and placement notices for the current fiscal year plus four more years for audit purposes. If the parent requests destruction of the records or will not grant permission to maintain the records for five years, then the Office of Special Education Program (OSEP), U.S. Department of Education, recommends removing the personal identifiers from the records. Once personal identifiers are removed, the records are not pupil records and may be maintained until they are no longer needed to satisfy the federal record maintenance requirement.

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)

Cross Reference:

PUBSC460	Patient Health Care Records	Per Wis. Stat. § 146.81(4) patient health care records mean all records related to the health of a patient prepared by or under the supervision of a health care provider; and all records made by an ambulance service provider or an emergency medical services practitioner administering emergency care procedures to and handling and transporting sick, disabled, or injured individuals. Records may include but are not limited to: -Treatment records from health care providers including mental health providers -Parent's requests and physician's authorization for specialized health care -Billing statements and invoices for treatment or services provided by a health care provider	Yes	Yes Wis. Stat. §§ 146.81(4), 118.125(2m)(a), FERPA	Event+1 year and destroy confidential	Event is date of creation.	These records do not include physical health records maintained by a school under Behavioral Records.	4.3.1, 4.3.5, 4.3.6

PUBSC480	High School Transcripts and Degrees/Awards	Official high school transcripts and listings of any other degrees/awards received while in high school.	Yes	Yes Wis. Stat. § 118.125; FERPA	Permanent	Retention Justification: These records contain historical information used to make current and future decisions.		4.2.1.9

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)
PUBSC500	4K-8 Report Cards	Report cards received while in elementary and middle school.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+5 years and destroy confidential	Event is date student graduates or withdraws from district.		4.2.1.8
School Library Records								
PUBSC520	School Library Media Plans	Library program plan created to meet requirements of Wisconsin Administrative Code PI § 8.01(2)(h).	No	No	Event+1 year and destroy	Event is date plan is superseded.		

Cross Reference:

PUBSC540	Circulation Records	Records documenting the loan of library materials by students and school staff.	May include PII	May include confidential information per Wis. Stat. § 118.125; FERPA	Event+0 and destroy confidential	Event is date item is returned or the item is noted as lost.		
PUBSC560	Library Use Reports	Records documenting the use of library materials, equipment, services, and space by students and school staff.	No	No	Event+1 year and destroy	Event is date report is superseded.		

PUBSC580	Overdue Notices	Notices sent to students and school staff to remind them to return borrowed items.	May include PII	May include confidential information per Wis. Stat. § 118.125; FERPA	Event+0 and destroy confidential	Event is date item is returned or the item is noted as lost .		

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	Examples/ Notes	Previous RDA Number (if applicable)

Food Service Records

Cross Reference:

PUBSC600	Food Service Program Records	Records related to food and nutrition programs including the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, Special Milk Program, Wisconsin School Day Milk Program, and Elderly Nutrition Program. Records may include but are not limited to contracts and agreements, food and nutrition program contracts, policy statements, and applications with DPI, applications for free and reduced price meals, direct certification reports, and verification summary and documentation, daily participation/meal count records by district and by building, food service financial records, monthly claim worksheets for each food nutrition program, sales records for food and nutrition programs, and sales records for non-program foods, monthly food inventory records, menus/food production records, professional standards training and civil rights training compliance records, and complaints regarding USDA programs.	No	No	FIS+3 years and destroy	Event end of fiscal year.		2.2.34.1, 2.2.34.4, 2.2.34.5, 2.2.34.6, 2.2.34.7, 2.2.34.8, 2.2.34.9, 2.2.34.10, 2.2.45, 2.2.46, 2.2.47
PUBSC620	Free and Reduced-Price Eligibility Records	Records related to a student's eligibility to receive free or reduced lunch.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+3 years and destroy confidential	Event is the end of the federal fiscal year.		2.2.34.2
RDA Number	**Record Series Title**	**Series Description**	**PII (See III. above)**	**Confidential (See IV. above)**	**Minimum Retention and Disposition**	**Event Description**	**Examples/ Notes**	**Previous RDA Number (if applicable)**

PUBSC640	School Nutrition Procurement Contract and Agreement Records	Food service procurement records may include but are not limited to bids (successful and unsuccessful), the food service management company contracts, and the joint and vendor agreements for food, equipment, and supplies.	No	No	Event+6 years and destroy	Event is date contract expires or the final payment is recorded, whichever occurs first.		2.2.34.3
School Finance Records								
PUBSC660	School District Debt Documentation	Records documenting debt owed by a school district in the form of longterm bonds, long-term and shortterm notes, and land contracts. Records may include but are not limited to indebtedness statements and notifications, approved state trust fund applications, certificates of bond sales, schedules of bond retirements, and cancelled bond of indebtedness and interest.	No	No	Event+7 years and destroy	Event is date debt is paid off or cleared.		2. 2.27, 2.2.27.1, 2.2.27.2, 2.2.27.3, 2.2.27.4, 2.2.27.5, 2.2.27.6, 2.2.27.7, 2.2.28
PUBSC680	State Tuition Claim Documentation	Records relating to filing a state tuition claim from the state to Wisconsin school districts for enrolling students who reside in eligible facilities defined by Wis. Stat. § 121.79. Records may include but are not limited to reports, supporting documentation, confirmation of submission, correspondence, inquiries, revisions, and corrections.	Yes	Yes Wis. Stat. § 118.125; FERPA	Event+1 year and destroy	Event is date of final audit of claims.		2.2.37, 2.2.38

Cross Reference:

PUBSC700	Tuition Waiver Records	Records documenting a request for tuition waiver due to move.	Yes	Yes Wis. Stat. § 118.125	Event+3 years and destroy confidential	Event is date waiver is approved.		5.2.5, 5.2.6, 5.2.7

Closed Series A closed series contains records that are no longer created, nor are they expected to be in the future.			
RDA Number	**Record Series Title**	**Minimum Retention and Disposition**	**Rationale**
1.5.3	ESEA NCLB Assurances (PI-9550-Assurances	7 years	Obsolete
1.5.4	Title I Paraprofessional Compliance School Report Summary (PI9550-II-BB)	7 years	Obsolete
1.5.7	VEERS Composite Enrollment Report (PI-1330-R)	5 years	Obsolete
1.5.8	Vocational Student Concentrator Completer Graduate Follow-up Survey (PI-1335-VEERS)	5 years	Obsolete
1.5.12	Grant Application: Alcohol and Other Drug Abuse Grant (PI-1816)	5 years	Obsolete
1.5.13	State AODA Grants Renewal Form (PI-1813)	5 years	Obsolete
1.5.14	State AODA Grants End of Year Report	5 years	Obsolete
2.2.9	Regular Tuition Reports (PI-1514)	Permanent	Obsolete
2.2.20	District Equalization Valuation Report	7 years	Records maintained by the Wisconsin Dept. of Revenue.
2.2.21	State Aid Computation Cards (PI-1519)	7 years	Obsolete
2.2.23	State Aid Payment Vouchers (PI-1518)	7 years	Obsolete
2.2.25	Common School Fund Voucher	7 years	Obsolete

2.2.26	State Superintendent Acknowledgment of District Boundary Changes	7 years	Obsolete
2.2.40	Notification to Exceed Revenue Limits (PI-1572-B)	Permanent	Obsolete
2.2.44	District Development Levels Aligned to Grades in PI 34.27.29 (PI1675)	Permanent	Obsolete

4.1.7	Application for Driver Education Certificates (PI-1715)	1 year	Obsolete
4.3.7	Family Educational Rights and Privacy Act (FERPA) Access Policies	Until superseded	Not a school district record.

Closed Series A closed series contains records that are no longer created, nor are they expected to be in the future.			
RDA Number	**Record Series Title**	**Minimum Retention and Disposition**	**Rationale**
5.2.11	State AODA Grants: AODA Program Interim Report (PI-7101/PI7102)	4 years after end of project	Obsolete

Revision History A listing of changes to this GRS.			
Revision Date	**RDA Number**	**Record Series Title**	**Revision Made**
02/2023	1.1.3	Citizens Advisory Committee Meeting Minutes	Supersede with Administrative Records GRS.
02/2023	1.1.4	Management Team Meeting Minutes	Supersede with Administrative Records GRS.
02/2023	1.1.5	Reports to the School Board	Supersede with Administrative Records GRS.
02/2023	1.1.6	School Board Policies and Procedures	Supersede with Administrative Records GRS.
02/2023	1.1.7	School Board Correspondence	Supersede with Administrative Records GRS.
02/2023	1.1.8	Management Guidelines	Supersede with Administrative Records GRS.
02/2023	1.1.9	Legal Opinions	Supersede with Municipal Records GRS.
02/2023	1.1.10	Notice of Meetings	Supersede with Administrative Records GRS.
02/2023	1.1.11	Petitions	Supersede with Municipal Records GRS.
02/2023	1.1.13	Complaints to the School Board	Supersede with Administrative Records GRS.
02/2023	1.1.14	Newsletters/Bulletins	Supersede with Administrative Records GRS.
02/2023	1.1.15	Special Project Studies/Reports/Strategic Plans/Task Force Reports	Supersede with Administrative Records GRS.
02/2023	1.1.16	Management Correspondence/Memos	Supersede with Administrative Records GRS.
02/2023	1.1.17	Election Notices	Supersede with Municipal Records GRS.
02/2023	1.1.18	Election Petitions	Supersede with Municipal Records GRS.
02/2023	1.1.19	Election Poll Lists	Supersede with Municipal Records GRS.
02/2023	1.1.20	Election Tally	Supersede with Municipal Records GRS.

02/2023	1.1.21	Election Tally Books and Returns	Supersede with Municipal Records GRS.

02/2023	1.1.22	Election Canvassing	Supersede with Municipal Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	1.1.23	Election Registrations	Supersede with Municipal Records GRS.
02/2023	1.2.2	Architecture Building Blueprints	Supersede with Facilities Records GRS.
02/2023	1.2.3	Building and Site Data Books	Supersede with Facilities Records GRS.
02/2023	1.2.4	Tools and Equipment Inventory	Supersede with Fiscal and Accounting Records GRS.
02/2023	1.2.5	Specification	Supersede with Facilities Records GRS.
02/2023	1.2.6	Building Permits	Supersede with Facilities Records GRS.
02/2023	1.2.7	Electrical Information	Supersede with Facilities Records GRS.
02/2023	1.2.8	Maintenance Requests	Supersede with Facilities Records GRS.
02/2023	1.2.9	Abstract/Deeds/Title Papers/Mortgages	Supersede with Facilities Records GRS.
02/2023	1.2.10	Chemical Wastes Manifest (including asbestos and radon checks)	Supersede with Risk Management Records GRS.
02/2023	1.3.2	Bus Transportation Contract	Supersede with Purchasing and Procurement Records GRS.
02/2023	1.3.4	Financial Statement for Out-of-District Field Trips	Supersede with Fiscal and Accounting Records GRS.
02/2023	1.3.5	Bus Rules/Policy	Supersede with Administrative Records GRS.
02/2023	1.5.1	ESEA Consolidated Application (PI-9550)	Supersede with Administrative Records GRS.

02/2023	1.5.2	ESEA Affirmation of Consultation with Private School Officials (PI-9550AC)	Supersede with Administrative Records GRS.
02/2023	1.5.6	Carl Perkins Basic Grant Application (PI-1303)	Supersede with Administrative Records GRS.

02/2023	1.5.10	Title I Part C – Education of Migratory Children Local Project Application – Summer (PI-1730)	Supersede with Administrative Records GRS.
02/2023	1.5.11	Title I Comparability Report (PI-1753)	Supersede with Administrative Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	2.1.1	Purchase Requisition	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.1.2	Purchase Orders	Supersede with Purchasing and Procurement Records GRS.
02/2023	2.1.3	Bids & Contracts	Supersede with Purchasing and Procurement Records GRS.
02/2023	2.1.4	Performance Guarantee/Warrant of Vendor	Supersede with Purchasing and Procurement Records GRS.
02/2023	2.1.5	Vacation/Personal Leave Records	Supersede with Payroll Records GRS.
02/2023	2.1.6	W-2 Forms	Supersede with Payroll Records GRS.
02/2023	2.1.7	W-4 Forms	Supersede with Payroll Records GRS.
02/2023	2.1.8	Social Security Report	Supersede with Payroll Records GRS.
02/2023	2.1.9	Retirement Reports	Supersede with Payroll Records GRS.
02/2023	2.1.10	Enrollment Cards	Supersede with Payroll Records GRS.

02/2023	2.1.11	Disability Insurance	Supersede with Payroll Records GRS.
02/2023	2.1.12	Life Insurance	Supersede with Payroll Records GRS.
02/2023	2.1.13	Health/Dental Insurance	Supersede with Payroll Records GRS.

02/2023	2.1.14	Tax Sheltered Annuity	Supersede with Payroll Records GRS.
02/2023	2.1.15	United Way Contributions	Supersede with Payroll Records GRS.
02/2023	2.1.16	Union Dues	Supersede with Payroll Records GRS.
02/2023	2.1.17	Payroll Distribution Report	Supersede with Payroll Records GRS.
02/2023	2.1.18	Payroll Deduction Report	Supersede with Payroll Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	2.1.19	Additional Pay Authorization Forms	Supersede with Payroll Records GRS.
02/2023	2.1.20	Insurance Reports and Bills	Supersede with Payroll Records GRS.
02/2023	2.1.21	Absence Report/Time Sheets	Supersede with Payroll Records GRS.
02/2023	2.1.22	State and Federal Tax Reports	Supersede with Payroll Records GRS.
02/2023	2.1.23	Stop Payments	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.1.24	Cancelled Payroll Checks	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.12	Annual Audit Reports	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.13	Disbursement and Receipt Journal	Supersede with Fiscal and Accounting Records GRS.

02/2023	2.2.14	General Ledger – All Funds	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.15	Fund Ledger Cards	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.16	Canceled General Voucher Checks	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.17	Monthly Bank Statements	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.18	Monthly Reconciliation Ledger	Supersede with Fiscal and Accounting Records GRS.

02/2023	2.2.19	Bank Deposit Receipts	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.29	Invoices	Supersede with Fiscal and Accounting Records GRS.
02/2023	2.2.30	Short-Term Contracts for Contest Officials (e.g., spelling bee, Academic Decathlon, etc.)	Supersede with Human Resources Records GRS.
02/2023	2.2.31	Short-Term Contracts for Athletic Officials (seasonal referee, etc.)	Supersede with Human Resources Records GRS.
02/2023	2.2.32	Insurance Policies	Supersede with Human Resources Records GRS.
02/2023	2.2.33	Damage and Loss Reports	Supersede with Risk Management Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	2.2.35	Grant Applications – Successful ++	Supersede with Administrative Records GRS.
02/2023	2.2.36	Grant Applications – Unsuccessful	Supersede with Administrative Records GRS.
02/2023	2.2.42	Mentoring Grant for Initial Educators (PI-1640)	Supersede with Administrative Records GRS.
02/2023	2.2.43	Peer Review and Mentoring Grants (PI-1653)	Supersede with Administrative Records GRS.
02/2023	3.1.1	Teaching Certificates (Including permits and certifications)	Supersede with Human Resources Records GRS.

02/2023	3.1.2	Transcript of College Credit	Supersede with Human Resources Records GRS.
02/2023	3.1.3	Certified Staff Certificates of Previous Experience	Supersede with Human Resources Records GRS.
02/2023	3.1.4	Evaluation Records	Supersede with Human Resources Records GRS.
02/2023	3.1.5	Individual Teaching Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.6	Other Individual Employment Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.7	Applications (Hired)	Supersede with Human Resources Records GRS.
02/2023	3.1.8	Applications (Not Hired)	Supersede with Human Resources Records GRS.
02/2023	3.1.9	Immigration and Nationalization Services INS-9 Forms	Supersede with Human Resources Records GRS.
02/2023	3.1.10	Staff Accident Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.10.1	Injury Claims	Supersede with Human Resources Records GRS.
02/2023	3.1.10.2	Workers Compensation	Supersede with Human Resources Records GRS.
02/2023	3.1.10.3	Public Liability	Supersede with Human Resources Records GRS.
02/2023	3.1.10.4	Settlements	Supersede with Human Resources Records GRS.
02/2023	3.1.11	Medical Records	Supersede with Human Resources Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	RDA Number	Record Series Title	Revision Made
02/2023	3.1.11.1	Physical Examinations	Supersede with Human Resources Records GRS.
02/2023	3.1.11.2	TB Tests	Supersede with Human Resources Records GRS.
02/2023	3.1.12	Health & Dental Insurance Waivers	Supersede with Human Resources Records GRS.

02/2023	3.1.13	Affirmative Action Files	Supersede with Human Resources Records GRS.
02/2023	3.1.14	Arbitration Decisions – Negotiator	Supersede with Human Resources Records GRS.
02/2023	3/1/2023	Athletic Activity Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.16	Classification Studies – Description of job duties of individual school district positions.	Supersede with Human Resources Records GRS.
02/2023	3.1.17	Disability Insurance Claims – Claims filed by employees for disability insurance program.	Supersede with Human Resources Records GRS.
02/2023	3.1.18	Eligibility Register – List of job applicants who have qualified for positions within district.	Supersede with Human Resources Records GRS.
02/2023	3.1.19	Employee Deficiency/Termination Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.20	Equal Employment Opportunity Reports/Summary Data Reports sent to Federal Government	Supersede with Human Resources Records GRS.
02/2023	3.1.21	Fair Labor Standards Act – Salary schedules, employee classification, compensation periods, work schedules/periods	Supersede with Human Resources Records GRS.
02/2023	3.1.22	Grievance Files – Employee grievances and/or complaints filed under a labor agreement or personnel rules. This also relates to arbitration files and related court cases.	Supersede with Human Resources Records GRS.
02/2023	3.1.23	Insurance Certificates and Policies	Supersede with Human Resources Records GRS.
02/2023	3.1.24	Insurance Premium Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.25	Insurance Working Files	Supersede with Human Resources Records GRS.

Revision History A listing of changes to this GRS.			
Revision Date	**RDA Number**	**Record Series Title**	**Revision Made**

02/2023	3.1.26	Labor Union – Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.27	Labor Union – Disputes	Supersede with Human Resources Records GRS.
02/2023	3.1.28	Labor Union – Negotiations Minutes	Supersede with Human Resources Records GRS.
02/2023	3.1.29	Non-Union Salary Determination – Annual salary schedules for all non – union employees.	Supersede with Human Resources Records GRS.
02/2023	3.1.30	OSHA – Employee Accident Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.31	OSHA – Employee Exposure Records	Supersede with Human Resources Records GRS.

02/2023	3.1.32	OSHA – Employee Medical Records	Supersede with Human Resources Records GRS.
02/2023	3.1.33	Performance of Work Contracts	Supersede with Human Resources Records GRS.
02/2023	3.1.34	Personnel Files	Supersede with Human Resources Records GRS.
02/2023	3.1.35	Personnel files – Summer School	Supersede with Human Resources Records GRS.
02/2023	3.1.36	Personnel and Promotion List	Supersede with Human Resources Records GRS.
02/2023	3.1.37	Position Recruitment File	Supersede with Human Resources Records GRS.
02/2023	3.1.38	Requisition for Personnel	Supersede with Human Resources Records GRS.
02/2023	3.1.39	Substitute Teacher Reports	Supersede with Human Resources Records GRS.
02/2023	3.1.40	Unemployment Claims/Compensation	Supersede with Human Resources Records GRS.
02/2023	3.1.41	Summons/Pleadings, Other Legal Documents	Supersede with Human Resources Records GRS.
02/2023	3.1.42	Notices of Claims	Supersede with Human Resources Records GRS.
02/2023	4.1.16	Lesson Plans	Supersede with Administrative Records GRS.
02/2023	5.1.1	Special Education Plan/Claim (PI-2199 or equivalent)	Supersede with Administrative Records GRS.

Revision History A listing of changes to this GRS.			
Revision Date	**RDA Number**	**Record Series Title**	**Revision Made**
02/2023	5.1.2	IDEA Application/Plan (PI-2111)	Supersede with Administrative Records GRS.
02/2023	5.1.2.1	Flow-Through Funds	Supersede with Administrative Records GRS.
02/2023	5.1.2.2	Discretionary Funds	Supersede with Administrative Records GRS.
02/2023	5.1.2.3	Local Educational Agency Transfer Funds	Supersede with Administrative Records GRS.
02/2023	5.1.2.4	Preschool Entitlement Funds	Supersede with Administrative Records GRS.
02/2023	5.1.2.5	Preschool Discretionary Funds	Supersede with Administrative Records GRS.
02/2023	5.1.5	National Instructional Materials Access Center and Accessibility Standard Statement of Assurance (PI-2194)	Supersede with Administrative Records GRS.
02/2023	5.2.19	Application to Offer GED Option #2 (PI-8201)	Supersede with Administrative Records GRS.
02/2023	5.2.21	Local Use Form; Homeless Student Identification (PI-Q03-8)	Supersede with Administrative Records GRS.
02/2023	5.2.9	Alternative Education Program Grant Application (PI-9710)	Supersede with Administrative Records GRS.
02/2023	5.2.10	Disproportionality Application (PI-8801)	Supersede with Administrative Records GRS.
02/2023	5.2.17	High Cost Special Education Initiative Claim Form (Pi-1570)	Supersede with Administrative Records GRS.