

**GERMANTOWN SCHOOL DISTRICT  
NOTICE OF BOARD OF EDUCATION MEETING  
District Administrative Offices - Board Room  
N104 W13840 Donges Bay Road  
Germantown, WI 53022**

**July 23, 2018  
7:00 p.m.**

**AGENDA**

- I. Meeting Called to Order and Pledge of Allegiance
  - A. Official Meeting Notification
  - B. Roll Call
- II. Approval of Agenda
- III. Citizen Comments:

Community Members are invited to share their questions, comments, or concerns with the School Board. When speaking, citizens should state their name for the record. The presentation time frame shall be determined by the Board President once an indication of the number of people wishing to speak is made. Wisconsin law authorizes the school board to receive information from members of the public. Where possible, the Board will answer factual questions immediately or may provide a written response if information is not available. If a response would involve discussion of Board Policy or decisions which might be of interest to citizens not present at the meeting, the Board may place the item on a future meeting agenda. **Comments which may be injurious to school district personnel or other individuals will not be allowed.**
- IV. Approval of Minutes
  - A. June 25, 2018 Board of Education
  - B. June 25, 2018 Closed Session
- V. Reports and Information Items
  - A. Enrollment Update
  - B. Update on Activities Director Remediation Plan
  - C. Update on District Initiative Action Plan
- VI. Policy Committee
  - A. Discussion and action to approve District Policy and Bylaw updates.
  - B. Update on remaining items discussed at July 9, 2018 meeting.
- VII. Building Committee
  - A. Discussion and possible action regarding Village of Germantown Park & Rec 2018-2019 Building Use Requests.
  - B. Update on remaining items discussed at the July 23, 2018 committee meeting.
- VIII. Finance Committee
  - A. Discussion and action to approve purchases over \$15,000.
  - B. Update on remaining items discussed at the July 23, 2018 committee meeting.
- IX. New Business
  - A. Discussion and action to approve high school, middle school, and elementary handbooks.
  - B. Discussion and action to approve Schoology Learning Management System.
  - C. Discussion and action to approve 2018-2019 GoRiteway Transportation Rates.
  - D. Discussion and action to approve CESA #1 contract.
  - E. Discussion and action to approve teacher contracts.
  - F. Discussion and action to approve teacher resignations.
  - G. Discussion and action to approve donations.

**GERMANTOWN SCHOOL DISTRICT  
GERMANTOWN, WISCONSIN 53022  
MINUTES OF THE BOARD OF EDUCATION  
June 25, 2018**

1. The meeting of the Board of Education was called to order by Board President Bob Soderberg in the District Office Board Room at 7:19 p.m. Superintendent Jeff Holmes read the official meeting notification. Roll call: Soderberg – yes, Medved – yes, Borden – yes, Barney – yes, Larson - yes. Board Member Loth - absent (excused). Board Member Spies arrived at 7:42 p.m.
2. Motion by Larson, second by Barney to move agenda item VII.A. to follow IV.C. and approve the agenda as revised. Motion carried.
3. Motion by Larson, second by Barney to approve the June 11, 2018 Board of Education, June 11, 2018 Closed Session, and June 18, 2018 Board of Education meeting minutes. Motion carried (Medved abstained).
4. Motion by Barney, second by Medved to direct representative Ric Ericksen to vote yes to approve Village of Germantown TID #8 on behalf of the school district. Motion carried (Larson – no).
5. Positive recommendation from Policy Committee to approve modifications and or deletions for policy/bylaws 0100, 0131.1, 0144.1, 0151.2, 0155, 0164.1, 0166, 1210, 1619 (3419/4419), 1619.02 (3419.02/4419.02) [new], 1619.03 (3419.03/4419.03) [new], 2260, 2260.02, 2261.01, 2370 [delete], 2411, 2430, 2431, 2510, 3120.01, 3122.01 (4122.01), and 3160 (4160). Motion carried.
6. Positive recommendation from Finance Committee to approve the purchase of 44 replacement iPads for an amount not to exceed \$18,920 and charge to the appropriate IDEA Federal Flow-Through accounts of the special education budget. Motion carried.
7. Tom Barney updated the Board on additional items discussed in Finance Committee including the 2018-2019 budget, TID #8, and an American Deposit Management (ADM) report. Jeff Holmes updated the Board on discussions that have taken place with new District Athletic Director Sarah Unertl regarding swim club and performing arts center staffing and partnerships.
8. Motion by Barney, second by Medved to direct District Safety Committee Chair Don Erickson to bring the revised District Crisis Plan to the August 13, 2018 Board meeting for first consideration. Motion carried.
9. Motion by Borden, second by Medved to accept resignations from Sarah Uselding, Ashley Johnson, and Jessica Boehm, thank them for their service and approve posting and filling the vacancies. Motion carried.
10. Motion by Spies, second by Barney to approve 2018-2019 supplemental contracts. Motion carried.
11. Motion by Medved, second by Spies to approve the two-year appointment of Mark Koenke as community representative to the Building Committee. Motion carried.
12. Motion by Larson, second by Spies to enter into closed session pursuant to Section 19.85(1)(e) and Section 19.85(1)(f) to discuss employee matters and the 2018-2019 GoRiteway transportation contract. Roll call vote unanimous. Motion carried.
13. The Board entered into closed session at 7:50 p.m. and did not return to open session, adjourning at 9:39 p.m.

Jayne Borst  
Recording Secretary

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Lester Spies  
School Board Clerk

ENROLLMENT 2017-18 (Revised 4/11/18)									
AMY BELLE (101)	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	TOTAL	Staff	
2016-17	66 22/22/22 3	64 21/21/22 3	80 20/20/20/20 4	64 21/21/22 3	81 21/21/21 3	70 23/23/24 3	425	19	
	46 15/15/16 3	68 22/23/23 3	65 21/22/22 3	85 21/21/21/22 4	66 21/22/23 3	79 26/26/27 4	409		
2017-18	59 19/20/20 3	52 17/17/18 3	68 22/23/23 3	67 22/22/23 3	86 21/21/22/22 4	66 22/22/22 3	398	19	
COUNTY LINE (102)	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	TOTAL	Staff	
2016-17	78 20/19/20/19 4	68 *22/23/23 3	85 21/21/21/22 4	76 19/19/19/19 4	70 23/23/24 3	97 24/24/24/25 4	474	22	
	62 19/21/22 3	83 20/21/21/21 4	71 23/24/24 3	90 22/22/23/23 4	76 25/25/26 3	71 23/24/24 3	453		
2017-18	60 20/20/20 3	60 20/20/20 3	84 21/21/21/21 4	72 18/18/18/18 4	89 22/22/22/23 4	75 25/25/25 3	440	21	
MAC ARTHUR (103)	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	TOTAL	Staff	
2016-17	41 21/20 2	62 21/20/23 3	65 22/22/21 3	54 17/18/19 3	70 23/24/23 3	73 24/24/25 3	365	17	
	64 20/21/23 3	41 21/20 2	67 22/22/23 3	68 23/22/23 3	56 19/19/18 3	68 21/23/24 3	364		
2017-18	61 20/21/20 3	66 22/22/22 3	44 22/22 2	70 23/24/23 3	67 23/22/22 3	58 19/19/20 3	366	17	
ROCKFIELD (104)	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	TOTAL	Incl. EC	
2016-17	58 19/19/20 3	44 22/22 2	58 19/19/20 3	46 23/23 2	68 22/23/23 3	54 27/27 2	328	328	
	55 19/18/18 3	65 21/22/22 3	46 23/23 2	58 19/19/20 3	52 26/26 2	71 23/24/24 3	347	347	
2017-18	55 18/18/19 3	54 18/18/18 3	65 21/22/22 3	46 23/23 2	56 18/19/19 3	49 25/24 2	325	325	
Totals by Grade	EC	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	TOTAL	EC
2016-17	27	243	238	288	240	289	294	1592	1619
2017-18	21	227	257	249	301	250	289	1573	1594
2018-19	21	235	232	261	255	298	248	1529	
Springsted Projections		233	249	255	264	272	278	1551	

SCHOOL (301)	Grade 6	Grade 7	Grade 8	TOTAL	GHS (401)	Grade 9	Grade 10	Grade 11	Grade 12	TOTAL
2016-17	311 12 25.9	268 11 24.4	324 12 27.0	903 35	2016 - 17	332	342	339	356	1369
2017-18	304 12 25.3	318 11 28.9	277 12 23.1	899 35	2017 - 18	357	328	342	329	1356
2018-19	294 12 24.5	305 11 27.7	321 12 26.8	920 35	2018 - 19	302	357	328	342	1329
Springsted Projections	296	309	271	876		392	348	412	351	1503

DISTRICT ENROLLMENT TOTALS	
2012 - 13 DISTRICT ENROLLMENT TOTAL	3976
2013 - 14 DISTRICT ENROLLMENT TOTAL	3901
2014 - 15 DISTRICT ENROLLMENT TOTAL	3920
2015 - 16 DISTRICT ENROLLMENT TOTAL	3866
2016 - 17 DISTRICT ENROLLMENT TOTAL	3864
2017 - 18 District Enrollment Total	3828
2018 - 19 District Enrollment Total	3778

ECH	
AB	6
CL	3
Mac	2
RK	8
In G'town Schools	19
Options	5
TOTAL	24
Pending	8

## **GERMANTOWN SCHOOL DISTRICT**

**TO:** Board of Education                      **TOPIC:** Policy Updates  
**FROM:** Jeff Holmes                      **BOARD MEETING:** July 23, 2018  
**DATE:** July 19, 2018                      **AGENDA ITEM:** VI.A.

### **BACKGROUND:**

On July 9, 2018, the Policy Committee met and reviewed the following bylaws and policies (revised/new/delete) for Board consideration: 2271, 5111, 5113.01, 5130, 5310.01, 5330, 5421, 5517, 5540, 5610, 5771, 5830, 6605, 6800, 7430, 7530.02, 8146, 8310, 8320, 8320.01, 8330, 8350, 8452, 8500, 8770, 8800, 9130, and 9140. Please see the following bylaws and policies enclosed with this background page, which includes an explanation for changes, additions, etc. at the end of each policy document.

### **RECOMMENDATION:**

The Policy Committee is forwarding a positive recommendation to the Board to approve the above revised and new bylaws for first meeting reading approval with the exception of 5330, which is held for further review.





Book Policy Manual

Section Ready for Supt Review

Title Copy of YOUTH OPTIONS PROGRAM

Number po2271 \*27-1

Status

### 2271 - EARLY COLLEGE CREDIT PROGRAM ~~YOUTH OPTIONS PROGRAM~~

The Board ~~of Education~~ recognizes the value to students and to the District of students participating in programs offered by University of Wisconsin system institutions, ~~Technical Colleges~~, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin.

The Board will allow any high school ~~student~~ ~~juniors and seniors~~ who satisfies the eligibility requirements to participate in the Early College Credit Program (ECCP) ~~under the Youth Options Program statute and the administrative rules of the Department of Public Instruction~~ to enroll in an approved course at an ECCP-approved institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at authorized institutions of higher education provided they complete the course(s) and receive a passing grade.

The School District's responsibility to pay for tuition, fees, books and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

The District Administrator shall establish administrative guidelines to ensure that the District's Early College Credit ~~Youth Options~~ Program comports with applicable State law and the administrative rules of the Department of Public Instruction. The District Administrator shall also ensure that high school students ~~in grades 9-11~~ and their parents are provided with information regarding the Program by October 1st each year.

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Legal 118.37, 118.55, Wis. Stats.  
P.I. 40

Last Modified by Richard Zimman on February 11, 2018

This policy is revised to reflect the legislature's changes replacing Youth Options with the Early College Credit Program (ECCP). The change in the name of the program came with some changes in the administration of the program as well. Deletion of the Technical Colleges reference is due to statutory changes and a new policy is being developed through DPI to address the statute regarding Technical College education opportunities in high school.



Book Policy Manual

Section Ready for Supt Review

Title ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

Number po5111 New \*26-2

Status

#### 5111 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education establishes the following policy for determining the eligibility of students to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, it must be based on a reason other than educational purposes.
- B. The District shall provide a free education to those students who are considered by Federal law to be illegal aliens or considered to be homeless by State-established criteria.
- C. Upon request of a student's parent, students who have gained twelfth grade status and who no longer reside within the District shall be permitted to complete their high school education tuition free.
- D. Resident students in grades 9-12 who attend a tribal school, private school, or home-based educational program shall be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes.
- E. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at his/her former school district shall be allowed to complete his/her education at the former school district, provided the other district agrees. The school board of residence shall pay the student's tuition. The school of attendance shall count the student in its membership for State Aid purposes under subchapter II.
- F. If a parent (or adult student) presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the Board shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.
- G. Children of joint custody orders may attend school without payment of tuition if one (1) parent resides in this District or the order designates as the residential parent the parent with legal residence in the District.
- H. Foreign students, participating in a bona fide, foreign-exchange program and living with a resident host family, may be admitted tuition-free.
- I. Students whose parents do not reside within the District, but who present evidence that they will move into the District within a short period of time, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.
- J. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.
- K. Tuition students may be accepted in accordance with State law and the approval of the District Administrator.

- L. Nonresidents may be accepted into the District's Adult Education classes upon payment of the appropriate fees.
- M. Nonresident students may be accepted into the District's Summer or Interim Session School Program upon payment of appropriate fees.
- N. Nonresident students may be accepted into the District's program under the Full-Time Open Enrollment Program.
- O. Any student that has been expelled from another school or district and seeks to enroll in the District during the term of the expulsion order shall be considered for enrollment as follows:

1. **If the student has been expelled from another Wisconsin public school district, the student is not entitled to enroll. ☒ ] The District Administrator may choose whether to recommend the student be enrolled. ☒ ]**  
In the event that the District Administrator intends to enroll a student during the term of an expulsion order issued by another Wisconsin public school District, the enrollment must be approved by the Board. ~~[ ] All requests to enroll received by a student that has been expelled from another Wisconsin public school district must be brought before the Board to approve or deny.~~

2. If the student has been expelled by a public school in another state or by a Wisconsin charter school

☒ ] the District Administrator may choose to enroll the student, but if the District Administrator does not intend to enroll the student, the Board must determine that the conduct giving rise to expulsion would have been grounds for expulsion from the District under Policy 5610.

~~[ ] the Board may permit the student's enrollment or may deny the enrollment if it finds that the conduct giving rise to the expulsion would have been grounds for expulsion from the District under Policy 5610.~~

- P. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition- free.
- Q. Nonresident students may be accepted into the District's program under the Course Options Program. Nonresident students accepted into the District's Course Options Program may attend no more than two (2) courses at any time.

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Legal	118.51, Wis. Stats.
	118.52, Wis. Stats.
	120.13(1)(f), Wis. Stats.
	121.77, Wis. Stats.
	121.81, Wis. Stats.
	121.84, Wis. Stats.
	42 U.S.C. 11431, et. seq.

Last Modified by Richard Zimman on February 12, 2018

This policy is revised to provide options regarding the handling of students that seek to enroll and have been expelled either from another Wisconsin public school district or from a Wisconsin Charter or from an out of state public school district. In each case, the Board may choose to delegate some decision-making in this regard to the District Administrator, but others elements of the Board's discretion may not be delegated. This revision provides the Board the option to delegate or retain decision-making authority and illustrates those areas in which the Board must act. Further, this policy has been revised to incorporate language regarding the "Safe At Home" program, which is a statewide address confidentiality program of the Wisconsin Department of Justice designed to protect victims of actual or threatened abuse, stalking, and/or human trafficking by providing them with an alternate address for public and private purposes. Wisconsin law requires school districts to accept the substitute assigned address as the legal address for students and employees who are verified participants in the program. These revisions acknowledge the District's obligations with regard to the program and are recommended to assist the District in compliance with the pertinent statute referenced in the policy revisions.



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of PART-TIME OPEN ENROLLMENT
Number	po5113.01 *27-1
Status	
Adopted	September 28, 2015

#### 5113.01 - PART-TIME OPEN ENROLLMENT ~~COURSE OPTIONS~~

The Board ~~of Education~~ will provide students enrolled in the District with the ability to take up to two (2) courses at any given time ~~through one or more other educational institutions, including~~ in a non-resident public school district, ~~the University of Wisconsin system institution, a technical college, a nonprofit higher education institution, a tribal college, a charter school, and any other nonprofit organization approved by the Department of Public Instruction.~~ Likewise, the Board will consider the enrollment of a non-resident student in up to two (2) courses per term under the criteria set forth in this policy and any criteria required by law.

#### Resident Student Applications for Part-Time Open Enrollment ~~Course Options~~

##### A. General Procedures

The parent of any student enrolled as a resident of the District that wishes to attend one (1) or two (2) courses at a non-resident school district ~~another educational institution~~ under this policy shall make a written application to such non-resident district ~~other institution~~ no less than six (6) weeks prior to the beginning of the term in which the course(s) are offered. The application:

1. must be on a form provided by the Wisconsin Department of Public Instruction;
2. must be copied to the Board at the same time as the application is made to the non-resident school district ~~other educational institution~~.

##### B. Decisional Criteria for Resident Applications

The Board shall review all applications received under this policy to attend courses at a non-resident school district ~~an outside educational institution~~ under the criteria below. Both the non-resident school district ~~educational institution~~ of proposed attendance and the Board must approve the course.

Acceptance or denial of any resident student's application shall be made no later than one (1) week prior to the start of the course. Rejection of a student's application to attend such courses shall be made in writing and shall provide an explanation of the reason for rejecting the application.

One of the following reasons must be the basis for such rejection:

1. *Individualized Education Program (IEP)*. If the Board determines that the proposed course conflicts with the student's IEP, the Board shall reject the course.
2. Undue Financial Burden. The Board may reject an application if the cost of the course would impose an undue financial burden on the District considering the totality of the District's economic circumstances.

including applicable revenue limits, ability to pay the cost of tuition, and the per student cost of educating all District students. ~~High School Graduation Requirements. If the Board determines that the proposed course does not satisfy graduation requirements, the Board may reject the application.~~

3. ~~Student Plan. If the Board determines that the proposed course does not satisfy the student's academic and career plan, the Board may reject the application.~~

If the District determines that the course does not satisfy the District's high school graduation requirements, it shall notify the student in writing of this determination at least one week prior to the start date of the course. This notice shall be provided whether the application is approved or rejected.

## **Non-Resident Student Applications for Part-Time Open Enrollment ~~Course Options~~**

### **A. General Procedures**

The parent of any non-resident student that wishes to attend one or two courses offered by the District shall make a written application to the Board no less than six (6) weeks prior to the beginning of the term in which the course(s) are offered. The application:

1. must be on a form provided by the Wisconsin Department of Public Instruction;
2. must be copied to the student's resident School Board at the same time as the application is made to the non-resident School Board.

### **B. Decisional Criteria**

The Board will determine acceptance or rejection of a non-resident student's application to attend courses in the District using the same criteria and policies for entry into the course that apply to resident students, except that preference for attendance shall ~~may~~ be given to resident students. Applications from non-resident students that are already accepted into two courses in a particular term will be rejected on that ground. If a particular course has limited enrollment, those spots not taken by resident students will be allocated to non-resident applicants under this policy that otherwise qualify for enrollment on a randomly selected basis.

The parents and the resident school district are to be notified, in writing, no later than one (1) week prior to the commencement of the course whether the application has been accepted or rejected. If accepted, the notification is to include the name of the school the student is to attend and that the enrollment is valid only for the forthcoming semester or school year or special time period during which the course(s) will be offered. If rejected, the notice shall state the reason for the rejection.

## **General Requirements**

### **A. Notice of Intent to Enroll**

The parents of the student must notify both the resident school district and the district in which the student has applied for part-time open ~~course options~~ enrollment of the student's intent to enroll after receipt of the decision to accept the application but before the beginning of the applicable course.

### **B. Transportation**

By enrolling in a course under this policy either as a resident or non-resident, the parent understands that the parent is responsible for transporting the student to and from any courses attended under this policy, unless the Department of Public Instruction agrees to reimburse the parent directly for such costs.

### **C. Tuition for Attendance at Another School District**

Tuition costs shall be paid for by the resident school district in an amount equal to the cost of the course(s) as determined by the Department of Public Instruction. ~~Parents may not be charged any cost by either the resident school district or educational institution of attendance under this policy.~~

### **~~D. Tuition for Attendance at an Institution of Higher Education~~**

~~A student that attends course(s) at an institution of higher education may be charged additional tuition by the institution if the student will receive postsecondary credit for successful completion of the course. The Board and the institution must agree on the permissible amount of tuition the institution of higher education may charge for applicable courses.~~



## E. Appeal of Rejection

Any application that is rejected under this policy may be appealed to the State Superintendent of Public Instruction within thirty (30) days of the decision. The State Superintendent's decision is final and will only reverse the initial decision if that decision was arbitrary or unreasonable.

### **Release of Resident Students**

~~The Board shall release any resident student who wishes to apply for part time enrollment in another school district except that the District must refuse to allow a student to enroll if the course conflicts with the provisions of an IEP for the student.~~

~~The District may reject the application for enrollment if the costs of the course would create an undue financial burden on the District as defined in Wis. Stats. 118.52(6).~~

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Legal

Wis. Stats. 118.52

Last Modified by Richard Zimman on February 11, 2018

This policy, formerly titled "Course Options", has been revised to reflect recent legislation which changed the course options program back to part-time open enrollment. The policy reflects the ability of a student to attend up to two courses outside the resident District but is limited to attendance at a non-resident public School District. The policy includes the authority of a resident District to reject any application that imposes an undue financial burden on the resident District. The specifics of how to apply this new basis, to reject an application, are not yet clear. As such, Districts should consult with legal counsel prior to denying an application on this basis. Note regarding applicability – the elimination of course options and its replacement with part-time open enrollment is effective beginning July 1, 2018. Prior to that, the course options program is still available for the remainder of the 2017-2018 regular school year. Approval of this policy revision is required for an effective date of July 1, 2018. Note regarding space determinations - this policy does not need to be in place prior to the Board setting its space figures for full-time open enrollment. As required, those space determinations must be made in January. The full-time open enrollment provisions have not been changed as they affect the manner in which space determinations are made or full-time open enrollment applications are processed. These revisions are required for consistency with applicable law.



Book Policy Manual

Section Ready for Supt Review

Title Copy of WITHDRAWAL/DROPOUT FROM SCHOOL

Number po5130 \*26-2

Status

### 5130 - **WITHDRAWAL/DROPOUT FROM SCHOOL**

The Board of Education affirms that, while Wisconsin law requires attendance of each student until eighteen (18) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

When a student wishes to withdraw from school, efforts should be made to determine the underlying reasons for withdraw. District resources should be used, when and as appropriate, to assist students in reaching his/her career goals and for compliance with compulsory attendance requirements.

No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and the approval of the District Administrator. The withdrawal of any student under the age of eighteen (18) must comply with the requirements for participation in a program leading to the child's high school graduation or leading to a high school equivalency diploma, consistent with State law.

~~The Board directs that whenever a student wishes to withdraw from school, efforts should be made to determine the underlying reason for such action and the resources of the District should be used, when and as appropriate, to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent or the approval of the District Administrator. The withdrawal of any student under the age of eighteen (18) must comply with the requirements for participation in a program leading to graduation, consistent with State law.~~

The District Administrator shall develop administrative guidelines for withdrawal from school which:

- A. make school counselor and school social work services available to any student who wishes to withdraw;
- B. attempt to satisfy the student's educational needs through alternative programs such as the G.E.D.;
- C. advise students of their right to return prior to their twentieth (20th birthday or if students with disabilities, until their twenty-first (21st) birthday;
- D. assure the timely return of all District-owned supplies and equipment in the possession of the student;
- E. establish protocols for 1) reasonable attempts to locate or contact students who have lost contact with the District, but not formally withdrawn; 2) removal of the student from the WISEdata System after exhaustion of step 1.

© Neola 201706

Legal 118.15(b-e), Wis. Stats.



Last Modified by Richard Zimman on February 12, 2018

A reference to compulsory attendance requirements has been added to the Withdrawal From School policy. In addition, an option has been provided for Districts that wish to establish protocols for removing students from the Individual Student Enrollment System (ISES) when they have simply lost contact or “disappeared” from the District. While there is no specific statutory or regulatory protocol for those instances, general informal guidance from DPI has suggested that removal would be appropriate provided Districts have established local protocols to attempt to locate the students prior to such removal. These modifications are recommended but not required.



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of EMERGENCY NURSING SERVICES
Number	po5310.01 Must be reviewed by Nurse *26-2
Status	
Adopted	February 13, 2012

#### 5310.01 - EMERGENCY NURSING SERVICES

To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day and during all school--sponsored student activities ~~of students~~.

The District shall provide for the management of illness (Policy 5310, Policy 5335, Policy 8450, and Policy 8453), accidental injury (Policy 5340 and Policy 5341), and the administration of medication and emergency care (Policy 5330). The policies shall include protocols for recording all administration of emergency nursing services.

The District Administrator shall develop guidelines that will provide student emergency information cards, equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible to facilitate the provision of such services consistent with the services developed through this policy. The District Administrator shall also identify a licensed physician to serve as medical advisor.

The District shall make available emergency student information, first aid supplies, and appropriate and accessible space for the rendering of emergency nursing services.

This policy and the additional policies providing for the provision of emergency nursing services to students has been developed and reviewed by the school nurse in cooperation with other ~~S~~school ~~D~~istrict personnel and representatives from community health agencies and services designated by the Board. The ~~nurse~~~~School-Board~~ shall review and evaluate emergency nursing services each year, including a review of the policies referenced above, and shall report to the Board regarding such services and bring proposed revisions of any policies to the District Administrator who will review and forward such revisions to the Board for consideration.

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Legal	Wis. Stat. 121.02(1)(g)
	PI 8.01(2)(g)4

Last Modified by Richard Zimman on February 12, 2018

This policy is revised to reference modifications in statutory language and Wis. Admin. Code.



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Number	po5330 *26-2, 27-1
Status	
Last Revised	March 26, 2012

### 5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board ~~of Education~~ shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is repackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent or guardian in the original manufacturers package which lists the ingredients and dosage in a legible format may be administered.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the District Administrator or a principal, is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, shall be required to administer medications that are administered by means other than oral ingestion.

Students who may require administration of a drug on an emergency basis may have such medication in their possession with written authorization of their parent. Written authorization must be presented to the building principal.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any ~~district~~ administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as ~~D~~district employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse(s) and/or a registered nurse providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). The plan shall [OPTION #1] ( ) state whether and to what extent the District ( ) or individual schools will retain opioid antagonists [END OF OPTION #1] [OPTION #2] ( ) provide for District acquisition and maintenance of opioid antagonists [END OF OPTION #2] for use in the event an authorized employee or volunteer observes an apparent overdose.

~~The District Administrator shall prepare administrative guidelines to ensure the proper implementation of the requirements of this policy.~~

### [ ] Epinephrine Auto-Injectors

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the school nursing staff in consultation with the District Administrator to develop a plan that meets the following:

1. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
2. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
3. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
4. identifies the number and type of epinephrine auto-injectors each school will keep on site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
5. is approved by a physician licensed in the State of Wisconsin;
6. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;
7. is published on the District's website.

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Legal 118.29, 118.291, 121.02 Wis. Stats. PI 8.01(2)(g)  
Wis. Admin. Code N 6.03 2009 Wisconsin Act 160

Last Modified by Richard Zimman on February 11, 2018

Pulled by Committee for language review that allows for just meeting statutory requirements.

The policy is revised to provide the Board with the authority to limit the approval of persons authorized to administer medications to students. The Board need not limit the authority, and may provide that authorization can be given by all three permitted categories, namely, the Board, the District Administrator, or the principal, or may limit those permitted to extend such authorization. The policy is also revised to reflect that the District must determine, with the assistance of an employed registered nurse, or a consulting nurse, which employees will be authorized to administer medications and consent.

Legislation was approved which permits school district personnel, with approval, to administer opioid antagonists and to be immune from liability arising as a result of the administration of an opioid antagonist, provided they properly notify emergency medical services. Opioid antagonists come in different forms. Some are administered by means of a nasal spray and others by means of injection. Each district will have to decide whether it will obtain opioid antagonist for use or not and, if so, to what extent they will be available. The policy does not discuss the specifics regarding the district's permission to use antagonists, what if any training will be provided or required, and to whom the district's personnel may administer the opioid antagonist on school grounds (students, adults, both). This is for two reasons. First, Policy 5330 deals exclusively with students, and therefore does not speak to the administration of any medications, including opioid antagonists, to persons other than students. Second, the specific circumstances that will apply in each district is a function of the district's emergency nursing service plan which must be developed locally and must be developed in consultation with appropriate health care professionals. District officials are reminded to review those plans and to consult with their nursing services provider on doing so. The policy does permit the Board to either direct that the nursing plan provide for the stocking of opioid antagonist medications, or it may opt to leave that to those involved in developing the emergency nursing plan.



Book Policy Manual

Section Ready for Supt Review

Title Copy of GRADING

Number po5421 \*26-2

Status

### 5421 - GRADING

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level.

The Board directs the District Administrator to develop procedures for grading in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity which:

- A. develop clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. help each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. provide frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. provide for a pass/fail grade in programs where appropriate;
- E. provide students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should not inhibit the professional staff member from learning each student's individual strengths and weaknesses.

The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only when changes will assure a more valid or reliable or clearer system of grading.

The teacher(s) responsible for a student's instruction in a particular course or program shall determine the student's grade. That grade may not be changed without the teacher's knowledge. The grade may be changed following an appropriate inquiry by the District Administrator.

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Last Modified by Richard Zimman on February 12, 2018

This policy is revised to reference the nondiscrimination policy and requirements, provided for in Wis. Admin. Code PI 9.03(1)(f) that grading be handled in a nondiscriminatory way and to the avoid disparate impact of grading policies and practices on certain groups.





Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of STUDENT ANTI-HARASSMENT
Number	po5517 *26-2
Status	
Last Revised	February 22, 2016

## 5517 - STUDENT ANTI-HARASSMENT

### Prohibited Harassment

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams parent), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

### Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:



- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties

## Definitions

### Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Characteristic. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

### Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### Sexual Harassment

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
  2. rating a person's sexuality or attractiveness;
  3. staring or leering at various parts of another person's body;
  4. spreading rumors about a person's sexuality;
  5. letters, notes, telephones calls, or materials of a sexual nature;
  6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.
  - H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
  - I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reporting Procedures**

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and/or the building principal or District Administrator.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer~~Complaint Coordinator~~ for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer~~Complaint Coordinator~~ or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

## District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

JEFF HOLMES  
DISTRICT ADMINISTRATOR  
262-253-3900  
N104W13840 DONGES BAY ROAD  
GERMANTOWN, WI 53022  
[jholmes@gsdwi.org](mailto:jholmes@gsdwi.org) [GERMANTOWN.K12.WI.US](mailto:GERMANTOWN.K12.WI.US)

BRENDA O'BRIEN ~~SALLY KELLMAN~~  
~~DIRECTOR OF TEACHING AND LEARNING~~ ~~PUPIL SERVICES DIRECTOR~~  
262-253-3900  
N104W13840 DONGES BAY ROAD  
GERMANTOWN, WI 53022  
[bobrien@gsdwi.org](mailto:bobrien@gsdwi.org) [SKELLMAN@GERMANTOWN.K12.WI.US](mailto:SKELLMAN@GERMANTOWN.K12.WI.US)

The names, titles, and contact information of these individuals will be published annually:

- A. in the School District Annual Report to the public.
- B. on the School District's web site.
- C. on each individual school's web site.

A CO will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Thereafter, the COs must contact the student, if over age eighteen (18) or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) calendar days of learning of the incident.

## Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

## Complaint Procedure

A student who believes she/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a complainant informs a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of class schedule for the complainant or the alleged harasser, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the District Administrator prior to any action being taken. The complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the complainant;
- B. interviews with the respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to harassment. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the complainant and the respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

### **Additional School District Action**

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

### **Confidentiality**

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy ([see Policy 8310](#)). Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Reprisal**

Submission of a good faith complaint or report of harassment will not affect the complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding,



investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the ~~Compliance Officers~~~~Complaint Coordinators~~, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A summary of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

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Legal	48.981, Wis. Stats.
	118.13, Wis. Stats.
	P.I. 9, 41 Wis. Admin. Code
	Fourteenth Amendment, U.S. Constitution
	42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990
	20 U.S.C. 1415
	20 U.S.C. 1681 et seq., Title IX of Education Amendments Act
	20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
	29 U.S.C. 794, Rehabilitation Act of 1973
	42 U.S.C. 1983
	42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
	42 U.S.C. 2000d et seq.
	34 C.F.R. Sec. 300.600-300.662

Last Modified by Jeff Holmes on March 21, 2018

Neola has reviewed the report issued in September 2016 by the White House Task Force to Protect Students from Sexual Assault. The task force and therefore the report was largely focused on post-secondary campuses and therefore some of the content is not appropriate for the K-12 context. Those aspects of the report that were applicable were covered in existing Neola policy, including references to student on student harassment, including sexual harassment. One item suggested in the report as a component of policy in this area has been added as an option for Districts. The optional language provides notice to students and direction to the administration to provide direction to assistive resources to students that are affected by sexual harassment or other forms of harassment or assault. This does not necessarily include resources offered by or paid for by the District, but rather a source of information to identify and locate services available to students coping with these issues.

As a practical matter, most Districts' school counseling services already provide this information and perform this service. Putting the information in policy therefore should not add additional requirements, but rather make it known that the School District is providing this service to students. This revision is recommended, but not required.





Book Policy Manual

Section Ready for Supt Review

Title Copy of THE SCHOOLS AND GOVERNMENTAL AGENCIES

Number po5540 \*26-2

Status

### 5540 - THE SCHOOLS AND GOVERNMENTAL AGENCIES

The Board of Education is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its responsibility to cooperate with law enforcement agencies and its need for assistance from law enforcement in certain circumstances.

When law enforcement requests permission to interview a student at school, the District Administrator or building administrator shall be contacted prior to any further action by law enforcement. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose, whether the officer has stated that there is an emergency involving imminent threat, or that the officer is in possession of a valid warrant. A warrant shall be deemed valid if executed by a judicial officer and describes the school premises.

If law enforcement is contacted by the administration for assistance, administration shall maintain the lead role in the investigation and shall be present or contact a parent to be present for any interview to the extent reasonable.

When an agency requests permission to remove a student, or does remove a student without prior permission, the building administrator shall notify the District Administrator.

Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of school administration due to suspicion of a violation of school policy that may also be criminal. Second, law enforcement investigations may occur without the initiation of school officials and may or may not involve activity on school grounds.

Different procedures are to be followed in each instance as outlined below:

#### A. By law enforcement personnel, on request of school authorities

1. An administrator may exercise his/her discretion in determining whether to request assistance of law enforcement ~~police~~ in investigating a crime, or allegation of a crime, committed in his/her school building or school grounds during school hours. If assistance is so requested, it shall be directed to the local law enforcement agency and the administration shall remain the primary investigator with assistance from law enforcement. When determining whether to contact law enforcement, a school administrator shall consider the mandatory reporting requirements of Section 48.981 in the event the allegations involve suspected child abuse or neglect.
2. If the administrator requests assistance, a law enforcement ~~police~~ officer may conduct an investigation within the school building and interview students as witnesses in school during the school day. Administrators shall take steps to assure that students are not removed from classes if at all possible. The administrator shall be present during the interview unless the law enforcement officer, student or his/her parent requests that the school official not be present. The student may request other representation such as legal counsel. If a student requests legal counsel, the administrator will make an effort to contact the parent(s) and the student will be put in custody of the law enforcement agency ~~police~~. The administrator shall attempt to

contact the parent(s) of any student prior to questioning by law enforcement~~police~~. A decision whether to take a student into custody is the decision of the law enforcement officer~~police~~.

3. If the investigation focuses on a particular student as a prime suspect of crime, the administrator and the law enforcement~~police~~ officer shall abide by the guidelines with respect to any interrogation, search and arrest. Once law enforcement is involved in an investigation of possible criminal activity on school grounds, assuring that the constitutionally protected rights are respected during the investigation process is the law enforcement officers' responsibility.
4. School officials shall assist and cooperate in investigations as requested by law enforcement and consistent with District responsibility to maintain the confidentiality of student records under State and Federal law.

#### **B. By law enforcement personnel without request of school authorities**

1. Law enforcement~~Police~~ officers will make every effort to interview students outside of the school hours and outside of the school setting in those cases where assistance has not been requested by school authorities. This procedure will not apply to circumstances where a serious crime may be involved, or where imminent threats to persons or property may be involved or where law enforcement states that it is not feasible to interview the student outside of school due to the nature of the investigation and that they are not able to provide specific information substantiating the need to immediately interview the student.
2. If the law enforcement~~police~~ deems it absolutely necessary to interview a student at school, the law enforcement personnel shall first contact the administrator regarding the planned visit and inform the administrator of the circumstances that require him/her to investigate within the school and obtain his/her approval to interview a student during school hours. The police officer shall not commence his/her investigation until such approval is obtained. The law enforcement personnel may appeal to the District Administrator if it is deemed that approval was unreasonably withheld. The administrator shall make every effort to maintain the privacy of the student.
  - a. Request that every attempt be made to schedule questioning during a time the student is not in class.
  - b. Request that the student be pulled out of class by a school administrator, rather than a police officer, if necessary.
  - c. Notify the law enforcement officer that the school official will be contacting the student's parent(s) or guardian(s) prior to questioning, unless specifically requested not to because such contact would unduly impede the investigation.
3. If law enforcement officer is in possession of a valid warrant, school officials shall in no way interfere with the officer's execution of the warrant. A warrant shall be considered "valid" if it accurately describes the school facility and is executed by an authorized judicial official. District officials shall not attempt to evaluate the sufficiency of probable cause upon which the warrant is based.

In the event a law enforcement officer seeks to execute a warrant on school grounds, the officer is to be directed to building administration. The administration shall attempt to assist in executing the warrant by directing the student to report to the office. The school administration shall then (1) contact the student's parent if the student is a minor; and (2) contact the District Administrator. This process shall be followed unless the law enforcement official states that s/he has reason to believe that the subject of the warrant poses an immediate threat to the health and safety of others while in the school. In such a case, school officials shall grant access to the facility for execution of the warrant.

The District Administrator shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.

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Legal                      118.13(35), Wis. Stats.  
                                  118.257, Wis. Stats.

Last Modified by Richard Zimman on February 12, 2018

This policy has been clarified to consistently use the term “law enforcement agency” or “law enforcement officers”, and remove the more limited references to “police.” These modifications are recommended for clarity and consistency, as well as to address current questions arising as to the status of immigration officials. As they are federal law enforcement officers, they are already addressed within policy language consistent with other law enforcement agencies.



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of SUSPENSION AND EXPULSION
Number	po5610 *26-2
Status	

## 5610 - SUSPENSION AND EXPULSION

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

### SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.



**EXPULSION**

~~Under this policy, expulsion shall mean the Board will not permit a student to attend school at all for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday.~~

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement ~~the criminal justice or juvenile delinquency system.~~

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above- stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in

question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

**ADMINISTRATIVE GUIDELINES**

The District Administrator shall develop administrative guidelines to implement this policy.

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Legal                      119.25, 120.13, Wis. Stats.  
                                 18 U.S.C. 921(a)(3)  
                                 20 U.S.C. 7151  
                                 42 U.S.C. 11431 et seq.

Last Modified by Richard Zimman on February 12, 2018

The policy language is revised to include reference to the availability of early reinstatement conditions in an expulsion order, and requirements for them, as well as to clarify requirements with respect to commencing expulsion proceedings in the event that a student is in possession of a firearm at school.



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of SEARCH AND SEIZURE
Number	po5771 *26-2
Status	

### 5771 - SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

#### School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the:

- A. District Administrator,
- B. building principals,
- C. assistant principals,
- D. School Resource Officer,
- E. Athletic Director.

#### Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will



inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school resource liaison officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

### **Parking Permit Required**

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

### **Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The District Administrator shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

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Legal                      118.325 Wis. Stats.  
                                 948.50, Wis. Stats.  
                                 Wisconsin Const. Art. 1 Section 11  
                                 U.S. Constitution, 4th Amendment

Last Modified by Richard Zimman on February 12, 2018

The Search and Seizure policy has been updated to refer to the “School Resource Officer” rather than the “Police Liaison Officer” to be consistent with more current terminology. While the policy continues to allow other optional school staff to be designated to perform searches, Districts are cautioned to be certain that any other individuals so designated are properly trained on the standards of “reasonable suspicion” for searches and related issues involving the constitutional rights of the students. This revision is recommended but not required.



Book Policy Manual

Section Ready for Supt Review

Title Copy of STUDENT FUND-RAISING

Number po5830 \*26-2

Status

### 5830 - STUDENT FUND-RAISING

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Fund raising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the principal. Such fund raising off school grounds may be permitted by the District Administrator.

In accordance with Policy 2430, use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the District Administrator.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the District Administrator.

All crowdfunding activities are subject to AG 6605.

~~Fund raising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator.~~ Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the District Administrator. If the fundraising activity will involve students under age twelve (12), such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

All other fund raising shall be done in accordance with Board Policy 9700.

The District Administrator shall establish administrative guidelines for the solicitation of funds which shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;

D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;

E. limit the number of fund-raising events.

The District Administrator shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

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Last Modified by Richard Zimman on February 12, 2018

The policy template is revised to provide Districts with some options regarding the permissive use of School District and/or school specific logos or other property of the district in furtherance of fundraising efforts.



Book Policy Manual

Section Ready for Supt Review

Title CROWDFUNDING

Number po6605 New \*26-2

Status

### 6605 - CROWDFUNDING

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity. "Crowdfunding" refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet based resources, funds are solicited or raised to support a specific campaign or project.

~~{DRAFTING NOTE: SELECT OPTION #1 or OPTION #2}~~

~~{ } [OPTION #1]~~

~~The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extra-curricular activities.~~

~~{END OF OPTION #1; END OF POLICY}~~

~~OR~~

~~{ } [OPTION #2]~~

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the District Administrator.

~~( ) of the Superintendent;~~

~~OR~~

~~( ) of the Board upon the recommendation of the Superintendent;~~

All crowdfunding activities are subject to AG 6605.

~~{END OF OPTION #2; END OF POLICY}~~

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Last Modified by Richard Zimman on February 13, 2018

This new policy is offered to address the growing usage of alternative forms of direct-marketing fundraising efforts using web-based services (such as through social media, or specific sites expressly created for this purpose).



Book Policy Manual

Section Ready for Supt Review

Title Copy of SYSTEM OF ACCOUNTING

Number po6800 \*26-2

Status

### 6800 - SYSTEM OF ACCOUNTING

It is the policy of the Board of Education that a chart of accounts be established in accordance with the requirements of the Department of Public Instruction for the accounting of all District funds. The Board has by resolution designated institutions to serve as depositories of all District funds and may, by resolution, designate additional or different institutions

The Director of Business and Auxiliary Services shall be responsible for the proper accounting of all District funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent.

A report of the revenues and expenditures in the General Fund shall be made to the Board on a monthly basis by the Director of Business and Auxiliary Services.

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Legal 115.28(13), 115.30(1), Wis. Stats.

Last Modified by Richard Zimman on February 13, 2018

This policy is revised to make reference to School Districts' responsibility to identify a depository of public funds and, more importantly moving forward, to do so by resolution in the event that a change or addition to those identified depository institutions is made. Citation to the pertinent statute is also currently included. Note that this is not a new statute nor a new requirement. School Districts need not act on the resolutions unless a change is made, but the policy is revised to reference the process in the statute should the District proceed to make changes in the future. This policy revision is not required, but recommended.





Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of SAFETY STANDARDS
Number	po7430 *ASU
Status	

### 7430 - SAFETY STANDARDS

The Board of Education believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees, students, and visitors.

The District Administrator shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with the Federal OSHA standards adopted by the State, and take appropriate action on any violations thereof and report such actions to the District Administrator. ~~Said employee shall also have the authority to organize and direct the activities of a District safety committee.~~

The District Administrator shall ascertain that the employees and students of this District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law.

In the event an inspection is made by a representative of the State, the District Administrator shall report the results thereof to the Board at the meeting following the receipt of the State report.

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Legal 101.055, Wis. Stats.

Last Modified by Richard Zimman on February 11, 2018

The policy currently provides the District Administrator's designee with authorization to create a committee charged with managing safety standards. No order is provided to create the committee, nor is any direction provided regarding the make-up of that committee; however, if that authority is acted upon and a group with a defined membership and specified collective purpose results, it is possible that such a committee would be subject to the open meetings law. The policy is revised by removing the express authorization to create a committee. This does not preclude the person charged with this responsibility from choosing to organize a committee to assist in his or her role, but it need not be expressly authorized in policy. Conversely, if a District wants there to be such a committee, then the policy or separate Board mandate should explicitly provide for the committee to eliminate any doubt regarding the open meetings obligations. Review of the policy decisions and adoption of the policy in the event of the selection of different options from current policy is recommended.



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of STAFF USE OF WIRELESS COMMUNICATION DEVICES
Number	po7530.02 *26-2
Status	
Last Revised	October 8, 2012

## 7530.02 - STAFF USE OF WIRELESS COMMUNICATION DEVICES

~~The Board of Education will provide wireless communication devices ("WCDs") (i.e. cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs) BlackBerries/Smartphones, WiFi-enabled or broadcast access devices, etc.) to employees who by the nature of their job have a routine and continuing business need for the use of such devices for official Board business. WCDs are provided as a tool to conduct Board business and to enhance business efficiencies. WCDs are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct Board business (i.e. because some wireless services plan are billed on a time-used basis, Board-owned WCDs should not be used if a less costly alternative method of communication is safe, convenient and readily available).~~

Use of personal communication devices ("PCDs") has become pervasive in the workplace. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business-related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

### **Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones**

Employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees are prohibited from using PCDs while operating such vehicles or equipment. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.

### **Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements**

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their PCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from PCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, cellular/wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/wireless communications that are student records

should be maintained pursuant to Policy 8330 – Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management. Staff are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee must immediately notify the District Administrator so a determination can be made as to whether any public records, students records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The District Administrator shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

### **Privacy Issues**

Except in emergency situations or as otherwise authorized by the District Administrator or as necessary to fulfill their job responsibilities, employees are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and/or restrooms/bathrooms.

### **Personal Use of PCDs While at Work**

During work hours personal communications made or received, regardless of whether on a PCD or a regular telephone or network computer, can interfere with employee productivity and distract others. Employees are expected to use discretion in using PCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch periods, and to inform friends and family members of the Board's policy in this regard.

### **Potential Disciplinary Action**

Violation of this policy may result in disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, State or Federal laws may also result in disciplinary action up to and including termination.

~~The District Administrator is authorized to designate those staff members who will be issued a Board-owned WCD and provided with a wireless service plan.~~

~~The District Administrator or his/her designee is responsible for verifying:~~

- ~~A. the need for each Board-owned WCD and wireless service plan is clearly justified for Board business purposes;~~
- ~~B. alternative solutions for work production and communication are considered;~~
- ~~C. employees provided with wireless service plans are notified of the purpose and limitations of usage;~~
- ~~D. wireless service plan invoices outlining the details of usage are received and reviewed for conformance with this policy;~~
- ~~E. employees reimburse the Board for non-business use; and~~
- ~~F. a Board-owned WCD is returned and the corresponding wireless service plan is terminated when it is no longer justified by business requirements, the employee leaves the Board's employment, and/or when the employee has demonstrated a disregard for the limitation of this policy.~~

~~In deciding which staff members should receive a Board-owned WCD, the District Administrator will consider whether their jobs:~~

- ~~A. require them to spend a considerable amount of time outside of their assigned office or work area during normal working hours and have regular access to telephone and/or Internet connections while outside their office or assigned work area;~~
- ~~B. require them to be accessible outside of scheduled or normal working hours or to be contacted and respond in the event of an emergency; or~~
- ~~C. consistently require timely and business critical two (2) way communication for which there is not reasonable alternative technology; (This is not intended to include occasional, incidental access or purely voluntary access such as checking e-mail from home.)~~
- ~~D. safety requirements indicate having a WCD is an integral part of meeting the requirements of the employee's job description;~~
- ~~E. the employee is required to be contacted on a regular basis outside normal work hours;~~
- ~~F. the employee's job requirements include critical District-wide decision-making.~~



All staff members that use District cell phones are to reimburse the District for the cost of any personal calls. Board-owned WCDs and/or their related wireless service plan are to be used only to place calls, access the Internet, or receive/send e-mails, instant messages or text messages for District-related business. Furthermore, Board-owned WCDs are not to be used to place calls or send/receive e-mails, instant messages or text messages of a personal nature, or access the Internet for personal business.

Wireless service plans are expected to be set at the minimum level that fulfills the business need for the position in question. The wireless service plan that is selected for an employee should be the one that provides a combination of services including number of minutes, coverage, and local call zone most nearly matching the employee's recurring business needs as well as whether or not the service plan includes text messaging, instant message and/or e-mail capability, and ability to access the Internet. If the wireless plan is based on minutes used for calls made or includes a charge regarding e-mail or instant messages, the smallest plan available to accommodate the particular business need shall be utilized.

In all cases, the District Administrator shall take the steps necessary to secure the most economical and responsible service available.

Thereafter, an annual review of the service plans available shall be made to determine if the District's wireless service plans are the most economical and responsible available. Additionally, at least once annually, the District Administrator shall review the employee's actual usage (i.e. type and level of service) with the employee and, if warranted, authorize the acquisition of a different WCD and/or selection of a different wireless service plan that more nearly matches the employee's recurring business needs. Any such change in provider and/or necessary adjustments to individual staff member's devices and/or service plans shall be presented to the Board for consideration and approval.

Possessing a Board-owned WCD is a privilege and all employees are expected to use them appropriately and responsibly. Employees are responsible for managing the cost effectiveness of WCD use by utilizing assigned landline and/or designated computers as available and appropriate. Employees should know that using a WCD to place calls outside the immediate area might result in roaming charges, in addition to long distance and regular charges, and that the Board is charged for both outgoing and incoming calls.

In order to continue to be eligible to receive a Board-owned WCD, staff members are required to answer all calls on his/her WCD and promptly respond to any messages.

In order to continue to receive the Board-owned WCD, non-exempt employees are required to answer all calls on his/her WCD and promptly respond to any messages during his/her work hours.

Employee safety is a priority of the Board, and responsible use of WCDs includes safe use.

Using a WCD while operating a vehicle is strongly discouraged. Employees should plan accordingly so that calls are placed, text messages, instant messages or e-mails sent/read, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.

#### **Duty to Maintain Confidentiality of Student Personally Identifiable Information; Public and Student Record Requirements**

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their Board-owned WCDs.

Wireless communications, including calls, text messages, instant messages, and e-mails sent from WCDs may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using their Board-owned WCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 Public Records. Wireless communications that are student records should be maintained pursuant to Policy 8330 Student Records. Finally wireless communications and other electronically stored information (ESI) stored on the staff member's Board-owned WCD may be subject to a Litigation Hold pursuant to Policy 8315 Information Management. Staff are required to comply with District requests to produce copies of wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

Except in emergency situations, employees are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal or District Administrator.

At no time may any WCD be utilized by an employee in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

#### **Allowance Is Not Considered Taxable Income**

Provided the employee maintains and uses his/her personal WCD for business purposes as described herein, the allowance should not be considered additional income to the employee (i.e., the allowance will be treated as a non-payroll reimbursement of a business expense—similar to mileage reimbursements—and no payroll taxes will be withheld from the employee's paycheck for the amount of the allowance and the amount of the allowance will not be reported as wages on the employee's year-end W-2 statement). Additionally, staff members who receive an allowance are not

~~required to submit a log documenting their business-related use of the WCD. For determination of individual taxability, employees should check with their tax advisor.~~

### **~~Employee's Responsibilities~~**

~~Employees are responsible for the safekeeping, care and custody of the WCDs assigned to them. Further, employees are responsible for the cost of misuse, intentional damage or reckless loss of the WCDs provided to them. The District does not provide or purchase insurance to allow for loss or damage to its WCDs.~~

~~Reasonable precautions should be taken to prevent unauthorized use/access to, or loss, damage, theft and/or vandalism to said devices. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the WCD for return or inspection. Employees unable to present the device in good working condition within the time period requested (e.g. twenty four (24) hours) will be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss. Personal use of a Board-owned WCD is discouraged. Each employee issued a Board-owned WCD is required to keep a log documenting the personal calls, e-mails, instant messages or text messages sent/receive, or Internet sites accessed with a notation of the purpose of each action.~~

~~Any employee who regularly places or receives personal calls, or uses his/her Board-owned WCD to send/receive personal e-mails, text messages, or instant messages, shall be subject to disciplinary action.~~

~~WCDs may not be transferred to any other employee without prior notification and approval of the District Administrator. Employees provided with a WCD understand that the WCD is owned by the Board. Any alteration or switching of WCDs must be approved in advance by the District Administrator.~~

~~Cellular telephone numbers provided by the Board, via contract with a wireless service provider/vendor, are considered business numbers of the District which shall remain and belong to the Board for its use, unless otherwise changed by the service provider/vendor or as mandated by the Federal Communications Commission.~~

~~The Board reserves the right to audit all Board-owned WCDs, which will include but not be limited to, a review of the detailed monthly statement upon submission after the requisite review by the employee. The detailed monthly service statements for all Board-owned WCDs as well as invoices and payment documents related to these accounts are public records and, as such, may be subject to disclosure and review.~~

### **~~Privacy Issues~~**

~~WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where reasonable expectation of personal privacy exists. These locations and circumstance include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.~~

### **~~Use of Board-owned WCDs for Personal Calls~~**

~~The Board recognizes that in rare circumstances it may be necessary for an employee to use a Board-owned WCD for personal business. The Board generally prohibits such conduct as emphasized by this policy, but realizes there may be limited situations when such use is justified. Employees are advised not to take advantage of this provision and that repeated use of a Board-owned WCD for personal business will result in disciplinary action.~~

### **~~Use of a Personal WCD While at Work~~**

~~During work hours, personal communications made or received, regardless of whether on a WCD, regular telephone, or network computer, can interfere with employee productivity and/or distract others. Employees are expected to use discretion in using personal WCDs while at work. Employees are asked to limit personal communication to breaks and lunch period and to inform friends and family members of the Board's policy in this regard.~~

### **~~Potential Disciplinary Action/Cancellation of Board-Owned WCD~~**

~~Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of the WCD in any manner contrary to local, State or Federal laws will constitute misuse, and will result the Board immediately canceling the employee's privilege to use a Board-owned WCD and return of the device.~~

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## Legal

Last Modified by Richard Zimman on February 13, 2018

This policy has been revised to provide Districts with guidance in making the selection of options regarding use of devices while driving as the selection must be consistent with the policy choices made in Policy 8605 - Use of Electronic Wireless Communication Devices By District Employees Who Operate Board-Owned Or Operated Vehicles.



Book Policy Manual  
Section Ready for Supt Review  
Title NOTIFICATION OF EDUCATIONAL OPTIONS  
Number po8146 New \*26-2  
Status

#### 8146 - NOTIFICATION OF EDUCATIONAL OPTIONS

The Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District.

On an annual basis, a list of all educational options available to children who reside in the District, including public school, private schools participating in a parental choice program, charter schools, virtual schools, full time open enrollment, youth options, course options, and options for students enrolled in a home-based private education program, will be provided to parents.

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Legal 115.385(4), Wis. Stats.  
118.15, Wis. Stats.  
118.55, Wis. Stats.  
118.57 Wis. Stats.

Last Modified by Richard Zimman on February 13, 2018

This policy is now required by State law and replaces Policy 2370.





Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of PUBLIC RECORDS
Number	po8310 *26-2
Status	

### 8310 - PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction.

The public records of this District include any writing prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees to the extent such writings are within the definition of public records under applicable law. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, and records the release of which is prohibited by State or Federal law.

Any person may make an oral or written request for any public records of the District. The person may inspect, copy, or receive copies of the public record requested. The District shall respond as soon as practicable and without delay to the requestor providing the requested documents or informing the requestor of the District's intent to deny access providing specific explanation regarding the decision to deny access.

No public records, including, but not limited to, personnel records, personnel files, or staff directories or student records shall include the actual/confidential addresses of students, parents, or employees who are participating in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. Such public records and student records shall only contain the address designated by the Wisconsin Department of Justice to serve as the student's, parent's, or employee's address. (See Policy 5111 - Eligibility of Resident/Nonresident Students, Policy 8320 - Personnel Records and Policy 8330 - Student Records.)

A resident may purchase copies of the District's public records upon payment of a fee. In cases where the cost of locating and reproducing the requested record is estimated to exceed \$50, the District Administrator may require advance payment of the estimated cost from the requestor prior to fulfilling the request. The District may charge fees for the actual time spent by District employees in locating the record at the applicable employees hourly rate for salary and benefits, as well as a reproduction cost of ten cents (\$.10) per page. The District may also charge the requestor for any equipment required to fill the request (such as video tapes, computer disks, etc.). If payment is required, the District will calculate the actual cost and charge the requestor. If advance payment is required, the District will either invoice the requestor for the difference between the estimate and actual cost or refund any overpayment.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The District Administrator shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the public records law.

#### Records Retention Schedule

The District will follow the Wisconsin Department of Administration's guidelines on School District record retention.

The most recent edition of the guidelines is dated May, 2010. It may be accessed at the following web address:  
<http://dpi.wi.gov/ibstat/pdf/wi-rrssd.pdf>

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#### Legal

19.21, 19.31-39, 120.13(12), Wis. Stats.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Last Modified by Richard Zimman on February 13, 2018

This policy has been revised to incorporate language regarding the “Safe At Home” program, which is a statewide address confidentiality program of the Wisconsin Department of Justice designed to protect victims of actual or threatened abuse, stalking, and/or human trafficking by providing them with an alternate address for public and private purposes. Wisconsin law requires school districts to accept the substitute assigned address as the legal address for students and employees who are verified participants in the program. These revisions acknowledge the District’s obligations with regard to the program and are recommended to assist the District in compliance with the pertinent statute referenced in the policy revisions.



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of PERSONNEL RECORDS
Number	po8320 *26-2
Status	

### 8320 - PERSONNEL RECORDS

Maintaining accurate personnel records is critical to effective human resource management and to the Board of Education satisfying its legal obligations. In addition, such records frequently contain confidential information that must be managed appropriately.

Accordingly, the Board has developed the following policy relating to personnel records.

#### District Records Officer Designation and Responsibilities

The Board designates the Director of Human Resources as the District Records Officer (DRO). The DRO will maintain a personnel file, a payroll file, an I-9 file, and a medical file for each employee. The files will be maintained in separate, secure locations.

Supervisors and other administrators should forward all personnel records, I-9 records, payroll records, and medical records to the DRO to ensure that they are properly filed and maintained. Supervisors and other administrators should not maintain files containing an employee's personnel records, payroll records, I-9 records, or medical records. The DRO will also ensure that the following personnel records, if applicable, are maintained in separate, secure files:

- A. criminal conviction history requests and reports
- B. employee assistance program records
- C. employee relations complaints including, for example, discrimination complaints
- D. investigative and deliberative records relating to employee relations matters
- E. privileged and confidential communications including, but not limited to, attorney-client communications

Any individual who reviews personnel records will sign and date a log, which shall be kept in a secure location.

#### Content of Personnel Record Files

The content of the files maintained by the District shall be determined by the DRO consistent with the requirements of State and Federal law and sound principles of human resource management.

#### Third-Party Access to Personnel Records – Confidentiality

It is the Board's policy to respect individual privacy and to maintain in confidence all information and records pertaining to employees to the extent practicable in keeping with the Board's interest. Information in an employee's personnel file, medical file, payroll file, I-9 file and all other employment-related files will not be disclosed to any third party without an employee's written consent, except to meet the legitimate business needs of the Board or as required by law (e.g. subpoena or public record request). Further, neither the Board nor any individual employed by the Board shall access an employee's personnel records except for legitimate business purposes.

### Address Confidentiality Program

Employees who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the employee's address in any personnel records, personnel files, or staff directories. Further, the Board shall use the employee's substitute assigned address for any and all communications and correspondence between the Board and the employee. The employee's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of an employee's actual/confidential residential address is prohibited.

#### Access to Personnel Documents, Employee and Designated Representative

##### A. Covered Documents

Upon the written request of an employee or former employee (the "employee"), the District shall permit the employee to inspect any personnel documents which are used or which have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records. Provided, however, that the employee has no right to inspect the following:

1. records relating to the investigation of possible criminal offenses committed by that employee
2. letter of reference for that employee
3. any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document
4. materials used by the District for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions, and job assignments or other comments or ratings used for the District's planning purposes
5. information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy
6. records relevant to any other pending claim between the District and the employee which may be discovered in a judicial proceeding
7. medical records that the District believes would have a detrimental effect on the employee  
In this instance, the District may release the medical records to the employee's physician or through a physician designated by the employee, in which case the physician may release the medical records to the employee or to the employee's immediate family.

##### B. Request and Review Procedure

The District shall grant at least two (2) requests by an employee in a calendar year to inspect the employee's records as provided in this policy.

The District shall provide the employee with the opportunity to inspect the employee's records within seven (7) working days after the employee makes the request for inspection. The inspection shall take place at a location reasonably near the employee's place of employment and during normal working hours. If the inspection during normal working hours would require an employee to take time off from work, the District may provide some other reasonable time for the inspection. In any case, the District may allow the inspection to take place at a time other than working hours or at a place other than where the records are maintained if that time or place would be more convenient for the employee. The records will be reviewed in the presence of the DRO or a designee.

The employee shall not make any alterations or additions to the record nor remove any material from the record. A copy of the employee's request to review personnel records shall be filed in the employee's personnel file.

##### C. Designated Representative

An employee may designate a representative to inspect the employee's personnel records. The designation shall be in writing. The District shall allow such a designated representative to inspect that employee's personnel records in the same manner as the employee is permitted to inspect them under this guideline.

##### D. Copy Charges

The District will charge employees who wish to copy or receive a copy of records a reasonable fee for providing copies, which may not exceed the actual cost or reproduction.

#### Personnel Record Correction

If an employee disagrees with any information contained in the personnel records, a removal or correction of that information may be mutually agreed upon by the District and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The District shall attach the employee's statement to the disputed portion of the personnel record. The employee's statement shall be included whenever that disputed portion of the personnel record is released to a third party as long as the disputed record is a part of the file.

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Legal

103.13, Wis. Stats.

The Americans with Disabilities Act of 1990 Revised 2/13/12

Last Modified by Richard Zimman on February 13, 2018

This policy is updated to more accurately reflect statutory requirements, and to provide an option with respect to the retention of records. Note that records retained exclusively in electronic format must meet requirements of the Wisconsin Department of Administration, Wis. Admin. Code section ADM 12. Further, this policy has been revised to incorporate language regarding the "Safe At Home" program, which is a statewide address confidentiality program of the Wisconsin Department of Justice designed to protect victims of actual or threatened abuse, stalking, and/or human trafficking by providing them with an alternate address for public and private purposes. Wisconsin law requires school districts to accept the substitute assigned address as the legal address for students and employees who are verified participants in the program. These revisions acknowledge the district's obligations with regard to the program and are recommended to assist the District in compliance with the pertinent statute referenced in the policy revisions.



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of UNAUTHORIZED ACQUISITION OF STAFF PERSONAL INFORMATION
Number	po8320.01 *26-2
Status	

### 8320.01 - UNAUTHORIZED ACQUISITION OF STAFF PERSONAL INFORMATION

The District Records Officer (DRO) will maintain a personnel file, a payroll file, an I-9 file, and a medical file for each employee. The files will be maintained in separate, secure locations. The files will be maintained in both electronic and paper format.

If the DRO becomes aware of the unauthorized acquisition of "Personal Information" the DRO shall make reasonable efforts to notify each affected staff member that their personal information has been accessed. "Personal Information" includes the individual's social security number, driver's license number, State identification number, the number of financial accounts or access codes, the individual's deoxyribonucleic acid profile, or the individual's unique biometric data including fingerprint, voice print, retina or iris image, or any other unique physical representation.

No such notification is required if either (a) the acquisition of data does not create a material risk of identity theft or fraud to the individual; or (b) the personal information was acquired in good faith by a District employee or agent, and was used only for lawful purposes.

The notice shall be issued within a reasonable time, not to exceed forty-five (45) days after the District learns of the acquisition of the personal information. The notice shall indicate that the District knows of the unauthorized acquisition of personal information pertaining to the staff member. The notice shall be by mail or by a method the District has previously employed to communicate with the staff member.

#### Required Notice for Unauthorized Acquisition of Information

If, as the result of a single incident, the District is required to notify 1,000 or more individuals, the DRO shall without unreasonable delay notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution, and content of the notices sent to the staff members.

Upon written request from a staff member who has received a notice, the District shall identify the personal information that was acquired.

A law enforcement agency may, in order to protect an investigation or homeland security, ask the District not to provide a notice for any period of time and the District's notification process shall begin at the end of that time period.

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Legal 134.98 Wis. Stats.

This policy has been revised to provide clarification regarding how a District Records Officer will collect and maintain employee personnel files. Further, the policy has been modified regarding the notification requirements when records have been inadvertently released. This revision is strongly recommended, but not required.

Last Modified by Richard Zimman on February 13, 2018





Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of STUDENT RECORDS
Number	po8330 *26-2
Status	

### 8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

#### Address Confidentiality Program

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term

"eligible student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, within five (5) business days upon condition that:
  1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer); and
  2. the parent or eligible student, upon request, receives a copy of the record; and
- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. release records and information in accordance with Federal regulations or State law;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;  
Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.
- F. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)  
The District will verify that the authorized representative complies with FERPA regulations.

G. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

#### DIRECTORY INFORMATION

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

#### INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least five (5) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within two (2) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The District Administrator is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

## Legal

34 C.F.R. Part 99

20 U.S.C., Section 1232f through 1232i (FERPA)

26 U.S.C. 152

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

20 U.S.C. 7908

Last Modified by Richard Zimman on February 13, 2018

This policy has been revised to incorporate language regarding the "Safe At Home" program, which is a statewide address confidentiality program of the Wisconsin Department of Justice designed to protect victims of actual or threatened abuse, stalking, and/or human trafficking by providing them with an alternate address for public and private purposes. Wisconsin law requires school districts to accept the substitute assigned address as the legal address for students and employees who are verified participants in the program. These revisions acknowledge the District's obligations with regard to the program and are recommended to assist the District in compliance with the pertinent statute referenced in the policy revisions.



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of CONFIDENTIALITY
Number	po8350 *26-2
Status	

### 8350 - CONFIDENTIALITY

State and federal law requires that student education records be maintained as confidential. See Policy 8330. State law further exempts certain information and records from public disclosure. See Policy 8310. As such, the Board ~~of Education~~ is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from Board property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the ~~D~~istrict intact. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines. Individuals who have access to confidential information and records while employed by the Board are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing or otherwise disseminating confidential information or records subsequent to leaving the Board's employ. The Board directs the District Administrator to prepare guidelines concerning Board employees' duties to maintain certain information and records as confidential.

It is further the policy of the Board ~~of Education~~ that when the District receives in trust from a public agency information identified to be confidential or exempt from disclosure under the Public Records Law, Common Law, Privilege Case Law, or Federal Law, the District will maintain the confidentiality of said information to prohibit its unauthorized disclosure. The District will comply with the requirements of the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. (See Policy 5111 - Eligibility of Resident/Nonresident Students, Policy 8310 - Public Records, Policy 8320 - Personnel Records and Policy 8330 - Student Records.)

The following portions of this policy apply **only** to identified confidential information received from a public agency.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

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Legal 19.36(1), Wis. Stats.

Last Modified by Richard Zimman on February 13, 2018



This policy has been revised to incorporate language regarding the “Safe At Home” program, which is a statewide address confidentiality program of the Wisconsin Department of Justice designed to protect victims of actual or threatened abuse, stalking, and/or human trafficking by providing them with an alternate address for public and private purposes. Wisconsin law requires school districts to accept the substitute assigned address as the legal address for students and employees who are verified participants in the program. These revisions acknowledge the District’s obligations with regard to the program and are recommended to assist the District in compliance with the pertinent statute referenced in the policy revisions.



Book Policy Manual

Section Ready for Supt Review

Title Copy of AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

Number po8452 \*26-2

Status

#### 8452 - AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Board of Education has determined that it may enhance school safety to have an automated external defibrillator (AED) placed in building(s) within the School District.

An AED is a heart monitor and defibrillator that:

- A. is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and determining without intervention by an operator, whether defibrillation should be performed;
- B. charges and, at the command of the operator, delivers an electrical impulse to an individual's heart.

The ~~Board directs the~~ District Administrator shall develop guidelines that govern AEDs, including the use of the AED, placement of the AED, and training and oversight by a medical director or by the local EMS Medical Director. The Board also directs the District Administrator, in conjunction with the Medical Director, to review the guidelines, as appropriate. The AED device(s) will be located at school buildings for use by individuals with proper AED training.

~~Beginning in the 2011-2012 school year students in the high school will be offered instruction in cardiopulmonary resuscitation and cardiocerebral resuscitation, and will be provided instruction about automated external defibrillators. In accordance with Wisconsin Statute 118.076(3)(b), students in grades seven (7) to twelve (12) will be provided instruction about automated external defibrillators (see Policy 2413 - Health Education).~~

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Legal 146.50(8)(g), Wis. Stats.  
118.076 Wis. Stats.

Last Modified by Richard Zimman on February 13, 2018

This policy has been revised to provide legally current language with standards regarding the instruction on the use of automated external defibrillators consistent with State law and practices established in the Health Education curriculum.



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of FOOD SERVICES
Number	po8500 *USDA 7-17
Status	
Adopted	August 1, 2011
Last Revised	July 24, 2017

#### 8500 – **FOOD SERVICES**

The Board of Education shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;

B. an explanation of how the condition or symptom affects the student's diet; and

C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

The District may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.

For students who need a nutritionally equivalent milk substitute, only a signed request by a parent is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the food-service program shall be the responsibility of the Business Manager. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSFA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

### Negative Account Balances

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance as determined by the Business Manager. The Business Manager shall determine the manner of determining permissible account balances by grade level. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

A student that has exceeded the permissible negative balance amount in his/her account and does not have cash on hand sufficient to purchase a meal will be provided an alternative meal, subject to USDA guidelines applicable to alternative meals. The District Administrator shall, in coordination with the District's food services, assure that any alternative meals provided to any student receiving paid or reduced-price meals that is either claimed for reimbursement or charged to the student account, meets all of the requisite USDA guidelines for alternative meals.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and

beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually. ~~(-) The District Administrator shall assure that the District's vendors and/or Food Service Management Contractor is provided a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines.~~

#### **Nondiscrimination Statement**

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Revised 10/8/12

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Last Modified by Jeff Holmes on March 21, 2018

This policy is revised to modify the USDA required nondiscrimination statement that must accompany all correspondence concerning the food service program. The regulations require that the noticed be exact. The use of the word "District" instead of "institution" deviated from the exact language and therefore the policy is revised to meet this requirement. This revision is required for compliance with the law.



Book Policy Manual

Section Ready for Supt Review

Title Copy of JOINT SELF-INSURANCE POOL

Number po8770 \*26-2

Status

### 8770 - JOINT SELF-INSURANCE POOL

The Board of Education recognizes the benefits to the District of joining with other boards of education, educational organizations, and political subdivisions in providing coverage for the insurance needs of this District and in participating in programs of risk management to prevent loss, reduce expenses, and to control liability.

The Board may provide insurance by this means for:

- A. loss or damage to District property, real or personal;
- B. loss or damage from liability resulting from the use of District property;
- C. loss or damage from liability for the acts and omissions of District officers, employees, or volunteers;
- D. loss or damage from liability established by the workers' compensation statutes;
- E. the expenses of defending any claim against the Board members, officers, or employees of this District arising out of and in the course of the performance of their duties;
- F. hospital and medical insurance coverage.

The Board may, upon formal resolution duly adopted, become a member of a self-insurance group in order to participate in any joint self-insurance fund or funds, risk management programs, or related services offered or provided by the group. The Board's membership in the group will be governed by the bylaws of the insurance group, which must be reviewed and approved by the State Commissioner~~District Administrator~~ of Insurance in accordance with law.

Trustees of the School Board self-insurance pool shall be selected in accordance with the bylaws of the insurance group; if the bylaws do not provide for the manner of a trustee's election, the trustee or trustees representing this Board shall be elected by a plurality vote of those Board members present and voting.

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Legal 121.12(2), Wis. Stats.

Last Modified by Richard Zimman on February 13, 2018

This policy has been modified to reflect that the joint self-insurance group shall be approved by the State Commissioner of Insurance. This policy may be revised in accordance with Bylaw 0131.1





Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES
Number	po8800 *26-2
Status	

### 8800 - RELIGIOUS ~~AND~~ PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration.

~~The District shall not function as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article.~~ Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of such materials on District property may make a request ~~by any party shall be~~ in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Special Interest Groups and AG 9700A - Distribution of Materials to Students.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the pledge or sing the national anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. The District Administrator shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

Legal                      118.06(2), Wis. Stats.  
                                 20 U.S.C. 4071 et seq.

Last Modified by Richard Zimman on February 13, 2018

In response to complaints and threatened action by a special interest group directed at a School District, this policy is revised to assure that distribution of religious materials on school grounds is subject to the same level of oversight and time, place, and manner restriction as the distribution of any other type of materials. This reduces concerns regarding the separate and arguably more restrictive treatment of religious materials as opposed to other types of materials.



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS
Number	po9130 *ASU
Status	
Last Revised	January 12, 2015

### 9130 - PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board of Education. At the same time, the Board has a right to protect the staff from inappropriate harassment. It is the intent of this policy to provide guidelines for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner. Requests, suggestions, or complaints made by District staff members are covered by [Policy 1422](#), Policy 3122, and Policy 4122.

It is the desire of the Board to address any such matters through direct, informal discussions and other means. It is only when attempts at informal resolution fail that more formal procedures shall be used.

Generally, requests, suggestions, or complaints reaching the Board or Board members shall be referred to the District Administrator for consideration. Any individual presenting such a matter shall be provided with a copy of this policy.

#### Guidelines for Matters Regarding a Staff Member

##### A. First Level

Generally, if the matter concerns a professional staff member the individual(s) should discuss the matter with the staff member. The staff member shall take appropriate action within his/her authority and District administrative guidelines to deal with the matter.

Discussion with the staff member may not be appropriate in some situations including, for example, where the matter involves suspected child abuse, substance abuse, or any other serious allegation that may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the Principal or their immediate supervisor.

##### B. Second Level

If the matter has not been satisfactorily addressed at the First Level or it would be inappropriate to discuss the matter with the staff member, the individual(s) may discuss the matter with the staff member's supervisor, if applicable. Discussions with the supervisor shall occur promptly following any discussion with the staff member.

##### C. Third Level

If the matter has not been satisfactorily addressed at the Second level, and the matter does not involve the District Administrator, the individual(s) may submit a written request for a conference to the District Administrator. This request should include:

1. the specific nature of the request, suggestion or complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the individual(s) (or child of a complainant) has been affected adversely;
3. the action which the individual(s) wishes taken and the reasons why it is felt that such action be taken.

The request must be submitted promptly after discussion with the staff member's supervisor. The District Administrator shall respond in writing to the individual(s) and shall advise the Board of any resolution of the matter.

#### D. Fourth Level

If the matter has not been satisfactorily addressed at the Third Level, or at the First Level in the case of a matter involving the District Administrator, the individual(s) may submit a written request to the Board to address the matter. Any such request must be submitted promptly after receiving the District Administrator's written response.

The Board, after reviewing all material relating to the matter shall provide the individual(s) with a written response or grant a hearing, which may be held in closed session at the discretion of the Board when consistent with Wisconsin's Open Meetings law before the Board.

The individual(s) shall be advised, in writing, of the Board's decision no more than ten (10) business days following the next regular meeting. The Board's decision will be final on the matter, and it will not provide a hearing to other complainants on the same issue.

If the individual(s) contacts an individual Board member to discuss the matter, the Board member shall inform the individual that s/he has no authority to act in his/her individual capacity and may refer the individual(s) to this guideline or the District Administrator for further assistance.

#### **Guidelines for Matters Regarding a Support Staff Member**

In the case of a support staff member, the matter is to be directed, initially, to the person's supervisor, and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Staff Member".

#### **Guidelines for Matters Regarding District Services or Operations**

If the matter relates to a District procedure or operation, it should be addressed, initially, to the Principal and then in subsequently higher levels as prescribed in "Guidelines for Matters Regarding a Staff Member".

#### **Guidelines for Matters Regarding the Educational Program**

If the matter relates to a District program, it should be addressed, initially, to the Principal and then in subsequently higher levels as prescribed in "Matters Regarding a Staff Member".

#### **Guidelines for Matters Regarding Instructional Materials**

The District Administrator shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials used as part of the educational curriculum and the procedure for completing such an inspection. See Policy 2414, AG 9130A and Form 9130 F3.

If the request, suggestion, or concern relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the request, suggestion or concern should be discussed with the principal. If there is not resolution at this level, the following procedure shall be followed:

- A. The request, suggestion, or concern is to be addressed to the Director of Teaching and Learning, in writing, and shall include:

1. author;

2. title;
  3. publisher;
  4. the complainant's familiarity with the material objected to;
  5. sections objected to by page and item;
  6. reasons for objection and suggestions for replacement material(s) that are considered of equal or superior quality for the intended purpose.
- B. Upon receipt of the information, the Director of Teaching and Learning shall, (X) refer the matter to the District Administrator for resolution after advising the District Administrator of the complaint, refer the complaint to the Instructional Improvement Council, which shall comply with the open meetings law.
- C. If the request, suggestion, or complaint relates to the human growth and development curriculum or instructional materials, it shall be referred to the Instructional Improvement Council responsible for developing the human growth and development curriculum and advising the Board on the design, review and implementation of the curriculum. (See Policy 2414).
- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
  2. the accuracy of the material
  3. the objectivity of the material
  4. the use being made of the material
- E. The material in question may not be withdrawn from use pending the committee's recommendation to the District Administrator.
- F. The committee's recommendation shall be reported to the District Administrator in writing within five (5) business days following the next regularly scheduled meeting. The District Administrator will advise the individual(s), in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- G. The individual(s) may appeal the District Administrator's recommendation within ten (10) business days to the Board. The appeal shall be submitted in writing. The written appeal and all written material relating to it shall be referred to the Board for consideration.
- H. The Board shall review the matter and advise the individual(s), in writing, of its decision as soon as practicable.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

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Legal 118.01, 118.019, Wis. Stats.  
20 U.S.C. 1232h

Last Modified by Jeff Holmes on March 21, 2018

The policy provides options for the creation of committees to fulfill certain functions the Board describes in policy. There is no obligation to create committees for the purposes described; however, if one or more are created, those committees are potentially subject to the open meetings law. Please note in the case of committees charged with reviewing complaints alleging misconduct or other inappropriate behavior, the committee may frequently convene in closed session to the extent permitted. Review of the policy decisions and adoption of the policy in the event of the selection of different options from current policy is recommended.



Book	Policy Manual
Section	Ready for Supt Review
Title	Copy of CITIZENS' ADVISORY COMMITTEES
Number	po9140 *ASU
Status	

### 9140 - CITIZENS' ADVISORY COMMITTEES

The Board of Education, in its discretion, ~~may~~shall establish citizens' advisory committees and assign to each committee a particular when there is a definite function for which the committee has been formed to be performed. All appointments of citizens to advisory committees shall be approved by the Board. All appointments of staff members to citizens' advisory committees shall be made by the District Administrator. Staff members shall never constitute more than a minority of any such committee. Every effort shall be made to ensure that the makeup of an advisory committee is as truly representative of the community as possible. The chairperson of an advisory committee may be chosen from among the lay members. Board members may be ex-officio members of an advisory committee.

Specific topics for study or well-defined areas of activities shall be assigned in writing to each committee immediately following its appointment. Upon completing its assignment, a committee either shall be given a new assignment~~problem~~ or shall be dissolved promptly. No advisory committee shall be permitted to continue for prolonged periods without a definite assignment. Each committee shall be instructed as to the length of time each member is asked to serve, the resources the Board intends to provide, the approximate dates on which the Board wishes it to submit reports, and the approximate date on which the Board wishes it to dissolve. Furthermore, the committee shall be instructed as to the relationship it has to the Board, to individual Board members, to the District Administrator, and to the remainder of the professional staff.

The structure and organization of an advisory committee shall be determined by the Board as appropriate to the assignment. Advisory committees shall be encouraged to draw upon a wide variety of resources both inside and outside the School District. Each committee shall be encouraged to draw upon the talents of other local residents and to recommend to the Board the official appointment of any such additional member(s) as the committee may desire.

Expenditure of District funds by an advisory committee shall be made only upon the prior approval of the District Administrator. Supplies, equipment, and personnel from within the School District may be obtained through the appointed staff resource person.

Correspondence between the Board and its committees shall ordinarily be conducted by the District Administrator with the advice of the President. The District Administrator shall transmit the contents of any communication from a committee to the Board at the next meeting of the Board. When a committee is ready to submit a report on its assigned topic, the District Administrator shall arrange a meeting for the purpose of receiving the report.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

All advisory committees created by the Board are subject to the notice provisions of the Open Meetings Law.

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Legal	19.81 et seq., Wis. Stats.
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Last Modified by Richard Zimman on February 11, 2018

The policy discusses the Board's creation of citizen advisory committees to address specific issues the Board identifies as appropriate for resolution in this respect. Any committee created in this way - by the Board, with a defined membership and a particular charge - the committee is likely subject to the open meetings law. The policy is revised to more adequately reflect the Board's discretion and therefore adoption is recommended.

## GERMANTOWN SCHOOL DISTRICT

**TO:** Board of Education                      **TOPIC:** Village of Germantown Parks & Recreation Department 2018-2019 Fall/Winter/Spring Building Use Requests

**FROM:** Ric Ericksen                      **BOARD MEETING:** July 23, 2018

**DATE:** July 17, 2018                      **AGENDA ITEM:** VII.A.

**Recommendation to the Board of Education and Building Committee:**

Bring forward with a positive recommendation to approve the attached Parks & Recreation Department 2018-2019 Fall/Winter/Spring Building Use Requests (Exhibit A) as presented.

***Note:** I am not recommending, at this time, that the Board of Education renew the Village of Germantown Intergovernmental Agreement (aka IGA) inasmuch as administration is working with Village officials on its renewal. However, I believe it is in the best interest of the community to allow the use of facilities to continue for the fall thru spring in a manner as has been in the past. There is no request for access to our pool, field house, or performing arts center in Exhibit A.*

**The current IGA expires on August 31, 2018.**

**Background/Attachment(s):**

Please see the May 21, 2018 Building Committee packet for previous background.

**An Option**

A few weeks ago Mr. Kreklow, Village Administrator, informally proposed to me a one-year IGA renewal. Should this be considered I would suggest a few stipulations, which could be put directly into the agreement or stated in a Memorandum of Understanding (MOU). These are:

- The district reserves the right to open the agreement at any time.
- The district will charge a fee for use of the pool, field house, and performing arts center.
- Language relative to storage of Park & Rec property at our facilities.

**An Option**

- Completely re-write the IGA and cover the items stated above as well as adding language to include:
  - Fees structures for classrooms use, playground use, etc.
  - **Alternatively**, a general annual fee which covers the bullet point above and does not include the pool, field house, and performing arts center – these would have separate fees.

*continued ...*

### **Planning and Analysis**

On Monday July 16 Mr. Mark Schroeder, Village Parks & Rec and Ms. Sara Unertl, District Activities Director and myself met to discuss a process for a new IGA.

Ms. Unertl and I have been gathering information relative to financial and programming relationships/agreements between Parks & Rec and school districts from around the area. This includes activities relative to pool and aquatics.

Her and I will be analyzing the information and reporting to the Board of Education in August.

### **IGA Clause #6 – Usage Fees**

Board member Tom Barney contacted me relative to this clause and impact on the budget. The clause states:

6. **USAGE FEES:** The Village shall pay to the School District twenty-five percent (25%) of the School District's published usage fees as described in Germantown School District Policy 7310.01. The fee schedule shall be as it exists on the date of the execution of this Agreement. The Village shall not pay more than \$3000.00 per year for the Permitted Uses each calendar year. If the Village is granted use of facilities beyond those Permitted Uses, the Village shall pay the aforementioned twenty-five percent (25%) of the published fees.

My interpretation has always been that this clause was intended to be invoked only if the Village (Parks & Rec) used facilities beyond the Exhibit A that is approved by the board periodically.

Parks & Rec has not exceed its approved usage; therefore, this clause has not been invoked.

On 8/24/2015 Mr. Holmes and I met with Park & Rec officials to review this.

### **Attachments**

Exhibit A (to be acted on tonight) and the current ledger of recreation facility fund (aka non-lapsing fund).



**Germantown Park and Recreation Department**  
N112 W17001 Mequon Road  
P.O. Box 337  
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920  
Information Line (262) 250-4711

June 29, 2018

Mr. Jeff Holmes, Superintendent of Schools  
Germantown School District  
N104 W13840 Donges Bay Road  
Germantown, WI 53022

Dear Superintendent Holmes:

Enclosed are copies of the Germantown Park & Recreation Department's 2018-2019 proposed fall/winter/spring program schedule utilizing School District facilities. Per the Intergovernmental Facility Use Agreement, we will submit all our program requests in School Dude prior to August 1st, those requests are detailed on the Exhibit A form. The proposed schedule is very similar to the schedules submitted the last couple years. Should you or your staff have questions, please contact me at (262) 250-4710.

Thank you to the Board of Education and district staff for the continued cooperation in providing our programs and activities to the community.

Sincerely,

*Mark Schroeder*

Mark Schroeder, Director  
Germantown Park & Recreation Department

enclosure

cc: Steve Kreklow, Village Administrator  
Dean Wolter, Village President  
Patti Heinen, Recreation Supervisor  
Katie Rodger, Recreation Supervisor  
Scott Coulthurst, Chairman Park & Recreation Commission  
Sara Unertl, Athletic-Activities Director  
Joel Farren, Principal Germantown High School  
Steve Williams, Principal Mac Arthur School  
Katie Kohel, Principal Amy Belle School  
Andy Eisenbach, Principal County Line School  
Dr. Dana Croatt, Principal Rockfield School  
Susan Climer, Principal Kennedy Middle School  
Don Erickson, Director of Maintenance & Plant Operations  
Ric Ericksen, Director of Business & Facility Operations  
Billie Jo Mohn, Secretary to Business and Maintenance  
Marc Gabrysiak, Director of Technology  
Rhonda Roads, Germantown High School Audio/Tech  
Shelley Juedes, Director of Food Service

# Germantown Recreation Department

## FACILITY USE REQUEST EXHIBIT A Place, Time and Manner of Use

**FALL/WINTER/SPRING 2018/2019  
GERMANTOWN HIGH SCHOOL**

ROOM	TIME/DAY	DATES	MANNER	SPECIAL NEEDS	SECURITY PROCEDURES
TRACK	MONDAYS & WEDNESDAYS 6:15 - 8:00 P.M.  SATURDAYS 8:00 – 9:30 A.M.	APRIL 1 – MAY 29, 2019	TRACK AND FIELD PROGRAM	Use of some track equipment per varsity coach Access to restrooms	Track Coaches to
TRACK & PRESS BOX	SATURDAY 7:00 A.M. - 2:00 P.M.  RAINDATE SUNDAY 7:00 A.M. - 2:00 P.M.	MAY 18, 2019  MAY 19, 2019 (only if needed)	TRACK INVITE  TRACK INVITE RAIN DATE	Press box open Use of track equip. Access to restrooms Use of sound system	Program held outside
PAC	SATURDAY 12-3:30 PM (CONCERT 2-3:30 PM)	DEC. 15, 2018	BAND REHEARSAL AND CONCERT	Access to restrooms Request 100 folding chairs o stage use of cordless microphone and sound system stage lights	Door monitor provided
PAC	TUESDAY 5:00 – 8:30 P.M.	MAR 19, 2019	YOUTH DANCE RECITAL	Pa system w/microphone Access to restrooms room in back of stage needed for staging & clothes changing for kids. LCD/screen/DVD in chorus room Stage lights 1 table on stage use of cordless microphone and sound system	Door monitor in lobby.

# Germantown Recreation Department

## FACILITY USE REQUEST EXHIBIT A

### Place, Time and Manner of Use

**FALL/WINTER/SPRING 2018/2019**

**KENNEDY MIDDLE SCHOOL**

ROOM	TIME/DAY	DATES	MANNER	SPECIAL NEEDS	SECURITY PROCEDURES
CAFETERIA/ COMMONS AREA	MONDAYS 5:30 - 8:30 P.M.	<b>SESSION I</b> SEPT. 10 - NOV. 12, 2018  <b>SESSION II</b> JAN. 7- MARCH 11, 2019	<b>POM PONS</b>	Tables moved to side wall Floor dust mopped <b>after</b> use due to strings. Access to restrooms air handlers on	Door monitor in lobby.  Hall doors locked. Gate up in b wing
CAFETERIA/ COMMONS AREA	TUESDAYS 5:30 - 8:00 P.M.	<b>SESSION I</b> TUESDAYS, SEPT.11- NOV.13, 2018  <b>SESSION II</b> TUESDAYS, JAN. 7-MAR. 12,2019	<b>POM PONS</b>	Tables moved to side wall Floor dust mopped <b>after</b> use due to strings. Access to restrooms air handlers on	Door monitor in lobby  Hall doors locked. Gate up in b wing
CAFETERIA/ COMMONS AREA	THURSDAYS 5:15 - 7:15 P.M.	SEPT. 13 - NOV. 15, 2018  JAN. 10 - MAR. 14, 2019	<b>POWER POMS PRACTICE</b>	Tables moved to side wall Floor dust mopped <b>after</b> use due to strings Access to restrooms	Door monitor provided by group outside of gold office hallway. Hall doors locked. Gate up in b wing
<b>GOLD GYM</b> SEPT. - NOV. 8 <b>BLUE GYM</b> NOV. 8- MARCH 7 <b>SHARE W/ OPEN</b> <b>GOLD GYM</b> MAR. 14 - APR 4	THURSDAYS 6:30 - 9:45 P.M.	SEPT. 13, 2018- APR. 4, 2019	<b>WOMEN'S VOLLEYBALL LG.</b>	Volleyball standards Hoops raised up F10 storage room open Access to restrooms	Door monitor in lobby  Request doors to hall doors locked, gold gym gate up or gate up in cafe, gate up in b wing.
<b>BLUE GYM</b>	THURSDAYS 7:00 - 9:00 P.M.	SEPT. 13, 2018 - APR. 11, 2019	<b>ADULT CO-REC OPEN VOLLEYBALL</b>	Volleyball standards Hoops raised up F10 storage room open Access to restrooms	Door monitor in lobby  Request doors to hall doors locked, gold gym gate up or gate up in cafe, gate up in b wing.
<b>BLUE AND GOLD GYM</b>	MONDAYS 6:30 - 9:45 P.M.	SEPT. 10, 2018 - APRIL 15, 2019	<b>CO-REC VOLLEYBALL LG.</b>	Volleyball standards Hoops raised up Curtain lowered F10 storage room open Floors dust mopped before lg play Dust mop left in rm f10 for use Access to restrooms	Door monitor in lobby  Request doors to hall doors locked, gold gym gate up or gate up in cafe, gate up in b wing.
<b>GOLD GYM</b>	TUESDAYS SEPT - NOV. 1 7-9 PM <b>GOLD GYM</b> NOV 9- MAR. 6 7:00-9:30 PM - <b>GOLD GYM</b> MAR 13 - MAY 7-9 PM <b>GOLD GYM</b>	SEPT. 11, 2018 - MAY 14, 2019	<b>OPEN MEN'S OVER 30 BASKETBALL</b>	Hoops lowered F10 storage room open Access to restrooms	Door monitor in lobby  Request doors to hall doors locked, gold gym gate up or gate up in cafe, gate up in b wing.
<b>GOLD GYM</b>	THURSDAYS 6:30 - 10:00 P.M.	NOV. 1, 2018 - MAR. 21, 2019	<b>MEN'S OVER 30 BASKETBALL LG.</b>	Electronic scoreboard Scorers table Bleachers pulled out on east side Hoops lowered F10 storage room open Access to restrooms	Door monitor in lobby  Request doors to hall doors locked, gold gym gate up or gate up in cafe, gate up in b wing.



**FALL/WINTER/SPRING 2018/2019**  
**KENNEDY MIDDLE SCHOOL**

**Page 2**

<b>ROOM</b>	<b>TIME/DAY</b>	<b>DATES</b>	<b>MANNER</b>	<b>SPECIAL NEEDS</b>	<b>SECURITY PROCEDURES</b>
GOLD & BLUE GYM	MONDAYS 5:15 - 6:15 P.M.	NOV. 5, 2018 - MAR. 4, 2019	<b>BUCKETEER BASKETBALL PRACTICE</b>	Hoops lowered F10 storage room open Access to restrooms	2-4 coaches/team in charge of players/team.  request doors to hall doors locked, gold gym gate up or gate up in cafe, gate up in b wing.  Door monitor in lobby
GOLD GYM BLUE GYM	TUESDAYS 5:30 - 7:30 P.M. 5:30 - 8:30 P.M.	NOV. 6, 2018- MAR. 5, 2019			
GOLD & BLUE GYM	WEDNESDAYS 5:30 - 8:30 P.M.	NOV. 7, 2018- MAR. 6, 2019			
GOLD & BLUE GYM	THURSDAYS 5:30 - 6:30 PM	NOV. 8, 2018 - MAR. 7, 2019			
BLUE & GOLD GYM	SATURDAY 8:00 A.M. - 12 NOON	DECEMBER 1, 2018	<b>BUCKETEER FREE THROW CONTEST</b>	Hoops lowered 1 café table in lobby Access to restrooms  <b>Please set up gym on Friday night for sat.</b>	Door monitor in lobby.  Request doors to hall doors locked, gold gym gate up or gate up in cafe, gate up in b wing.
BLUE & GOLD GYM/CAFETERIA	SATURDAY 8:00 A.M. - 1:00 P.M.	DECEMBER 8, 2018	<b>OFFICIALS TRAINING</b>	Hoops lowered Access to restrooms LCD/projector TV/DVD 6 café tables down <b>Please set up gym on Friday night for sat.</b>	Door monitor in lobby.  Request doors to hall doors locked, gold gym gate up or gate up in cafe, gate up in b wing.
BLUE GYM & GOLD GYM  + CAFETERIA ON JAN. 13 & 20, 2018 FOR PICTURE DAY  + CAFETERIA ON MAR.3 & MAR. 10, 2018 FOR AWARDS DAYS	SATURDAYS 8:00 A.M. - 4:00 P.M.  <b>ON EITHER MAR. 3 &amp; MAR. 10 WE MAY BE IN BUILDING UNTIL 5:00 P.M. DUE TO OFFICIALS GAME.</b>	JAN.5 - MAR. 9, 2019  JAN. 12 & 19 2018 (7:30AM-4:30PM)  MAR. 2 & 9, 2019 (8AM-5PM)	<b>BUCKETEER B.B. LG. GAMES</b>  <b>PICTURE DAY</b>  <b>AWARDS DAYS</b>	<b>For each gym need:</b> Electronic scoreboard Hoops lowered Access to restrooms Scorer's table Bleachers pulled out <b>For gold gym need:</b> bleachers pulled out/ access to light box/storage room <b>For awards days need:</b> Access to 10 cafeteria tables If need snow removal please give us phone # to call and specifics <b>Please set up gym on Friday night for sat.</b>	2 site supervisors on at all times. Door monitor in lobby.  Request doors to hall doors locked, gold gym gate up or gate up in cafe, gate up in b wing.  Days use café: halls doors locked and café gate up.
BLUE GYM, CAFETERIA, STAGE, C7-BAND ROOM	TUESDAY 5:00 - 8:30 P.M.	MAR 19, 2019	<b>YOUTH DANCE RECITAL</b>	Pa system w/microphone Bleachers out Access to restrooms 350 chairs on gym floor All 5 basketball hoops up Chorus room (room in back of stage) needed for staging & clothes changing for kids. LCD/screen/DVD in chorus room Stage lights preset 1 table on stage use of cordless microphone and sound system 10 café tables down in café 1 table in lobby <b>Please let patti know if there is a KMS b-ball game the same night.</b>	Door monitor in lobby. Request doors to hall doors locked, gold gym gate up or gate up in cafe, gate up in b wing.
BLUE GYM	TUESDAY 5:00 - 8:30 P.M.  Monday 6-7pm.	MARCH 12, 2019  Nov.5 or 12, 2018	<b>POM PONS PERFORMANCE</b>	East side of bleachers out Access to restrooms Poms strings cleaned up Table for music on opposite side Café table out in lobby entrance area use of cordless microphone and sound system	Door monitor in lobby.  request doors to hall doors locked, gold gym gate up or gate up in cafe, gate up in b wing.

**FALL/WINTER/SPRING 2018/2019**  
**KENNEDY MIDDLE SCHOOL**

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ROOM	TIME/DAY	DATES	MANNER	SPECIAL NEEDS	SECURITY PROCEDURES
BLUE IMC	MONDAY TUESDAY WEDNESDAY 5:45 – 7:30 P.M.	MARCH 18, 2019 MARCH 19, 2019 MARCH 20, 2019	POMS AWARDS	Access to restrooms All Days: LCD projector, screen, DVD M: 14 total cafeteria tables set up, T: 90 chairs set up W: 30 chairs set up	DOOR MONITOR IN LOBBY.
CAFETERIA, BLUE GYM & GOLD GYM <i>(only if inclement weather)</i> FREISTADT FIELD KMS SOFTBALL DIAMOND (FOR SCHOOL DUDE PURPOSES)	SATURDAY 9:30 A.M. – 2:30 P.M.	APRIL 13 OR 20, 2019	EASTER EGG HUNT	Access to restrooms & pa system	Door monitor in lobby and gold office hallway
CAFETERIA	WEDNESDAY 5:30 - 7:30 P.M.	MARCH 27, 2019	TRACK PROGRAM PARENT MTG	Use of tables Access to restrooms Use of LCD/screen	Door monitor in lobby. Request doors to hall doors locked, gold gym gate up or gate up in cafe, gate up in b wing.
	3:30 P.M. – 12 MIDNIGHT	Tentatively set for APRIL 26, 2019  F.Y.I	YOUTH FUTURES LOCK-IN  F.Y.I.	Please put it on your school calendar so we don't conflict with variety show! * please tell variety show coordinator this date.	Adult Chaperones
CAFETERIA or GYM	SATURDAYS 8:30A.M. – 12:30 P.M. THURS. 4:45 – 8:00 P.M.	<del>(FALL)</del> SEPT. 15 – Nov. 3, 2018 <del>(SPRING)</del> Mar. 7–JUNE 6, 2019	GYMNASTICS	Use/Storage of apparatus, mats, F10 storage room. Use of 7 panel mats Access to restrooms Air handlers on Building key & code All Café tables up & to side wall. Use of 4 café tables <b>PLEASE SET UP GYM ON FRIDAY NIGHT FOR SAT.</b>	Door monitor lobby. Hall doors locked. Gate up in b wing
BLUE & GOLD GYM, CAFETERIA	SATURDAY 8:00 A.M. – 4:30 P.M.	DEC. 15, 2018	BUCKETEER SCRIMMAGES	Hoops lowered Access to restrooms 6 café tables down <b>Please set up gym on Friday night for sat.</b>	Door monitor in lobby.  Request doors to hall locked, gold gym gate up, gate up in b wing.
BLUE GYM	TUESDAYS 6:30 – 7:30 P.M. TUESDAYS 5:30 – 7:30 P.M.	SEPT. 11 – OCT 23, 2018 JAN. 22 – MAR. 21, 2019	PITCHING & HITTING CLINICS	Access to restrooms f10 storage room open	Door monitor in lobby  request doors to hall locked, gold gym gate up, gate up in b wing.
BLUE & GOLD GYMS  Cafeteria/Stage	SATURDAYS 8:00 A.M. – 2:00 P.M.  Picture day 8am-1:00 pm	SEPT. 15 – NOV. 3, 2018  SEPT. 29 OR Oct. 6	VOLLEYBALL INSTRUCTION & GAMES	Access to restrooms Volleyball standards bleachers out Hoops raised up F10 storage room open Floors dust mopped before lg play. Dust mop left in room f10 for use Access to restrooms	Door monitor lobby. Hall doors locked. Gate up in b wing
BLUE & GOLD GYM (IF INCLEMENT WEATHER)	SATURDAYS 8:30 A.M. – 2:00 P.M.	APRIL 28 & MAY 4	PEE WEE & U6 SOCCER	Access to restrooms Storage of equipment in f10	Door monitor lobby. Hall doors locked. Gate up in b wing

**FALL/WINTER/SPRING 2018/2019**  
**KENNEDY MIDDLE SCHOOL**

**Page 4**

<b>ROOM</b>	<b>TIME/DAY</b>	<b>DATES</b>	<b>MANNER</b>	<b>SPECIAL NEEDS</b>	<b>SECURITY PROCEDURES</b>
BLUE GYM (INCLEMENT WEATHER)	SUNDAY 12:00-4:00 PM	SUNDAY SEPT. 23	POMS KICKATHON	Access to restrooms	Door monitor lobby. Hall doors locked. Gate up in b wing
GOLD GYM CAFETERIA	TUESDAY or THURSDAY 5:30-9:00 PM	OCT. 30/NOV. 1	BUCKETEER COACHES MEETING	Access to restrooms LCD/screen, f10 open, hoops lowered	Door monitor lobby. Hall doors locked. Gate up in b wing
GOLD GYM	WEDNESDAYS 6:30 – 8:30 P.M. 7:30 – 9:30 P.M. 6:30 – 8:30 P.M.	SEPT. 12 – NOV. 14 NOV 21. – MAR. 6 MAR. 13 – JUNE 5	PICKLEBALL	Access to restrooms storage of equipment in f10	Door monitor lobby. Hall doors locked. Gate up in b wing
GOLD GYM	THURSDAYS 5:45-8:30 P.M.	APRIL 11 – MAY 30	SPRING VOLLEYBALL LG – middle school	Access to restrooms storage of equipment in f10 Volleyball standards Curtain lowered	Door monitor lobby. Hall doors locked.
CLASSROOM OR ART ROOM G140 OR CAFETERIA	THURSDAYS 3:00- 4:30 P.M.	FEB. 7 – APR 11 APR. 25 – MAY 30	AFTERSCHOOL ART	Access to restrooms Access to sink Tables/chairs	Students taken right from class to program. Parents pick up right at class.
BLUE GYM	THURSDAY 5:30 – 8:30 P.M.	AUG. 23	FALL SOCCER COACHES CLINICS	Access to restrooms west bleachers pulled out	Door monitor lobby. Hall doors locked.
BLUE GYM	TUESDAYS 5:30 – 8:30 P.M.	APRIL 2 & 9	SPRING SOCCER COACHES CLINIC	Access to restrooms west bleachers pulled out	Door monitor lobby. Hall doors locked.
CAFÉ	WEDNESDAY & THURSDAY 5:00 – 8:00 P.M.	MAY 15 & 16	TBALL COACHES MEETINGS	Access to restrooms Café tables LCD projector/screen	Door monitor lobby. Hall doors locked.
BLUE GYM & STAGE	SATURDAY 12-3:30 PM (CONCERT 2- 3:30 PM)	DEC. 15, 2018	BAND REHEARSAL AND CONCERT	Access to restrooms Request use of 100 folding chairs & rack use of cordless microphone and sound system	Door monitor provided
BAND ROOM	MONDAYS 6:00 – 9:00 P.M.	SEPT 17 – JUNE 10 (OFF 12/24, 12/31, 2/18, 3/25, 4/22, 5/27)	COMMUNITY BAND PRACTICE	Access to restrooms Use of band equipment under the direction of Jim Barnes	Door monitor provided
GOLD GYM	THURSDAY 5:30 – 8:30 P.M.	AUG 30, 2018	VOLLEYBALL COACHES MEETING	Access to restrooms Volleyball standards	Door monitor provided
BLUE & GOLD GYM & HALLWAYS Use of a gym and/or hallways if inclement weather	MONDAYS & WEDNESDAYS 6:15 – 8:00 P.M.  SATURDAYS 8:00 – 9:30 A.M.	APRIL 1 – MAY 29, 2019	TRACK AND FIELD PROGRAM	Use of some track equipment per varsity coach Access to restrooms	Door monitor provided if go inside for practice.

# Germantown Recreation Department

## FACILITY USE REQUEST EXHIBIT A Place, Time and Manner of Use

**FALL/WINTER/SPRING 2018/2019**  
**ROCKFIELD SCHOOL**

ROOM	TIME/DAY	DATES	MANNER	SPECIAL NEEDS	SECURITY PROCEDURES
GYM	MONDAYS 5:00 - 8:30 P.M.  TUESDAYS 5:00 - 8:30 P.M.  WEDNESDAYS 5:00 - 8:30 P.M.	NOV. 5, 2018 - MAR. 4, 2019  NOV. 6, 2018- MAR. 5, 2019  NOV. 7, 2018 - MAR. 6, 2019	<b>BUCKETEER BASKETBALL PRACTICE</b>	Rec. Equipment set out Access to restrooms Please inform us if we need to work out a key system for when custodian goes to union meetings (2 <sup>nd</sup> Tues of the month?)	2-4 coaches/team in charge of players/team.  request southwest gym door & lobby door locked.
GYM	SATURDAYS 7:30 A.M. - 4:30 P.M.	JAN. 5 - MAR. 2, 2019	<b>1ST/2<sup>ND</sup> GRADE BUCKETS</b>	Access to folding chairs (75) Scorer's table Access to restrooms Access to rec equipment in gym storage room Basketball crank If need snow removal please give us phone # to call and specifics	Site supervisor on duty at all times. Periodically checks hallway of lobby and bathrooms  Only one way to exit gym. No access to school hallways.
GYM OR LIBRARY OR CAFETORIUM	MONDAYS - FRIDAYS 5:45 - 9:00 A.M. 3:15 - 6:15 P.M.	2018-2019 SCHOOL YEAR. EARLY RELEASE DAYS: 5:45-9AM & RELEASE - 6:15PM SCHOOL BREAK DAYS: 5:45 AM-6:15 PM	<b>KIDS KLUB</b>	Storage of equipment Use of 2-3 cafeteria tables Access to bathrooms	Site supervisor & leaders monitor doors, hallways & playground.
LIBRARY OR CAFETORIUM	TUESDAYS 3:45 - 4:45 P.M.	OCT. 9 - DEC. 4 FEB. 5 - MAR. 26 (SKIP 10/30)	<b>AFTER SCHOOL SPANISH</b>	Access to restrooms	Staff will monitor doors & hallway.
GYM/ LIBRARY OR CAFETORIUM	MONDAYS 3:50 - 4:50P.M.  MONDAYS 3:50 - 4:50P.M.	OCT. 1 -DEC. 3 (OFF 11/19)  FEB. 4 - MAY 13 (OFF 2/18, 3/25, 4/22)	<b>AFTER SCHOOL TECH PROGRAM</b>	Access to restrooms	Students taken right from class to program. Parents pick up right at class.
GYM	TUESDAYS OR THURSDAYS 6:15 - 7:30 P.M.	JAN. 22 - MAR. 21, 2019	<b>SOFTBALL PITCHING &amp; HITTING CLINIC</b>	Access to restrooms	Students taken right from class to program. Parents pick up right at class.
EC ROOM	TUESDAYS & THURSDAYS 9:30-11:00 AM	SEPT. 25 - NOV. 20 (OFF 10/25) JAN. 15- MAR. 7 APR 2-MAY 28 (OFF 4/18)	<b>PRESCHOOL PLAY GROUP</b>	Access to restrooms	Staff will monitor door and hallways and walk students to and from class.
GYM	MONDAYS - THURSDAYS 6:00 - 8:30 P.M.	SEPT. 10 - NOV. 1 (OFF 10/25)	<b>YOUTH VOLLEYBALL LG. PRACTICES</b>	Access to restrooms Storage of equipment, use of vball poles/nets, volleylites	2-4 coaches/team in charge of players/team. Request doors to hallways shut and locked.
GYM	THURSDAYS 3:45 - 5:00 P.M.	JAN. 10 - APR. 25 (OFF 3/28, 4/18)	<b>AFTER SCHOOL VOLLEYBALL</b>	During kids klub time - just FYI  ACCESS TO RESTRMS, storage of equipment, use of vball poles/nets	OCCURS DURING KIDS KLUB
GYM	WEDNESDAYS 3:45-5:00 P.M.	FALL: OCT. 10 - NOV. 14, SPRING: MAR. 6 - APR. 24 (no class 3/27)	<b>10 AND UNDER TENNIS</b>	During kids klub time - just FYI ACCESS TO RESTRMS, storage of equipment	OCCURS DURING KIDS KLUB

# Germantown Recreation Department

## FACILITY USE REQUEST EXHIBIT A Place, Time and Manner of Use

**FALL/WINTER/SPRING 2018/2019**

**AMY BELLE SCHOOL**

ROOM	TIME/DAY	DATES	MANNER	SPECIAL NEEDS	SECURITY PROCEDURES
GYM	MONDAYS 5:00 - 8:30 P.M.  TUESDAYS 5:00 - 8:30 P.M.	NOV. 5, 2018 - MAR. 4, 2019  NOV. 6, 2018- MAR. 5, 2019	<b>BUCKETEER BASKETBALL PRACTICE</b>	Rec equipment set out  Access to restrooms	2-4 coaches/team in charge of players/team. Doors to hallways shut and locked.
GYM OR CAFETORIUM	MONDAYS - FRIDAYS 5:45 - 9:00 A.M. 3:15 - 6:15 P.M.	2018-2019 SCHOOL YEAR. EARLY RELEASE DAYS: 5:45-9AM & RELEASE - 6:15PM SCHOOL BREAK DAYS: 5:45 AM- 6:15 PM - held at Mac or ROCK	<b>KIDS KLUB</b>	Storage of equipment  Use of 2-3 cafeteria tables  Access to bathrooms	Site supervisor & leaders monitor doors, hallways & playground.
LIBRARY OR CAFETORIUM	WEDNESDAYS 3:45 - 5:00 P.M.	Oct. 10-Nov. 14, Jan. 9 - Apr 17 (No Class 3/27)	<b>KIDS KLUB</b>	Use of tables & chairs	Students taken right from class to program.
LIBRARY OR CAFETROIUM	FALL: TUESDAYS 3:50 - 4:50P.M.  SPRINIG: TUESDAYS 3:50 - 4:50P.M.	Oct. 2 -Dec. 4 (Off 11/20)  Feb. 6- May 14 (off 3/26)	<b>AFTER SCHOOL TECH PROGRAM</b>	ACCESS TO RESTRMS	STUDENTS TAKEN RIGHT FROM CLASS TO PROGRAM. PARENTS PICK UP RIGHT AT CLASS.
GYM	SATURDAYS 8:30 - 11:30 A.M.	JAN. 12 - MAR. 16, 2019	<b>INDOOR TENNIS INSTRUCTION</b>	Time includes set up and take down ACCESS TO RESTRMS, storage of equipment	<b>ONLY USE GYM ENTRANCE, NO ONE ALLOWED BEYOND GYM DOORS.</b>
GYM	WEDNESDAYS 3:45-5:00 P.M.	FALL: OCT. 10 - NOV. 14, SPRING: MAR. 6 - APR. 24 (no class 3/27)	<b>10 AND UNDER TENNIS</b>	During kids klub time - just FYI ACCESS TO RESTRMS, storage of equipment	OCCURS DURING KIDS KLUB
GYM	WEDNESDAYS 3:45 - 5:00 P.M.	JAN. 9 - APR. 17	<b>AFTER SCHOOL VOLLEYBALL</b>	During kids klub time - just FYI  ACCESS TO RESTRMS, storage of equipment, use of vball poles/nets	OCCURS DURING KIDS KLUB
LIBRARY OR CAFETROIUM	MONDAYS 3:45 - 4:45 P.M.	OCT. 15 - DEC. 3 FEB. 4 - APR. 8 (SKIP 2/18)	<b>AFTER SCHOOL SPANISH</b>	Access to restrooms	Staff will monitor doors & hallway.
GYM	MONDAYS- THURSDAYS 6:00 - 8:30 P.M.	SEPT. 10 - NOV. 1 (OFF 10/25)	<b>YOUTH VOLLEYBALL LG. PRACTICES</b>	Access to restrooms Storage of equipment, use of vball poles/nets	2-4 coaches/team in charge of players/team. Request doors to hallways shut and locked.

# Germantown Recreation Department

## FACILITY USE REQUEST EXHIBIT A Place, Time and Manner of Use

### FALL/WINTER/SPRING 2018/2019 MAC ARTHUR SCHOOL

ROOM	TIME/DAY	DATES	MANNER	SPECIAL NEEDS	SECURITY PROCEDURES
GYM, LIBRARY, EAGLES NEST CAFETORIUM	MONDAYS - FRIDAYS 5:45 - 9:00 A.M. 3:30 - 6:15 P.M.	2018-2019 SCHOOL YEAR.  EARLY RELEASE DAYS: 5:45-9AM & RELEASE - 6:15PM SCHOOL BREAK DAYS: 5:45 AM- 6:15 PM	KIDS KLUB	Storage of equipment in gym storage room Use of 2-3 cafeteria tables Access to bathrooms	Site supervisor & leaders monitor doors, hallways & playground.
LIBRARY/EAGLES NEST /CAFETORIUM	MONDAYS	Oct. 8 – Nov. 12, 2018  Jan. 7 – Apr. 15, 2019	KIDS KLUB	Use of tables and chairs	
GYM	MONDAYS 5:00 - 8:30 P.M.  WEDNESDAYS 5:00 - 8:30 P.M.  THURSDAYS 5:00 - 8:30 P.M.	NOV. 5, 2018 - MAR. 4, 2019  NOV. 7, 2018- MAR. 6, 2019  NOV. 8, 2018 – MAR. 7, 2019	BUCKETEER BASKETBALL PRACTICE	Storage for basketballs & med kit Access to restrooms	2-4 coaches/team in charge of players/team.  request doors to hallways shut and locked.
GYM	SATURDAYS 7:30 A.M.- 4:45 P.M.	JAN. 5 - MAR. 2, 2019	1ST/2ND GRADE BUCKETS	Storage of basketballs & equipment Access to 5- 6 café tables & restrooms If need snow removal please give us phone # to call and specifics	Site supervisor on duty at all times. Periodically checks hallway of lobby, art/music wing and bathrooms.  Request doors to hallways shut and locked.
GYM	THURSDAY WEDNESDAY 6:00 - 8:00 P.M.	AUGUST 29 & AUGUST 30	COACHES CLINICS	Use of 3-4 cafeteria tables Access to restrooms	Rec. Supervisor in charge at all times. Request doors to hallways shut and locked.
GYM	TUESDAY 6:00 - 8:00 P.M.	APRIL 9, 2019 APRIL 16, 2019	SPRING PEE WEE SOCCER COACHES CLINIC	Use of 3-4 cafeteria tables Access to restrooms	Rec. Supervisor in charge at all times. Request doors to hallways shut and locked.



# FALL/WINTER/SPRING 2018/2019

## MAC ARTHUR SCHOOL

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ROOM	TIME/DAY	DATES	MANNER	SPECIAL NEEDS	SECURITY PROCEDURES
GYM	WEDNESDAY 6:00 – 8:30 P.M.	AUG. 22	FALL SOCCER COACHES CLINIC	Use of 3 lunch tables Access to restrooms	Recreation supervisor in charge at all times. Request doors to hallways shut and locked.
GYM	MONDAYS 6:00 – 7:35 P.M.	(FALL) OCT. 1 - 22, 2018  (SPRING) MAR. 4 - 25, 2019	PARENT/CHILD BASKETBALL	Ability to store equipment Access to restrooms	Instructor on duty at all times. Periodically checks hallway of lobby, art/music wing and bathrooms. Doors to hallways shut and locked.
LIBRARY/ EAGLES NEST OR CAFETORIUM	FALL: Tuesdays 3:50-4:50 p.m. SPRING: Tues. 3:50 – 4:50p.m.	Oct. 2 – Dec. 4 (Off 11/20)  FEB. 5 – MAY 14	AFTER SCHOOL TECH PROGRAM	Access to restrooms	Students taken right from class to program. Parents pick up right at class.
GYM	FRIDAYS 5:30 – 9:30 P.M.	NOVEMBER 3  FEBRUARY 15	FRIDAY FAMILY FLICKS	Use of 2 café tables, garbage cans, access to restrooms	Staff will monitor hallway & doors
GYM	MONDAYS 3:45-5:00 P.M.  MONDAYS 3:45-5:00P.M.	FALL OCT. 8 – NOV. 12, 2018  SPRING MAR. 4 – APR. 15, 2019 (OFF 3/25)	10 AND UNDER TENNIS	During kids klub time – just FYI ACCESS TO RESTRMS	OCCURS DURING KIDS KLUB
GYM	SATURDAY 7:30 A.M. – 1:00 P.M.	OCTOBER 27, 2018	BASKETBALL FUNDAMENTALS CAMP	Includes set up and take down times ACCESS TO RESTRMS	ONLY USE GYM ENTRANCE, NO ONE ALLOWED BEYOND GYM DOORS.
GYM	MONDAYS 3:45 – 5:00 P.M.	JAN. 7 – APR 15 (off 3/25)	AFTER SCHOOL VOLLEYBALL	During kids klub time ACCESS TO RESTRMS, storage of equipment, use of vball poles/nets	OCCURS DURING KIDS KLUB
LIBRARY OR CAFETORIUM	WEDNESDAYS 3:45 – 4:45 P.M.	OCT. 17 – DEC. 6 FEB. 6 – MAR. 27	AFTER SCHOOL SPANISH	Access to restrooms	Staff will monitor doors & hallway.
GYM	SATURDAY 8:30 A.M. – 12NOON	SEPT. 8, 2018	KIDS KLUB IN-SERVICE	Access to restrooms	Staff will monitor doors & hallway.
GYM	TUESDAYS, WEDNESDAYS & THURSDAYS 6:00 – 8:30 P.M.	SEPT. 10 – NOV. 1 (OFF 10/25)	YOUTH VOLLEYBALL LG. PRACTICES	Access to restrooms Storage of equipment, use of vball poles/nets	2-4 coaches/team in charge of players/team. Request doors to hallways shut and locked.
LIBRARY OR CAFETORIUM	FRIDAYS  THURSDAYS	SEPT 28 – NOV 16 (off 10/26) JAN. 31 – MAR. 21	MAD SCIENCE	Access to restrooms	Staff will monitor doors & hallway
MUSIC ROOM	MONDAYS & THURSDAYS 8:00-8:40 AM	JAN. 7 – MAY 30 (off 2/18, 3/25, 4/18, 4/22, 5/27)	KIDS CHOIR	Access to restrooms Use of piano	Staff will monitor doors
MUSIC ROOM GYM	THURSDAY 4:30 – 7:30 PM	MAY 30	KIDS CHOIR PERFORMANCE	Access to restrooms Use of piano, music stands, use of risers & chairs & sound equipment	Staff will monitor doors & hallways
GYM OR CAFETORIUM	TUESDAYS 4:00 – 8:15 PM	SEPT. 11 – MAR. 19 (OFF ALL DEC)	YOUTH DANCE	NOV. 5, 2018 - MAR. 4, 2019	Staff will monitor doors

# Germantown Recreation Department

## FACILITY USE REQUEST EXHIBIT A Place, Time and Manner of Use FALL/WINTER/SPRING 2018/2019 **COUNTY LINE SCHOOL**

ROOM	TIME/DAY	DATES	MANNER	SPECIAL NEEDS	SECURITY PROCEDURES
GYM	<p>MONDAYS 5:00 - 8:30 P.M.</p> <p>TUESDAYS 5:00 - 8:30 P.M.</p> <p>WEDNESDAYS 5:00 - 8:30 P.M.</p> <p>THURSDAYS 5:00 - 8:30 P.M.</p>	<p>NOV. 5, 2018 - MAR. 4, 2019</p> <p>NOV. 6, 2018- MAR. 5, 2019</p> <p>NOV. 7, 2018- MAR. 6, 2019</p> <p>NOV. 8, 2018 – MAR. 7, 2019</p>	<b>BUCKETEER BASKETBALL PRACTICE</b>	<p>Storage for basketballs</p> <p>Access to restrooms</p>	<p>2-4 coaches/team in charge of players/team.</p> <p>request doors to hallways shut and locked.</p>
GYM OR CAFETORIUM	<p>MONDAYS - FRIDAYS 5:45 - 9:00 A.M. 3:15 - 6:15 P.M.</p>	<p>2018-2019 SCHOOL YEAR.</p> <p>EARLY RELEASE DAYS: 5:45-9AM &amp; RELEASE – 6:15PM</p> <p>5:45 AM-6:15 PM – held at Mac or Rock Unless one of those facilities is in use for In-Service Days.</p>	<b>KIDS KLUB</b>	<p>Storage of equipment</p> <p>Use of 2-3 cafeteria tables</p> <p>Access to bathrooms</p>	<p>Site supervisor &amp; leaders monitor doors, hallways &amp; playground.</p>
LIBRARY OR CAFETORIUM	<p>FALL: WEDNESDAYS 3:50 – 4:50 P.M.</p> <p>SPRING: WEDNESDAYS 3:50 – 4:50P.M.</p>	<p>OCT. 3 –DEC. 5 (OFF 11/21)</p> <p>FEB. 6– MAY 15 (OFF 3/27)</p>	<b>AFTER SCHOOL TECH PROGRAM S</b>	<p>Access to restrooms</p> <p>Max 15-18 students</p>	<p>Students taken right from class to program. Parents pick up right at class.</p>
GYM	<p>SATURDAYS 9:30 AM – 12:15 PM</p>	<p>OCT. 6 – DEC. 15</p> <p>JAN. 5 – FEB. 23, 2019</p>	<b>SPORTIES FOR SHORTIES</b>	<p>Storage of equipment</p> <p>Access to bathrooms</p> <p>Key &amp; code</p>	<p>Instructor on duty at all times. Periodically checks hallway and bathrooms.</p> <p>Request doors to hallways shut and locked. Gates up</p>
GYM	<p>TUESDAYS 3:45-5:00 P.M.</p> <p>TUESDAYS 3:45 – 5:00P.M.</p>	<p>FALL OCT. 8 – NOV. 13</p> <p>SPRING MAR. 5 – APR. 16 (OFF 3/26)</p>	<b>10 AND UNDER TENNIS</b>	<p>During kids klub time</p> <p>Access to restrooms</p>	<p>Occurs during kids klub</p>
GYM	<p>TUESDAYS 3:45 – 5:00 P.M.</p>	<p>JAN. 8 – APR. 16 (off 3/26)</p>	<b>AFTER SCHOOL VOLLEYBALL</b>	<p>During kids klub time ACCESS TO RESTRMS, storage of equipment, use of vball poles/nets</p>	<p>OCCURS DURING KIDS KLUB</p>
LIBRARY OR CAFETORIUM	<p>THURSDAYS 3:45 – 4:45 P.M.</p>	<p>OCT. 4 – DEC. 6 (SKIP 10/25, 11/22)</p> <p>FEB. 7 – APR. 11 (SKIP 3/28)</p>	<b>AFTER SCHOOL SPANISH</b>	<p>Access to restrooms</p> <p>Max 15-18 students</p>	<p>Staff will monitor doors &amp; hallway.</p>
GYM	<p>FRIDAYS 7:30 – 5:30 P.M.</p>	<p>MARCH 2 MAY 11</p>	<b>KIDS WORKSHOPS</b>	<p>Access to restrooms</p>	<p>Staff will monitor doors &amp; hallway.</p>

**FALL/WINTER/SPRING 2017/2018**  
**COUNTY LINE SCHOOL**

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<b>GYM</b>	<b>MONDAYS - THURSDAYS</b> 6:00 – 8:30 P.M.	<b>SEPT. 10 – NOV.</b> 1 (OFF 10/25)	<b>YOUTH VOLLEYBALL LG. PRACTICES</b>	<b>Access to restrooms</b> Storage of equipment, use of vball poles/nets	<b>2-4 coaches/team in</b> charge of players/team. Request doors to hallways shut and locked.
<b>LIBRARY OR CAFETORIUM</b>	<b>FRIDAYS THURSDAYS</b>	<b>SEPT 28 – NOV 16</b> <b>APRIL 4 – MAY 16</b>	<b>MAD SCIENCE</b>	<b>Access to restrooms</b> Max 15-18 students	<b>Staff will monitor doors &amp;</b> hallway

## Recreation Facility Fund (Fund 16)

School District Share

Through July 8, 2018

Year	Revenue	Expense	Per Year Balance	Running Balance
2010	8,596.17	0.00	8,596.17	8,596.17
2011	9,270.06	5,100.00	4,170.06	12,766.23
2012	9,876.56	7,882.00	1,994.56	14,760.79
2013	10,822.07	0.00	10,822.07	25,582.86
2014	18,498.72	3,097.45	15,401.27	40,984.13
2015	18,955.43	1,946.36	17,009.07	57,993.20
2016	22,677.59	18,989.00	3,688.59	61,681.79
2017	24,028.73	12,561.80	11,466.93	73,148.72
2018	9,354.62	0.00	9,354.62	82,503.34
Total	132,079.95	49,576.61	82,503.34	

## GERMANTOWN SCHOOL DISTRICT

**TO:** Board of Education                      **TOPIC:** Purchases Over \$15,000  
**FROM:** Brenda O'Brien                      **BOARD MEETING:** July 23, 2018  
         Ric Ericksen  
**DATE:** July 18, 2018                      **AGENDA ITEM:** VIII.A.

**FC Date:** July 23, 2018  
**FC Agenda Item(s):** VII. A.

-- The intent is to review due diligence with respect to seeking competitive bids/quotes when possible.  
Vetting for the purpose of the purchases may have occurred at other committees. --

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### **\$29,953: Schoology Enterprise Onboarding, Premium Plus Support, & Enterprise Subscription**

#### **Recommendation to the Board of Education and Finance Committee:**

Bring forward to the Board of Education with a positive recommendation to engage the Schoology investment in an amount not to exceed \$29,953, as presented, and charge to the appropriate Teaching & Learning accounts pending board action under regular meeting agenda item covering Schoology.

OR

defer to the full board for action at the appropriate time on the agenda.

#### **Background:**

For further explanation, please see the board background provided for agenda item VIII C.

***Note:** This investment is not available for competitive bid.*

**\$56,100: 55 HP EliteBook Laptops & \$111,488 Fortinet EMS for Chromebooks**

**\$167,588 – 4 yr Lease (\$43,679/year P&I Payment)  
through Vantage Financial for above Investments**

**Recommendation to the Board of Education and Finance Committee:**

Bring forward to the Board of Education with a positive recommendation to purchase 55 EliteBook Lapstop and the Fortinet Chromebook Enterprise Management Server (EMS) in an amount not to exceed \$167,588 and finance the purchase through a 4-year lease arrangement with Vantage Financial, as presented, and charge to the appropriate capitalization & lease accounts in the general fund.

*Note: Vantage Financial was recently awarded the lease for the 1,000 plus Chromebook investment. I am recommending that the above investment be placed with the same leasing company because the administrative side of lease preparation will be more efficient, including but not limited to a \$1,500 - \$2,500 savings by not having to get another legal opinion relative to the lease if a different leasing company where selected. Vantage lease quote is nearly the same as the one for the Chromebook investment with an appropriate adjustment for a buy back feature ... around 2.81%.*

**From Director of Information Technology, Marc Gabrysiak**

**Background:**

Please see attached documents/quote(s).



## Hardware Lease Proposal 2018

Item	Item Cost
Lease of 55 HP Elitebook 850 G4 notebooks @ \$1020.00	\$56,100.00
Lease of Firewall/UTM hardware @ \$111,488.00	\$111,488.00
Total hardware costs:	\$167,588.00

*Hardware quotes are attached to this document as is the district's computer replacement cycle.*

Lease Item	Yearly Payment
Hardware lease per year	\$43,679.00

Percentage rate of interest: **1.21% on the notebooks, 3.62% on the Firewall/UTM hardware**

I propose to lease the equipment over four years at the cost detailed above in the Lease Item listing. The pricing for the notebooks was obtained via a bid process to five prospective vendors. The bid results are attached as is a copy of the low bid. The low bidder on the notebooks was Vanguard Computers, Inc. I have attached a copy of the quote for the Firewall/UTM hardware from Digicorp. We are unable to bid this purchase out as it is a single vendor item and one vendor can only obtain the lowest deal registered cost from the manufacturer. In this case, it is Digicorp. We have purchased this brand of Firewall/UTM from Digicorp previously during my tenure with the district so we have knowledge and experience with this hardware and software and a successful experience with the vendor. Leasing will be done through Vantage Financial.

The 55 laptops are being purchased as replacements for the Science department at GHS, for administrators and several other staff members in the district. The GHS Science laptops are needed for curricular reasons as the Science department has many different PC based software applications that require Windows. Additionally, various probes that only work with Windows PC's are used for experiments and projects. All of the laptop replacements are being done as part of the four year district computer replacement cycle.

The Firewall/UTM hardware purchase is being requested for two reasons. One, our current device is five years old, and is due for refresh. With the board's request to implement additional network security, this is one way of fulfilling that request. The second reason is that we are implementing a 1 to 1 Chromebook initiative and need to provide additional resources to support that. In having discussions with stakeholders within the district as well as parents, the need to provide filtering of the Chromebooks off our network has become very apparent. The upgrade proposed will provide that, and provide needed tracking of device usage and websites visited by students. Parents have expressed that they wish to have their students filtered and monitored when they are away from school, and this proposal provides that. We looked into trying to upgrade the current appliance, but the firmware on the device cannot be updated to a version that would support the additions needed to provide the functionality of the newer devices offered.

At the end of this lease, the district will return all of the laptops to the lease vendor and utilize the buyout option on the Firewall/UTM hardware. The Firewall/UTM hardware has a life expectancy that is longer than the four year lease term , and it is more financially prudent and appropriate for the Technology Department to keep that hardware for as long as possible.

**Funds for the lease proposal are taken entirely from the district's computer lease budget** and no new funds are being requested. This lease proposal is a continuation of the long standing existing annual lease program. Leasing offers several positives for the lessee. They include opportunities for continual refresh of equipment at end of lease, **PC equipment never going out of warranty**, thus freeing staff support time, and flexibility for the budget in the form of lower costs. I would recommend that the board approve the lease proposal as written. Thank you for your consideration.

Marc Gabrysiak  
GSD Director of Technology

## **Computer Replacement Cycle-4/4/18**

### **2018-19**

GHS BIO LT's-850G1-24

GHS IMC Lab-600G1 DT-30 (Replace with GHS 182 600G2 DT's in DO Tech Ofc)

GHS Grad Ctr. LT's-850G1-6

Admin LT's-850G1-25

Reading LT's-60-Not replacing

### **2019-20**

GHS BIO PLTW LT's-850G2-30

District-wide Secretarial/IMC/Guidance/DO/Food Svc./Special Ed DT's-600 G1 DT-120

### **2020-21**

KMS G142-600G2 DT-30

KMS B28-600G2 DT-30???

KMS D1(PLTW)-600G2 DT-35

GHS BUS ED LT Cart #1-850G3-30

DW Staff LT's-Lenovo L560-320 Note, 320 is the 2016 staff figure, this will likely rise dependent on staffing.

### **2021-22**

GHS BUS ED LT Cart #2-850G4-30

GHS 226 Lab-600G3 DT-30

GHS 228 Lab-600G3 DT-30

### **2022-23**

GHS PLTW LT's-Zbook 17-32

**Bid Results for Notebooks (Laptops)**

<b>Vendor</b>	<b>Cost (Per Unit)</b>	<b>Rank</b>
CCB	\$ 1,160.00	5
CDW-G	\$ 1,085.00	3
SHI	\$ 1,154.00	4
TRA	\$ 1,078.00	2
Vanguard	\$ 1,020.00	1



**Vanguard Computers, Inc.**  
 13100 W. Lisbon Road, Suite 100  
 Brookfield, Wisconsin 53005  
 United States  
 (P) 262-317-1905

## Quotation (Open)

<b>Date</b> Jul 09, 2018 09:12 AM CDT	<b>Expiration Date</b> 2018-07-31 Quote
---	---

**Modified Date**  
 Jul 09, 2018 10:27 AM  
 CDT

**Doc #**  
 18591 - rev 1 of 1

**Description**  
 HP Elitebook 850 G4 4yr ADP and  
 Dock (55)

**SalesRep**  
 Woodburn, Kristin  
 (P) 715-254-1777

**Customer Contact**  
 Gabrysiak, Marc  
 (P) (262) 253-3962  
[mgabrysi@gsdwi.org](mailto:mgabrysi@gsdwi.org)

### Customer

Germantown School  
 District (Germantownschodist)  
 Gabrysiak, Marc  
 N104 W13840 Donges Bay  
 Rd.  
 Germantown, WI 53022  
 United States  
 (P) (262) 253-3962

### Bill To

Germantown School District  
 Accounts, Payable  
 N104 W13840 Donges Bay  
 Rd.  
 Germantown, WI 53022  
 United States  
 (P) (262) 253-3962

### Ship To

Germantown School District  
 Gabrysiak, Mark  
 N104 W13840 Donges Bay  
 Rd.  
 Germantown, WI 53022  
 United States

### Customer PO:

### Terms:

Net 30 Days

### Ship Via:

FedEx Ground

### Special Instructions:

### Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
1	HP EliteBook 850 G4 Core i5 7200U / 2.5 GHz - Win 10 Pro 64-bit - 8 GB RAM - 256 GB SSD HP Z Turbo Drive - 15.6" TN 1366 x 768 (HD) - HD Graphics 620 - Wi-Fi, Bluetooth - kbd: US	1BS46UT#ABA	55	\$868.29	\$47,755.95
2	Electronic HP Care Pack Pick-Up and Return Service with Accidental Damage Protection Extended service agreement - parts and labor - 4 years - pick-up and return - 9x5 - for Elite x2; EliteBook 820 G3; EliteBook x360; Pro x2; ProBook 64X G2, 64X G3, 650 G3, 65X G2	U9587E	55	\$151.71	\$8,344.05

HP Intel PC Contract 505ENT-M17-WICOMPUTER-05

Subtotal: \$56,100.00  
 Shipping: \$0.00  
**Total: \$56,100.00**

Did you know Vanguard Computers, Inc. is an HP and Lenovo Authorized Repair Shop? Call us, 800-993-2229 The above prices are for Hardware/Software Only and do not include Delivery, Setup or Installation by Vanguard Computers, Inc. (VCI) unless otherwise noted. Installation by VCI is available at our regular Hourly Rate or at the reduced rate of a Pre-Paid Network Support Block. This configuration is presented for your convenience only. VCI will not be responsible for typographical or other errors or omissions regarding prices or other information. Prices and configurations are subject to change without notice and may not include shipping charges or applicable taxes. A 15% restocking fee will be charged for any returned part. A \$25.00 processing fee will also be



7-9-18

**PROPOSAL FOR:** Germantown School District

**PROJECT DESCRIPTION:** FortiGate Firewall Upgrade with FortiAnalyzer-400E, FortiAuthenticator and FortiClient EMS for Chrome Books

**1.) FortiGate-1500D Firewall (Select one of the options below):**

**A. FG-1500D Firewall with 1 Year Enterprise Protection Bundle**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>MSRP (Unit)</u>	<u>Sales Price (Unit)</u>	<u>Sales Price (Extended)</u>
1	Fortinet FortiGate-1500D Firewall – 1 Year Enterprise Protection Bundle: <ul style="list-style-type: none"> <li>FG-1500D appliance with 8 x 10GE SFP+ slots, 16 x GE SFP slots, 18 x GE RJ45 ports (including 16 x ports, 2 x management/HA ports), SPU NP6 and CP8 hardware accelerated, 480GB SSD onboard storage</li> <li>1 year 24x7 FortiCare Support Plan with Advanced (NBD) Hardware Replacement, Firmware and General Upgrades, and 24x7 Tech Support</li> <li>1 year FortiGuard Security Services including: NGFW Application Control and IPS, Web Filtering, AntiVirus, AntiSpam, and FortiSandbox Cloud</li> </ul>	\$ 57,000.00	\$ 32,904.00	\$ 32,904.00
	<b>Subtotal (1 Year Bundle Option)</b>			<b>\$ 32,904.00</b>

**B. FG-1500D Firewall with 3 Year Enterprise Protection Bundle**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>MSRP (Unit)</u>	<u>Sales Price (Unit)</u>	<u>Sales Price (Extended)</u>
1	Fortinet FortiGate-1500D Firewall – 3 Year Enterprise Protection Bundle: <ul style="list-style-type: none"> <li>FG-1500D appliance with 8 x 10GE SFP+ slots, 16 x GE SFP slots, 18 x GE RJ45 ports (including 16 x ports, 2 x management/HA ports), SPU NP6 and CP8 hardware accelerated, 480GB SSD onboard storage</li> <li>3 year 24x7 FortiCare Support Plan with Advanced (NBD) Hardware Replacement, Firmware and General Upgrades, and 24x7 Tech Support</li> <li>3 year FortiGuard Security Services including: NGFW Application Control and IPS, Web Filtering, AntiVirus, AntiSpam, and FortiSandbox Cloud</li> </ul>	\$ 100,875.00	\$ 58,401.00	\$ 58,401.00
	<b>Subtotal (3 Year Bundle Option)</b>			<b>\$ 58,401.00</b>

**2.) FortiAnalyzer 400E for Enhanced Logging & Reporting (Select one of the options below):**

**A. FAZ-400E Appliance with 1 Year Support**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>MSRP (Unit)</u>	<u>Sales Price (Unit)</u>	<u>Sales Price (Extended)</u>
1	FortiAnalyzer-400E Centralized Log & Analysis Appliance: <ul style="list-style-type: none"> <li>4 x GE RJ45 ports</li> <li>12 TB raw storage across multiple drives</li> <li>Supports up to 200 GB/Day of Logs</li> </ul>	\$ 9,000.00	\$ 5,500.00	\$ 5,500.00
1	1 year 24x7 FortiCare Contract on FAZ-400E	\$ 1,800.00	\$ 1,100.00	\$ 1,100.00
	<b>Subtotal (1 Year Maintenance Option)</b>			<b>\$ 6,600.00</b>



**B. FAZ-400E Appliance with 3 Years Support**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>MSRP (Unit)</u>	<u>Sales Price (Unit)</u>	<u>Sales Price (Extended)</u>
1	FortiAnalyzer-400E Centralized Log & Analysis Appliance: <ul style="list-style-type: none"> <li>4 x GE RJ45 ports</li> <li>12 TB raw storage across multiple drives</li> <li>Supports up to 200 GB/Day of Logs</li> </ul>	\$ 9,000.00	\$ 5,500.00	\$ 5,500.00
1	3 year 24x7 FortiCare Contract on FAZ-400E	\$ 4,000.00	\$ 2,888.00	\$ 2,888.00
	<b>Subtotal (3 Year Maintenance Option)</b>			<b>\$ 8,388.00</b>

**3.) FortiAuthenticator****A. FortiAuthenticator Virtual Appliance with 1 Year of Support**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>MSRP (Unit)</u>	<u>Sales Price (Unit)</u>	<u>Sales Price (Extended)</u>
1	Base FortiAuthenticator-VM with 100 user license and Unlimited vCPU; Designed for VMware and Microsoft Hyper-V platforms	\$ 1,495.00	\$ 830.00	\$ 830.00
5	FortiAuthenticator-VM 1,000 User Add-on	\$ 2,695.00	\$ 1,497.00	\$ 7,485.00
1	1 year 24x7 FortiCare Contract on FortiAuthenticator-VM (1 – 5,100 users)	\$ 1,611.00	\$ 985.00	\$ 985.00
	<b>Subtotal (1 Year Maintenance Option)</b>			<b>\$ 9,300.00</b>

**B. FortiAuthenticator Virtual Appliance with 3 Years of Support**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>MSRP (Unit)</u>	<u>Sales Price (Unit)</u>	<u>Sales Price (Extended)</u>
1	Base FortiAuthenticator-VM with 100 user license and Unlimited vCPU; Designed for VMware and Microsoft Hyper-V platforms	\$ 1,495.00	\$ 830.00	\$ 830.00
5	FortiAuthenticator-VM 1,000 User Add-on	\$ 2,695.00	\$ 1,497.00	\$ 7,485.00
1	3 Years FortiCare Contract on FortiAuthenticator-VM (1 – 5,100 users)	\$ 4,229.00	\$ 2,584.00	\$ 2,584.00
	<b>Subtotal (3 Year Maintenance Option)</b>			<b>\$ 10,899.00</b>

**4.) FortiClient Chrome Book EMS****A. FortiClient Chrome Book EMS – 1 Year Support**

<u>QTY</u>	<u>DESCRIPTION</u>	<u>MSRP (Unit)</u>	<u>Sales Price (Unit)</u>	<u>Sales Price (Extended)</u>
40	Fortinet FortiClient Chromebook Enterprise Management Server 1 Year License subscription for 100 ChromeOS users; Includes 24x7 support	\$ 500.00	\$ 265.00	\$ 10,600.00
	<b>Subtotal (1 Year Option)</b>			<b>\$ 10,600.00</b>

## B. FortiClient EMS for Chrome Books – 3 Years Support

<u>QTY</u>	<u>DESCRIPTION</u>	<u>MSRP (Unit)</u>	<u>Sales Price (Unit)</u>	<u>Sales Price (Extended)</u>
40	Fortinet FortiClient Chromebook Enterprise Management Server 3 Year License subscription for 100 ChromeOS users; Includes 24x7 support	\$ 1,313.00	\$ 695.00	\$ 27,800.00
	<b>Subtotal (3 Year Option)</b>			<b>\$ 27,800.00</b>

## 5.) Fortinet Professional Services – FortiAuthenticator Installation and Setup

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Sales Price (Unit)</u>	<u>Sales Price (Extended)</u>
2	Fortinet Pro Services Per Day Charge for Remote Resource Service – See the Statement of Work provided by Fortinet for the FortiAuthenticator Installation and Setup	\$ 3,000.00	\$ 6,000.00
	<b>Subtotal</b>		<b>\$ 6,000.00</b>

## 6.) Digicorp Professional Services – FortiGate & FortiAnalyzer Installation (Labor Estimate):

<u>QTY</u>	<u>DESCRIPTION</u>	<u>Hrly Rate</u>	<u>Est. Price</u>
28	Labor Estimate for the installation and setup - Includes the following tasks: <ul style="list-style-type: none"><li>• Firewall configuration<ul style="list-style-type: none"><li>○ Policy Review</li><li>○ Rebuild config as needed for latest FortiOS and interface changes</li><li>○ Migrate config</li></ul></li><li>• Onsite firewall installation and testing</li><li>• FAZ installation and configuration</li><li>• FortiClient Chrome Book EMS installation and configuration</li></ul>	\$ 128.00	\$ 3,584.00
	<b>Subtotal</b>		<b>\$ 3,584.00</b>

*\*Labor is estimated for budgetary purposes and would be billed on a T&M basis off block support contract; I have used the labor rate of \$128 per hour applicable for work performed during normal business hours, but a higher rate of \$160 /hour would apply for work outside of normal business hours; Trip charges will also apply for onsite work but are not included in the estimated labor total; Installation and setup of FortiAuthenticator will be handled by Fortinet Pro Services team as quoted in Item #5 above.*

### **Pricing Summary:**

**1 Year Option 'A' Equipment Items (Labor not Included) = \$65,404**

**3 Year Option 'B' Equipment Items (Labor not Included) = \$111,488**

**PROJECT NOTES:** Taxes and freight charges (if applicable) are not included.  
Any changes to the scope of work described in this proposal are subject to additional costs.  
Financing Options available upon request.  
Pricing is valid through 7/31/18.

## **GERMANTOWN SCHOOL DISTRICT**

<b>TO:</b>	Board of Education	<b>TOPIC:</b>	Student Handbooks
<b>FROM:</b>	GSD Principals	<b>BOARD MEETING:</b>	July 23, 2018
<b>DATE:</b>	July 19, 2018	<b>AGENDA ITEM:</b>	IX.A.

### **BACKGROUND:**

Student handbook revisions for each school building for the upcoming 2018-19 school year are being brought forward for Board consideration; attached/enclosed are the components in each of those handbooks that are subject to revision for next year.

### **RECOMMENDATION:**

Approve the revisions to the 2018-19 Germantown School District's student handbooks as presented.

## Elementary School Revisions 2018-19:

The elementary student handbook was updated in the following way:

1. Dates adjusted to meet the 2018-2019 school year
2. Lunch program information is new as requested by the food service department since DPI required new information be added

## GERMANTOWN SCHOOL MEAL PROGRAM OVERVIEW AND CHARGE POLICY

The Germantown School District Food & Nutrition Department has created a school lunch program that is easy to use and provides your children with healthy and nutritious meal choices served every day. If you have any questions regarding the food service program, please feel free to contact the Food & Nutrition Department at 262-253-3420.

### LUNCH PROGRAM

- Every family in the District has a food service account.
- The account can be activated by depositing money.
- The Skyward Lunch System is a PREPAID system which relies on parents maintaining a positive balance in their family account.
- Each child is given a confidential four-digit lunch keypad number.
- This number is entered when going through the lunch line.
- THE LUNCH KEYPAD NUMBER IS DIFFERENT THAN THE STUDENT'S ID NUMBER.
- Both positive and negative family account balances remaining at the end of the school year will transfer with the family account to the next school year.

### PAYMENT OPTIONS

- Checks and money orders are preferred.
- All payments must be made payable to the Germantown Food & Nutrition Department.
- YOUR CHILD'S NAME MUST BE ON EVERY PAYMENT AND IN THE MEMO SECTION OF THE CHECK.
- A cancelled check is your receipt.
- Checks will be collected in the morning at the elementary schools.
- Deposits turned in at elementary schools only allow the children at that school to eat. The deposit is credited to the family account early the next morning and it is not reflected in the family account until then.
- Deposits turned in at KMS or GHS before 8:30 a.m. will be credited to the family account the same morning and all children in that family will eat.
- Deposit boxes are located by the kitchen doors at KMS and the Food & Nutrition Department at GHS.

- Cash is accepted in the lunch line at KMS & GHS only.
- REVTRAK payments made to your family account will post immediately. A 2.58% service charge will be assessed by the REVTRAK processor (subject to change). Instructions on how to make REVTRAK payments can be found on the Germantown website under the Food & Nutrition Tab.

#### FREE/REDUCED MEAL PROGRAM

- Families having financial difficulties are encouraged to apply for the Free/Reduced National School Lunch Program offered through our district. You may apply at any time during the school year.
- Applications are available at your child's School Office, the Food & Nutrition Department or the District webpage: [www.germantownschools.org](http://www.germantownschools.org).
- To see if you may qualify for benefits, review the application income guidelines which are found on the application.
- Completed applications are only acceptable in the original hard-copy form and must be signed. Emailed and faxed copies will not be accepted.
- Benefits must be renewed each school year via Direct Certification from the State of Wisconsin or by manually applying with a Free and Reduced application.
- Children who qualify for free or reduced lunch and take milk when bringing a bag lunch will be charged \$ .35 for milk.

#### GERMANTOWN SCHOOL MEAL PROGRAM OVERVIEW AND CHARGE POLICY LOW & NEGATIVE BALANCES/UNPAID MEAL CHARGES

- You will be notified that your account is low when it reaches \$15 or less via e-mail if you have an email in Skyward Family Access and have checked the box that you want to receive e-mail notification from Food and Nutrition. If your e-mail address changes, be sure to change it in Skyward Family Access.
- It is the parent's responsibility to monitor your account.
- If your account has a negative balance and your child wishes to eat lunch you must deposit money in your account to cover the amount due plus the cost of meals.
- If your balance is negative and your child wishes to take lunch without paying the negative balance, you must send enough money to cover the cost of the meal.
- If your balance is negative and your child does not bring money for lunch that day, he/she will be offered a cheese sandwich for \$.50, baby carrots for \$.10, and a milk for \$ .35 and your account will be charged.
- Parent/guardians are responsible for the food service balance in your child/children's account.
- We will make every attempt to collect delinquent balances and work with each family to bring their accounts current. Money due will not automatically be eliminated, forgiven or reduced at the end of the school year. The negative balance will roll over to the following school year.

- If your child is graduating, your negative balance must be paid before their diploma is released.
- You can monitor your family account activity and balance on-line at [www.germantownschoools.org](http://www.germantownschoools.org).

#### USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

3. Technology information was updated to include Chromebooks in classrooms and 1:1

#### CHROMEBOOKS AND IPADS

In the Germantown School District, all students in kindergarten through fifth grade will have access to Chromebooks and iPads at school to advance their instructional outcomes. Fifth grade students will be assigned a Chromebook to use at school and at home. Students are expected to follow the expectations for Chromebook use as outlined in the Germantown School District Parent/Student Chromebook Handbook.



The Handbook may be found on the Germantown School District webpage and will be shared electronically with all students and parent(s)/guardian(s). Misuse of a Chromebook will be subject to discipline as outlined in the Chromebook Handbook as well as the Germantown School District Internet Acceptable Use Policy.

4. Technology use agreement section for families to sign was omitted because it is now part of the online registration that all families complete prior to the school year

## **KMS Student Handbook Revisions 2018-19**

### **Addition:**

#### **Cell Phone Policy**

Students will be allowed to bring cell phones to school with the understanding of the following expectations regarding usage. Phones must be turned off and put in backpacks prior to leaving the morning waiting area each day. Phones can be turned back on at 3:04 p.m. each day. Students must keep their phones in their lockers. Cell phones with camera capability are strictly forbidden in the physical education/athletic locker rooms and bathrooms at all times. Teachers may permit students to use cell phones for educationally appropriate activities in the classroom. Cell phones are allowed at school sponsored athletic events with supervisor's permission. The following consequences will be issued to students in violation of the above policy:

1st Offense: Student will have phone confiscated and turned into the main office, student may pick the phone up at the end of the day.

2nd Offense: Student will have phone confiscated and turned into the main office, parents will be contacted and student may pick up the phone at the end of day.

3rd Offense: Student will have phone confiscated and turned into the main office, administration will contact parents to have them come and pick-up the phone in the office

4th Offense: Student will have phone confiscated and brought to the main office, parents will be contacted and the student will be responsible for dropping off and picking up their phone in the main office each day.

### **This page was added per district.**

#### **ATTENDANCE (Policy 5200)**

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly,

religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

**Written Excuse Required:**

The District Administrator shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence; or
- C. repeated unexplained absence and tardiness.

**School Attendance Officer:**

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following;

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

**Lock Down Drills:**

Moved from page 8 to page 16 to keep the alpha thing going.

To: Jeff Holmes, Superintendent, Germantown School District

From: Germantown High School Administrative Team

RE: Additions/corrections to the GHS Handbook for 2018-19 School Year

Date: June 21, 2018

*During the school year, the administrative team keeps track of changes needed for the handbook. Below are the changes in verbiage that the team has made. The handbook will also be proof-read for errors in spelling, grammar, and typography, as well as updates to pertinent staff members.*

**P. 33 Revision to ACADEMIC DISHONESTY:**

*This change includes delineating between "major" and "minor" offenses, as well as the penalties that can result. Previously, a first offense of Academic Dishonesty resulted in a grade of zero on the assignment; a second offense (at any time in the student's academic career) resulted in failing the course. New areas are highlighted.*

**ACADEMIC DISHONESTY/PLAGIARISM POLICY**

Germantown High School expects faculty and students alike to understand that academic dishonesty/plagiarism is serious and is wrong in any form.

**What is academic dishonesty?**

Academic dishonesty is the act of using deception or breaking rules to gain an academic advantage. Germantown High School also deems the term "academic dishonesty" to include any intentional act that facilitates or enables another person's academic dishonesty. Examples of academic dishonesty include, but are not limited to, the following:

1. Turning in work that is not the individual's own.
2. Copying someone's work, test, or homework answers.
3. Intentionally allowing someone to copy your work, test, or homework answers. This includes sharing information electronically.
4. Using cheat sheets, crib notes, texts, or the like without authorization.
5. Handing out or using copies of tests or answer sheets without authorization.
6. Doing work for others, writing papers, or completing assignments for other student(s) without authorization.
7. Buying work and claiming it to be one's own.
8. Plagiarism of any form.
9. Use of any unauthorized communication device.

**What is plagiarism?**

**Plagiarism is the act of using another person's work as your own without properly crediting that person. To plagiarize is to give the impression that you wrote or thought something that you in fact borrowed from someone, and to do so is a violation. Forms of plagiarism include the failure to give appropriate acknowledgment when repeating another's wording or particularly apt phrase, paraphrasing another's argument, and presenting another's line of thinking. If the other person's work is protected by copyright, then in certain circumstances plagiarism also may be copyright infringement.**

Examples of plagiarism include, but are not limited to, the following:

1. Turning in another person's work in place of your own (i.e., a term paper purchased on the internet, copied homework answers, "lifted" portions of another's work, unauthorized student collaboration via Google Docs, etc.)
2. Summarizing or paraphrasing, or using the exact words of another person's literary material, such as a book, essay, report, data or lab report, etc. or ideas without properly quoting and/or citing them.
3. Summarizing or paraphrasing, or using the words of any other material, such as song lyrics, lines from plays, or electronic recordings, without properly quoting and/or citing them.
4. Summarizing or paraphrasing, or using the words of any material obtained from Internet sites, encyclopedias, or students' assignments, or any other source without properly quoting and/or citing them.

#### What are the disciplinary procedures?

Procedures include, but are not limited to, the following:

1. Teacher will document the academic dishonesty or plagiarism to include all evidence and data.
2. Teacher will confer with student and document the student's response.
3. Teacher will contact parents with above information and document time, date, and sequence.
4. Teacher will refer the student to school administration. Administration will ensure that due process has taken place.
5. Refer to the applicable section under "consequences" that follows for each category of academic dishonesty:

**I. Academic Dishonesty (Minor):** Committing an act of academic dishonesty or plagiarism that the classroom teacher deems minor in scope, based on the severity of the infraction and/or significance of the task where the academic dishonesty occurred. In these cases, it is determined that the infraction can be addressed through classroom-based consequences and/or disciplinary measures. This category is applied at the discretion of the classroom teacher.

**II. Academic Dishonesty (Major):** Committing an act of academic dishonesty or plagiarism that the classroom teacher, in conjunction with administration, deems to be major in scope based on the severity of the infraction and/or significance of the task where the academic dishonesty occurred. In these cases, it is determined that disciplinary measures will be assigned through administrative intervention and procedures.

#### What are the consequences of academic dishonesty/plagiarism?

If a student is found to have cheated or plagiarized, the appropriate consequences may be determined through the K-12 Code of Classroom Conduct. In those instances where plagiarism also is copyright infringement, the student may face consequences beyond those administered by Germantown High School, such as in certain circumstances, legal action by the copyright owner. Consequences at Germantown High School for academic dishonesty, plagiarism, or both may include, but are not limited to, the following:

##### **Academic Dishonesty (Minor):**

- A. Disciplinary action determined by the classroom teacher, including, but not limited to, a documented warning or automatic zero on part or all of the assignment, quiz, or test.
- B. Notification to parents.
- C. Office referral, with documented disciplinary action and administrative warning.
- D. Possible removal from any privileged-based organizations, including, but not limited to, National Honor Society, German Honor Society, or Spanish Honor Society, pursuant to each society's constitution. Due process procedures, in accordance with each honor society's bylaws, will be followed.
- E. A notation of academic dishonesty in the student's disciplinary record. Appeals may be made through the Student Grievance Procedure found in this handbook.
- F. Upon receiving a third Academic Dishonesty (Minor) offense, the offense will be documented as Academic Dishonesty (Major), and disciplinary action associated with that offense level will be applied. All additional offense(s) will be deemed Academic Dishonesty (Major) and progressive disciplinary action associated with that offense level will be applied.

##### **Academic Dishonesty (Major):**

###### **A. First Offense:**

1. An automatic zero on the assignment, quiz, or test
2. Notification of parents
3. A notation of academic dishonesty in the student's disciplinary record. Appeals may be made through the Student Grievance Procedure found in this handbook.
4. Ineligibility for exam exemptions in the course where the academic dishonesty took place.
5. Possible failing grade for the course, depending on the weight of the relevant assignment, quiz, or test, or whether academic dishonesty or plagiarism are recurring offenses.
6. Possible removal from any privileged-based organizations, including but not limited to: National Honor Society, German Honor Society, or Spanish Honor Society, pursuant to the Society's constitution. Due process procedures, in accordance with each honor society's bylaws, will be followed.

###### **B. Second Offense:**

1. An automatic zero on the assignment, quiz, or test.
2. Notification of parents
3. A notation of academic dishonesty in the student's disciplinary record. Appeals may be made through the Student Grievance Procedure found in this handbook.

4. A second offense will result in the student being issued a maximum earned percent of 59% for the quarter grade in the course where the academic dishonesty occurred. Any additional offense(s) beyond the second will result in a failing grade for the semester and removal from the class(es) with an F.
5. Ineligibility for all exam exemptions during the academic year in which the second (or subsequent) offense occurred.
6. Possible removal from any privileged-based organizations, including but not limited to: National Honor Society, German Honor Society, or Spanish Honor Society, pursuant to each society's constitution. Due process procedures, in accordance with each honor society's bylaws, will be followed.

All documented incidents of academic dishonesty will be cumulative over the course of a student's academic career while attending Germantown High School. All previously documented academic dishonesty offenses, prior to the 2018-19 school year, will constitute Academic Dishonesty (Major) offenses as defined by the stated policy, or will be defined at the discretion of the administration.

**P. 39 New Addition; CHROMEBOOKS:**

*This section was added to the Student Handbook due to the implementation of the 1 to 1 Chromebook initiative.*

Students will be issued a Chromebook for instructional use during the school year. The use of this device is an exciting opportunity for students to have access to digital learning resources both during and outside of the school day. Students are expected to follow the expectations for Chromebook use as outlined in the Germantown School District Parent/Student Chromebook Handbook. The Handbook may be found on the Germantown High School webpage and will be shared electronically with all students and parent(s)/guardian(s). Misuse of a Chromebook will be subject to discipline as outlined in the Chromebook Handbook as well as the Germantown School District Internet Acceptable Use Policy.

**P. 39 Add the following under DRESS AND GROOMING:**

*This formalizes previous expectation in which a student was to place coats in their locker upon arrival at school.*

"Coats, jackets, or outerwear. Such items must be placed in a student's locker upon arrival to school."

**P. 41 New Addition; FOOD SERVICE PROGRAM OVERVIEW AND CHARGE POLICY:**

*This section was added to the Student Handbook to ensure compliance with state and federal law regarding notification to families of the food service program.*

**FOOD SERVICE PROGRAM OVERVIEW AND CHARGE POLICY**

The Germantown School District Food & Nutrition Department has created a school lunch program that is easy to use and provides your children with healthy and nutritious meal choices served every day. If you have any questions regarding the food service program, please feel free to contact the Food & Nutrition Department at 262-253-3420.

**LUNCH PROGRAM**

- Every family in the District has a food service account.
- The account can be activated by depositing money.
- The Skyward Lunch System is a PREPAID system which relies on parents maintaining a positive balance in their family account.
- Each child is given a confidential four-digit lunch keypad number.
- This number is entered when going through the lunch line.
- THE LUNCH KEYPAD NUMBER IS DIFFERENT THAN THE STUDENT'S ID NUMBER.
- Both positive and negative family account balances remaining at the end of the school year will transfer with the family account to the next school year.



### **PAYMENT OPTIONS**

- Checks and money orders are preferred.
- All payments must be made payable to the Germantown Food & Nutrition Department.
- YOUR CHILD'S NAME MUST BE ON EVERY PAYMENT AND IN THE MEMO SECTION OF THE CHECK.
- A cancelled check is your receipt.
- Checks will be collected in the morning at the elementary schools.
- Deposits turned in at elementary schools only allow the children at that school to eat. The deposit is credited to the family account early the next morning and it is not reflected in the family account until then.
- Deposits turned in at KMS or GHS before 8:30 a.m. will be credited to the family account the same morning and all children in that family may eat.
- Deposit boxes are located by the kitchen doors at KMS and the Food & Nutrition Department at GHS.
- Cash is accepted in the lunch lines at KMS & GHS only.
- REVTRAK payments made to your family account will post immediately. A 2.58% service charge will be assessed by the REVTRAK processor (subject to change). Instructions on how to make REVTRAK payments can be found on the Germantown Schools website under the "Food & Nutrition" Tab.

### **FREE/REDUCED MEAL PROGRAM**

- Families having financial difficulties are encouraged to apply for the Free/Reduced National School Lunch Program offered through our district. You may apply at any time during the school year.
- Applications are available at your child's School Office, the Food & Nutrition Department or the District webpage: [www.germantownschools.org](http://www.germantownschools.org).
- To see if you may qualify for benefits, review the application income guidelines which are found on the application.
- Completed applications are only acceptable in the original hard-copy form and must be signed. Emailed and faxed copies will not be accepted.
- Benefits must be renewed each school year via Direct Certification from the State of Wisconsin or by manually applying with a Free and Reduced application.
- Children who qualify for free or reduced lunch and take milk when bringing a bag lunch will be charged \$ .35 for milk.

### **LOW & NEGATIVE BALANCES/UNPAID MEAL CHARGES**

- You will be notified that your account is low when it reaches \$15 or less via e-mail if you have an email in Skyward Family Access and have checked the box that you want to receive e-mail notification from Food and Nutrition. If your e-mail address changes, be sure to change it in Skyward Family Access.
- It is the parent's responsibility to monitor the account.
- If the account has a negative balance and your child wishes to eat lunch, you must deposit money in your account to cover the amount due plus the cost of meals.
- If your balance is negative and your child wishes to take lunch without paying the negative balance, you must send enough money to cover the cost of the meal.
- If your balance is negative and your child does not bring money for lunch that day, he/she will be offered a cheese sandwich for \$.50, baby carrots for \$.10, and a milk for \$.35 and your account will be charged.
- Parent/guardians are responsible for the food service balance in your child/children's account.
- We will make every attempt to collect delinquent balances and work with each family to bring their accounts current. Money due will not automatically be eliminated, forgiven, or reduced at the end of the school year. The negative balance will roll over to the following school year.
- If your child is graduating, your negative balance must be paid before their diploma is released.
- You can monitor your family account activity and balance on-line at [www.germantownschools.org](http://www.germantownschools.org).

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

**Germantown School District is an equal opportunity provider.**

**P. 48 New Addition; VAPING:**

*This section is included as a result of the Village of Germantown recently passing an ordinance that bans the possession or use of vaping products by minors.*

1. Student use and possession on vaping products, including, but not limited to, noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form, including "pods" are prohibited on Germantown High School property at all times and while students are under the supervision of the school authority.
2. Police citations may be issued for each offense to student violators.
3. All vaping products are subject to confiscation and disposal.
4. Continued refusal to obey the rule may lead to suspension and/or expulsion.

**P. 56 New Addition; COURSES TAKEN OUTSIDE OF GERMANTOWN SCHOOL DISTRICT:**

*This section was changed to reflect state law changes to the former "Youth Options Program," now known as "Early College Credit Program."*

**COURSES TAKEN OUTSIDE OF GERMANTOWN SCHOOL DISTRICT**

**Courses Taken at Other High Schools**

1. The Part-time Open Enrollment program allows a student already enrolled in high school to take up to two courses in another Wisconsin public school district.
2. The high school principal shall determine whether the course taken in another Wisconsin public school district is comparable to a course offered in the district, whether it satisfies any graduation requirements, and what, if any, high school credits are to be awarded to the student. The high school principal or designee then sends all paperwork to the Director of Teaching and Learning. There is an appeal process through the Part-time Open Enrollment process if a student is not satisfied with the Director's decision.
3. Transportation for this program is the responsibility of the parent/student. The application for Part-time Open Enrollment has information on reimbursement of the transportation costs if the student is unable to pay.
4. The deadline for notifying the Germantown School District of the intent to enroll in this program is no later than 4:00pm on the date that is six weeks prior to the start of the course for which the student is applying.

**Courses Taken Through Institutions of Higher Education**

1. Any 11th or 12th grade student may apply to attend an institution of higher education under the Early College Credit Program (ECCP) or Start College Now program for the purposes of taking nonsectarian courses in accordance with state law.

2. The high school principal shall determine whether the institution of higher education course is comparable to a course offered in the district, whether it satisfies any graduation requirements, and what, if any, high school credits are to be awarded to the student. The high school principal or designee then recommends the action to be taken by the Board. There is an appeal process through the ECCP and Start College Now program if a student is not satisfied with the Board's decision.
3. Courses taken at an institution of higher education as part of the ECCP or Start College Now program shall be paid as follows:
  - a. If the course is taken for high school credit and the course is not comparable to a course offered in the district, the Board shall pay as required by law.
  - b. If the course is taken for high school credit and the course is comparable to a course offered in the district, the student shall pay as required by law.
  - c. If the course is taken for post-secondary credit only and there is no comparable course offered in the district, the student shall be responsible for 25% of the cost of the course.
4. Transportation for this program is the responsibility of the parent/student. The application for Part-time Open Enrollment has information on reimbursement of the transportation costs if the student is unable to pay.
5. Students can take a maximum of 18 credits through any combination of the programs (Early College Credit Program and/or Start College Now). However, a student is not able to enroll in more than one program per semester.
6. The deadline for notifying the Germantown School District of the intent to enroll in ECCP and/or Start College Now for the fall semester or summer semester is March 1st. The deadline for notifying the district of the intent to enroll in ECCP and/or Start College Now for the spring semester is October 1st.

## GERMANTOWN SCHOOL DISTRICT

**TO:** Board of Education                      **TOPIC:** Schoology Learning Management System

**FROM:** Brenda O'Brien, Scott Oftedahl      **BOARD MEETING:** July 23, 2018

**DATE:** July 16, 2018                      **AGENDA ITEM:** IX.B.

Scott Oftedahl shared an informational item on May 21 regarding the evaluation of three learning management systems (D2L Brightspace, Instructure Canvas, Schoology) to consolidate digital learning resources shared between students and teachers in response to the 1:1 Chromebook initiative. The evaluation team reached a consensus on Schoology as the better platform for our district's needs.

Link to Scott's presentation slides with details of the selection criteria and features of Schoology that resulted in our recommendation - <https://goo.gl/uRgVjs>

### RECOMMENDATION:

Upon the recommendation of the LMS Evaluation Team assembled on April 12, 2018, the Board of Education should approve the licensing of the Schoology Learning Management System platform for grades 6-12 beginning in Fall of 2018, renewable on an annual basis.

The first-year implementation costs are as follows:

*Subscription (2,200 students)	\$ 18,810.00
Premium Plus Support (first year)	\$5,643.00
Enterprise Onboarding	\$5,500.00
Total	\$29,953.00

\*Subsequent years will cost the Subscription amount

**GERMANTOWN SCHOOL DISTRICT**

**TO:** Board of Education

**TOPIC:** 2018-2019 GoRiteway  
Transportation Rate Increase

**FROM:** Ric Ericksen

**BOARD MEETING:** July 23, 2018

**DATE:** July 17, 2018

**AGENDA ITEM:** IX.C.

**Recommendation:**

Motion to approve the 2018/2019 rates as presented.

**Background/Attachment(s):**

Previously the Board of Education directed me to negotiate a rate increase and reply to their contract offer.

Ultimately, the negotiated information was shared with the board in closed session at its June 25<sup>th</sup> meeting. The board agreed to 2.13% rate increase and no contract extension. The parties are in agreement.

There needs to be a formal motion in this regards, but only relative to the rate increase.

Please see attached updated rate sheet. It is accurate.

**AGREEMENT FOR TRANSPORTATION  
BETWEEN GERMANTOWN SCHOOL DISTRICT  
AND RITEWAY BUS SERVICE, INC.      EXHIBIT 1**

**TRANSPORTATION CONTRACT RATES**

	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>
	1.50%	-2.00%	0.00%	1.00%	2.95%	1.50%	2.13%	TBD	TBD	TBD
<b><u>SINGLE ROUTES</u></b>	191.82	187.98	187.98	189.86	195.46	198.39	202.62			
<b><u>DOUBLE ROUTES</u></b>	212.29	208.04	208.04	210.12	216.32	219.56	224.24			
<b><u>TRIPLE ROUTES</u></b>	232.75	228.10	228.10	230.38	237.18	240.74	245.87			
<b><u>QUAD ROUTES</u></b>	253.06	248.00	248.00	250.48	257.87	261.74	267.32			
<b><u>KINDERGARTEN</u></b>										
FULL	59.39	58.20	58.20	58.78	60.51	61.42	62.73			
HALF	29.69	29.10	29.10	29.39	30.26	30.71	31.36			
<b><u>OTHER</u></b>										
Shuttle	31.71	31.08	31.08	31.39	32.32	32.80	33.50			
Special Ed	123.14	120.68	120.68	121.89	125.49	127.37	130.08			
Special Ed Out of Dist.	147.35	144.40	144.40	145.84	150.14	152.39	155.64			
Handicap Vehicle/Power Lift	171.86	168.42	168.42	170.10	175.12	177.75	181.54			
<b><u>EXTRA-CURRICULAR RUNS</u></b>										
<b><u>UP TO 48 MILES</u></b>										
Base	67.26	65.91	65.91	66.57	68.53	69.56	71.04			
Extra/Mile over 48 miles	1.33	1.30	1.30	1.31	1.35	1.37	1.40			
Driver Time/Hour	15.33	15.02	15.02	15.17	15.62	15.85	16.19			

Each spring, the District and Contractor will meet to discuss extension of the contract and negotiate the rate increase for the next TBD year. The change in the rate shall not be less than 1% or greater than 4%.

The rates on this schedule reflect the Contractor covering all costs of purchase, installation and maintenance of camera systems in the buses.



## **GERMANTOWN SCHOOL DISTRICT**

**TO:** Board of Education

**TOPIC:** CESA #1 Contract 2018-2019

**FROM:** Todd Lamb,

**BOARD MEETING:** July 23, 2018

**DATE:** June 19, 2018

**AGENDA ITEM:** IX.D.

The contract with CESA #1 for the 2018-2019 school year is attached for your review and approval. Changes from the 2017-2018 contract include a reduction of seats in alternative school programs as well as additional nursing services to meet student specific IEP needs. The contract is based upon current and / or projected student needs during the year, but subject to amendments as individual student needs change throughout the year. The CESA #1 contract is funded by IDEA Flow-Through.

**RECOMMENDATION:** Approve the CESA#1 contract for the 2018-2019 school year.

**CONTRACT  
FOR COOPERATIVE EDUCATIONAL SERVICE AGENCY #1  
2018-2019**

**Germantown School District**

This contract is made in duplicate between the Board of Control of Cooperative Educational Service Agency #1, party of the first part, and the Germantown School District, party of the second part.

WHEREAS party of the first part has been designated to serve educational needs in all areas of Wisconsin by serving as a link between school districts and the state; by providing services to school districts, University of Wisconsin System institutions, and technical colleges; and by facilitating communication and cooperation among all public and private schools, agencies, and organizations that provide services to pupils as provided in Chapter 116, Wisconsin Statutes.

NOW, THEREFORE, said party of the first part hereby agrees to provide to the party of the second part education-related services per summary sheet attached to be performed by legally qualified personnel.

SAID PARTY of the first part agrees to make payments to the personnel providing the services and to remit to the authorized governmental or private agencies such amounts for which salary reductions are required or authorized including, but not limited to, the Federal Insurance Contribution Act and Chapter 40, Wisconsin Statutes.

The party of the second part agrees to pay annually pro rata costs in advance for services rendered. All billings from the party of the first part will be based on budgeted estimated costs.

The party of the second part agrees to reimburse the party of the first part for its proportionate share of costs of the services provided under this contract including but without limitation because of enumeration, unemployment compensation, litigation expenses, collective bargaining and monetary awards by courts and agencies as per Section 116.03(4).

Annually, on or prior to **February 1, 2019**, the parties to this contract shall review its term and consider its possible renewal.

The party of the first part is the sole employer of the person or persons providing services under this contract.

The superintendent is authorized by the Board of Education to participate in any state, federal and foundation consortium grants awarded to the party of the first part subsequent to the signing of this contract.

In witness whereof, the parties have set their hands the day and year written below:

\_\_\_\_\_, Wisconsin \_\_\_\_\_, 2018

\_\_\_\_\_  
Chairman, Board of Control of Cooperative Educational Service Agency #1

\_\_\_\_\_  
Secretary, Board of Control of Cooperative Educational Service Agency #1

\_\_\_\_\_, Wisconsin \_\_\_\_\_, 2018

\_\_\_\_\_  
President, Board of Education, Germantown School District

\_\_\_\_\_  
Clerk, Board of Education, Germantown School District

Please return both copies signed for acceptance by the CESA #1 Board of Control by July 3, 2018.

June 21, 2018



## GERMANTOWN SCHOOL DISTRICT

**TO:** Board of Education

**TOPIC:** Teacher Contracts

**FROM:** Michael Nowak

**BOARD MEETING:** July 23, 2018

**DATE:** July 18, 2018

**AGENDA ITEM:** IX.E.

The administration is recommending the approval of the following regular contracts for the 2018-19 school year.

Employee Assignment/Location	Rationale	FTE	Contract Type	Salary
<b>Jennifer Tasch</b> Business Teacher Germantown High School	Jenny is the recommended candidate to fill the vacancy created by increased FTE demands	.9	Part-time	\$36,000
<b>Scott Muenzmaier</b> Technical Education Teacher Germantown High School	Scott is filling the vacancy created by the resignation of Robert Dobberfuhl	1.0	Regular	\$49,300
<b>Corrine Beresford</b> Sixth Grade Language Arts / Science Teacher Kennedy Middle School	Corrine is filling the vacancy created by the resignation of Ashley Johnson	1.0	Regular	\$55,125
<b>Diane Brown</b> Special Education Teacher Kennedy Middle School	Diane is filling the vacancy created by a teacher retirement	1.0	Regular	\$58,500
<b>Carissa Tumidajewicz</b> Elementary School Counselor Rockfield Elementary School	Carissa is the recommended candidate to fill this recently created position	1.0	Regular	\$46,800
<b>Seth Huttner</b> Science Teacher Germantown High School	Seth is the recommended candidate to fill the vacancy created by increased FTE demands	.6	Part-time	\$24,000
<b>Jodi Viera</b> School Psychologist Germantown School District	Jodi is the recommended candidate to fill the vacancy created by the resignation of Lauren Jakubowski	.8	Part-time	\$57,600

**RECOMMENDATION:**

Approve the .9 FTE part-time contract for Jennifer Tasch at \$36,000, the 1.0 FTE regular contract for Scott Muenzmaier at \$49,300, the 1.0 FTE regular contract for Corrine Beresford at \$55,125, the 1.0 FTE regular contract for Diane Brown at \$58,500, the 1.0 FTE regular contract for Carissa Tumidajewicz at \$46,800, the .6 FTE part-time contract for Seth Huttner at \$24,000 and a .8 FTE part-time contract for Jodi Viera at \$57,600.

## **GERMANTOWN SCHOOL DISTRICT**

<b>TO:</b>	Board of Education	<b>TOPIC:</b>	Resignations
<b>FROM:</b>	Michael Nowak	<b>BOARD MEETING:</b>	July 23, 2018
<b>DATE:</b>	July 18, 2018	<b>AGENDA ITEM:</b>	IX.F.

Kelly Simonis recently submitted her letter of resignation effective July 9, 2018. Kelly was hired in August of 2013 in the Germantown School District as a third grade teacher at County Line Elementary School. Additionally, Lauren Jakubowski submitted a letter of resignation effective June 15, 2018. Lauren was hired in August of 2016 in the Germantown School District as a School Psychologist.

**RECOMMENDATION:** Approve the resignations of Kelly Simonis and Lauren Jakubowski and thank them for their service to the students, their families and to the Germantown School District. Approve posting and filling the related vacancies.

**\*\*Teacher contract:** "In the event said Teacher with a signed contract for the ensuing year seeks release to accept other employment after July 1, he/she shall forfeit five hundred dollars (\$500), after August 1, he/she shall forfeit seven hundred fifty dollars (\$750), and after August 15, he/she shall forfeit one thousand dollars (\$1,000) as liquidated damages."

## **GERMANTOWN SCHOOL DISTRICT**

**TO:** Board Members

**TOPIC:** Donations

**FROM:** Jeff Holmes

**BOARD MEETING:** July 25, 2018

**DATE:** July 17, 2018

**AGENDA ITEM:** IX.G.

Please act on the donation requests described below. The Board of Education should consider acceptance of the donations in accordance with Board Policy 7230 – Gifts, Grants, and Bequests.

1. Accept the donation of an Apple MacBook Pro 13 (value undetermined) from Wayne Fischer to be utilized in the middle school video production program.

**RECOMMENDATION:** Thank the donor for their generosity and approve the donation as listed.