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100 SERIES – BOARD OF EDUCATION

110 – EDUCATIONAL PHILOSOPHY AND OBJECTIVE

The Board believes the purpose of education is to develop the intellectual, personal, social, economic and technical capabilities of each student. Because the world is rapidly changing, the Board believes it is especially important to develop inquiring and creative minds and self-directive individuals.

The Board further believes education is a precious asset of the utmost value to an individual. However, an education is not a commodity. One can neither purchase an education nor receive it as a gift and one cannot force an education onto another.

Knowledge is necessary if a person is to become educated. The Board recognizes the difference between an individual who is educated and one who is merely knowledgeable. The educated individual is an inquisitive person and the merely knowledgeable individual may or may not possess intellectual curiosity. Further, one must not confuse education with schooling. Education is a life-long process. While schooling initiates this process, its continuance is largely dependent upon the learner.

The successful citizens of the decades ahead will be those individuals who have learned how to learn. They will be those individuals who can understand the social, political, economic, and scientific forces which affect them personally and the businesses, industries or institutions in which they are employed. They will be those individuals who are prepared for life in an era of rapid change. They will be the most independent yet responsible citizens.

In keeping with this philosophy, the Waterloo School District shall be dedicated to the objective of teaching students in such a way that they will possess the ability and desire to continue to learn when they graduate and no longer have a school to assist them. If a student learns to assume more responsibility for his/her education, he/she will have made progress toward becoming an educated person.

The Wisconsin State Legislature has established school districts for the sole purpose of providing educational opportunities for the children of this state. Responsibility for the operation of these districts is vested in boards of education. Given this public trust, the Waterloo Board believes it must contribute its best efforts in discharging its duties and responsibilities. The Board recognizes that all efforts of the Board and district staff be judged on the basis of what they can contribute to the intellectual, social, physical, and emotional development of students.

The Board recognizes that each student must be treated as an individual with individual capabilities and interests and shall strive to provide an education appropriate to the diverse needs of each student.

The educational environment should provide a positive and humanistic atmosphere where emphasis is placed on personal human development, respect for individual worth and dignity and development of responsibility and self-discipline. Although teachers, administrators and the Board accept primary responsibility for providing educational opportunities, the Board believes that obligations must also be assumed on the part of the students, their parents/guardians and the entire community.

The Board intends this educational philosophy and objective to serve as a guide so that consistent daily decisions regarding the educational program may be made.

LEGAL REF.:	Sections	118.01	Wisconsin Statutes
		118.13	
		121.02(1)	

CROSS REF.:	Policies 111, 210, and 411
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APPROVED:	December 1990
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REVISED:	July 1994
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REAFFIRMED:	October 2004
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111 – GOAL-SETTING

The Board recognizes the value of goal setting for school improvement. Therefore, the Board and administration shall annually assess district-wide needs and concerns, and translate such concerns into data driven, measurable, and achievable goals.

Upon completion of the goal setting process, the administrative team shall develop an action plan and timetable to facilitate successful completion of the goals. Goals shall be monitored and reports provided quarterly to the board. The goals and annual progress toward their achievement will be published in the booklet presented at the school district's annual meeting.

APPROVED: December 1990

REVISED: September 2004, April 2016

112 – NON-DISCRIMINATION

I. Students

The right of the student to be admitted to school and to participate fully in curricular, career and technical education, co-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability/handicap.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services and/or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability, and regardless of whether the student qualifies for the District's special education programs. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Complaints regarding the interpretation or application of this policy shall be referred to the Special Education Director and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedure 112.1 shall be published at the beginning of each school year in the District's official newspaper and posted in each school building in the District. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available under Rule 112.1 - Students, however, to address allegations of violations of the policy in the District.

II. Employees

No person may be illegally discriminated against in employment by reason of their age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to

participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available under Rule 112.2 - Employees, however, to address allegations of violations of the policy in the District.

Legal References:

Wisconsin Statutes

Section 111.31	[declaration of fair employment policy]
Section 111.321	[prohibited basis for discrimination]
Section 111.322	[discriminatory actions prohibited]
Section 118.13	[student nondiscrimination; policy/procedures required]
Section 118.134	[race-based nicknames, logos, mascots]
Section 118.195	[discrimination against handicapped teachers]
Section 118.20	[teacher/administrator discrimination prohibited]

Wisconsin Administrative Code

PI 9	[student nondiscrimination; policy/procedure/notice required]
PI 41	[accommodating student religious beliefs; policy required]

Federal Laws and Regulations

Title IX, Education Amendments of 1972	[sex discrimination in employment in educational programs]
Title VII of the Civil Rights Act of 1964	[<i>employment discrimination based on race, color, religion, sex and national origin</i>]
Section 504 of the Rehabilitation Act of 1973	[employment discrimination based on handicap; reasonable accommodations; disability discrimination;]
Age Discrimination Act of 1967	[age discrimination in employment]
Pregnancy Discrimination Act	[pregnancy discrimination in employment]
Americans with Disabilities Act of 1990	[disability discrimination in employment; disability discrimination reasonable accommodations]
Genetic Information Nondiscrimination Act of 2008	[employment discrimination based on genetic information]

[Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#) [employment discrimination on the basis of military service]

[Immigration and Nationality Act \(Title II, Chapter 8, Act 274B\)](#) [employment discrimination based on

national origin and citizenship status]

[Title IX, Education Amendments of 1972](#) [sex discrimination]

[Title VI, Civil Rights Act of 1964](#) [race, color and national origin discrimination]

[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities]

[McKinney-Vento Homeless Assistance Act](#) [equal access for homeless students; required policies to remove barriers]

Rule 112.1 - Informal and Formal Procedures for Filing and Responding to Student Discrimination Complaints.

If any person believes that the Waterloo School District, or any part of the school organization, has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or the Americans with Disabilities Act or in some way discriminates on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, physical, learning, mental or emotional disability or handicap, he/she may bring forward a complaint to the Title IX, Section 504 or Equal Opportunity Coordinator at his/her office in the School District, 813 North Monroe Street Waterloo, WI 53594-1175 or contact him/her by phone: 920-478-3633. If the complaint involves alleged improper behavior by the designated person to whom the complaint is to be filed, the complaint should be filed with the next highest authority listed in the procedure.

Any person presenting a report or complaint under these procedures who has concerns about safety, confidentiality, or retaliation should discuss those concerns with the compliance officer (Title IX, Section 504 or Equal Opportunity Coordinator) as early as possible in the process — preferably at or even prior to the time that the detailed report or complaint is made.

In conjunction with the District's receipt of notice of any report or complaint of alleged discrimination or retaliation under these procedures, the District shall consider (and the complainant may affirmatively request consideration of) any interim measures that should be taken before the final outcome of an investigation (e.g., safety planning or other steps needed to protect the complainant and ensure equal access to the District's education programs and activities).

INFORMAL RESOLUTION OF THE COMPLAINT

The District encourages the informal resolution of student discrimination complaints or concerns. The person who believes s/he has a valid basis for complaint shall discuss the concern with the building principal, who shall in turn investigate the complaint and reply to the complainant in writing within a reasonable period of time. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

FORMAL COMPLAINT PROCEDURES

- Step 1: A written statement of the complaint shall be prepared by the complainant, signed and presented to the local Title IX, Section 504 or Equal Opportunity Coordinator. The coordinator shall further investigate the matters of the complaint and, in a manner consistent with applicable student records laws, issue a written determination to the complainant and any other appropriate parties indicating the extent to which the complaint was or was not substantiated and including such other information as may be appropriate under the circumstances. This written determination shall be made within a reasonable period of time.
- Step 2: If any actual party in interest to the complaint (including any alleged victim/target or any alleged responsible party) wishes to appeal the decision of the local Title IX, Section 504 or Equal Opportunity Coordinator, s/he may submit a signed statement of appeal to the District Administrator. The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten (10) business days.
- Step 3: If any actual party in interest to the complaint disagrees with the determination of the complaint made by the District Administrator, he/she may appeal through a signed, written statement to the School Board. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives at the next regular Board meeting or within fifteen

(15) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) business days of this meeting. The decision of the Board shall include a notice to the complainant of his/her right to appeal the determination to the State Superintendent of Public Instruction.

Step 4: If, at this point, the complaint has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707. An appeal to the DPI should be in writing and signed. The following information should be included: the reason for the appeal, the facts that make the complainant believe discrimination occurred; and the relief or outcome the complainant is requesting. If the person appealing is a minor, a parent or guardian must sign the appeal. In addition, the complainant may appeal directly to the DPI if the District has not provided written acknowledgement within 45 days of receipt of the complaint or has not made a determination within 90 days of receipt of the written complaint.

A complaint or appeal may also be made on some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the U.S. Department of Education's Office for Civil Rights (OCR) in Chicago, as authorized by various federal laws, or a complaint or suit may be filed with another external governmental agency or court. Such agencies and courts independently determine the extent to which any given complaint falls within their realm of authority. Such actions may be taken in lieu of or in addition to filing a complaint under the District's local procedures.

COMPLAINT PROCEDURE - SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's Special Education Handbook.

COMPLAINT PROCEDURE - FEDERAL PROGRAMS

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

MAINTENANCE OF COMPLAINT RECORDS

Records shall be kept of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

Rule 112.2 - Informal and Formal Procedures for Filing and Responding to Employee Discrimination Complaints.

Any person who believes that the Waterloo School District has failed to follow employment nondiscrimination laws, or in some way has illegally discriminated against an employee or applicant for employment in violation of the District's equal opportunity employment policy, may bring forward a complaint as outlined below.

Any person presenting a report or complaint under these procedures who has concerns about safety, confidentiality, or retaliation should discuss those concerns with the designated complaint officer as early as possible in the process – preferably at or even prior to the time that a detailed report or complaint is filed.

In conjunction with the District's receipt of notice of any report or complaint of alleged discrimination or retaliation under these procedures, the District shall consider (and a complainant may affirmatively request consideration of) any interim measures that should be taken before the final outcome of an investigation (e.g., safety planning or other steps needed to protect the complainant).

Informal Procedure

Anyone who believes he/she has a valid basis for complaint shall discuss the concern with the building principal or immediate supervisor who will investigate the complaint and reply to the complainant. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

Formal Complaint Procedure

If the complaint involves alleged improper behavior by the designated person to whom the complaint is to be filed, the complaint should be filed with the next highest authority listed in the procedure.

- Step 1:** A written complaint statement shall be prepared by the complainant and signed. It shall be presented to the District Administrator who shall immediately undertake an investigation of the suspected infraction. He/she shall review with building principals and other appropriate persons the facts comprising the alleged discrimination, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the appropriate parties.
- Step 2:** If the complainant or alleged responsible party is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the School Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing. A copy of the written decision shall be mailed or delivered to the appropriate parties.
- Step 3:** If the complainant is not satisfied with the Board's decision, or in lieu of or in addition to utilizing these complaint procedures, the complainant may pursue alternate actions available under state or federal laws (e.g. appeal to State Superintendent of Public Instruction (for teachers/administrative personnel), filing of complaint with the Equal Rights Division of the Department of Workforce Development, the U.S. Office for Civil Rights-Region V in Chicago and/or the courts having proper jurisdiction).

Responses to discrimination complaints shall be made within any timelines established by law.

Maintenance of Complaint Records

Complaint records shall be maintained for the purpose of documenting compliance. Records shall be kept for each complaint filed and, at a minimum, should include:

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name and address of the respondents.
5. The levels of processing followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

APPROVED: May 2016

120 – SCHOOL DISTRICT LEGAL STATUS

The legal basis for public education in the Waterloo School District is vested in the will of the people as expressed in the Wisconsin Constitution. Public education is primarily a state responsibility and a local school district's function.

The official name of this school is the Waterloo School District. It is classified as a common school district and includes portions of the township of York in Dane County; portions of the townships of Elba, Lowell, Portland and Shields in Dodge County; portions of the townships of Waterloo and Milford in Jefferson County, and all of the City of Waterloo in Jefferson County.

Educational services of the school district shall be organized as a program of instruction for grades four-year kindergarten through twelve (12), plus qualified three to five year old early childhood students. The district shall be operated as a single system by the Board of Education under the direction of the District Administrator.

The Waterloo School District shall consist of one (1) elementary school, one (1) intermediate school, one (1) middle school and one (1) high school. The Board may authorize the District Administrator to establish other special classrooms or programs as necessary.

LEGAL REFERENCE: Wisconsin Constitution – Article X, Section 3
Section 115.01(5) Wisconsin Statutes

APPROVED: December 1990

REVISED: April 2003

REAFFIRMED: July 2004, April 2016

REVISED: February 2005

130 – SCHOOL BOARD LEGAL STATUS

The Board derives its authority to govern the Waterloo School District directly from the Wisconsin Constitution and the State Statutes. Therefore, the Board shall act as an agent of the state in developing and offering an educational program in accordance with laws governing public education and common school districts.

Number of Board Members

The Board shall be comprised of seven (7) members in accordance with the following area representation:

1. One (1) member shall reside in Area 1 which is comprised of that part of the township of Portland east of the Crawfish and Maunsha Rivers and portions of the townships of Elba, Lowell, and Shields, all in Dodge County.
2. One (1) member shall reside in Area 2 which is comprised of a part of the township of Portland west of the Crawfish and Maunsha Rivers and a portion of the township of Elba, both in Dodge County, plus a portion of the township of York in Dane County.
3. Four (4) members shall reside in Area 3 which is comprised of the City of Waterloo in Jefferson County and a portion of the township of Portland in Dodge County.
4. One (1) member shall reside in Area 4 comprised of the northwestern part of the township of Waterloo and a portion of the township of Milford, both in Jefferson County.

Term of Office

The regular terms of school board members shall be three (3) years, except as otherwise provided in S.17.26.

LEGAL REF.:	Section 17.26	Wisconsin Statutes
	Sections 120.01(2)	Wisconsin Statutes

CROSS REF.:	Policies 120 and 150
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APPROVED:	December 1990
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REVISED:	September 2004
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REAFFIRMED:	April 2016
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131 – SCHOOL BOARD ELECTIONS

The Board of the Waterloo School District shall be elected at the general election held on the first Tuesday in April of each year, following the procedure outlined for such election by the state statutes. Candidates seeking election to the Board shall not be required to file nomination papers.

Board members shall be elected at large by a plurality vote of the electors of the district. Two (2) members of the seven (7) member Board shall be elected each year, with the exception of every third year when three members shall be elected.

Members elected to the Board shall take office on the fourth Monday in April provided they have taken and filed the official oath of office.

LEGAL REF.: Sections 120.06 Wisconsin Statutes

APPROVED: December 1990

REAFFIRMED: July 2004 April 2016

132 – FILLING BOARD VACANCIES

In the event a vacancy occurs on the Board, the Board may fill the vacancy by appointment.

Public notice of the vacancy shall be given by the District Administrator or his/her designee. Any qualified elector from the vacancy area may contact the clerk of the district to express an interest in filling the Board vacancy. Each candidate is required to submit in writing a letter expressing why he/she is interested in the position to the clerk and is encouraged to outline his/her qualifications for serving on the School Board by the deadline established by the board during an open meeting.

Candidates for a vacancy on the Board shall be considered at an open meeting, unless there are exceptional reasons to consider the candidate(s) in a closed session. The session will be closed only if the discussion involves financial, medical, social, or personal histories or disciplinary data which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the candidate(s). The consideration may include an interview of the candidate(s). A majority vote shall be required for all appointments to the Board.

In the event that a majority vote to fill a vacant School Board seat cannot be reached, the board seat will be filled by a random draw of names from the existing candidate(s) that have met the qualifications for consideration for the vacant School Board seat. All seats must be filled within 60 days or in accordance with S.17.26.

The candidate appointed to fill the vacancy shall pending acceptance and filing of the oath of office be seated on the Board and serve as provided in S.17.26.

LEGAL REF.:	Sections	17.03	Wisconsin Statutes
		17.26	
		19.01	
		120.06(4)	
		120.42	

APPROVED:	December 1990
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REVISED:	January 2016
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141 – BOARD OFFICERS

The Board Officers shall consist of a President, Vice-President, Clerk, and Treasurer. The Board shall elect officers at the first scheduled Board meeting held on or between the fourth Monday in April and the second Monday in May. Officers shall be elected from the members of the Board by a majority vote of the full board and shall serve for one (1) year and/or until their successors are elected.

Board officer nominations shall be made by voice or in writing. The Board may vote on nominations by secret ballot.

Duties of President

The President shall:

1. Preside at all meetings of the Board.
2. Decide all questions of parliamentary order, subject to an appeal by any Board member.
3. Appoint all Board committees, unless otherwise provided.
4. Sign all documents on behalf of the Board and countersign all warrants drawn upon the treasurer, except as otherwise provided.
5. Have the right, as other members of the Board, to offer resolutions, to discuss questions and to vote thereon.
6. Defend, on behalf of the district, all actions brought against it; prosecute, when authorized by the annual meeting or the Board, actions brought by the district.
7. See that minutes of the meeting are properly recorded, approved, signed, and posted.
8. Perform all other duties as prescribed by law or by the Board.

Duties of Vice-President

The Vice-President shall:

1. Perform the duties assigned to the President in the event of the latter's absence or inability to act.

Duties of Clerk

The Clerk shall:

1. Preside at all regular meetings of the Board at which the President and Vice-President are absent.
2. Ensure that accurate minutes of all Board meetings are recorded and entered into the official record book of the district.
3. Ensure the care and custody of the record books and documents of the Board.
4. Ensure the written notice be given to each member of the Board for all Board meetings.
5. Sign documents as required by state, professional, and other agencies.
6. Ensure that each employee given a contract receives a copy of the contract between him/her and the Board.
7. Countersign all warrants drawn upon the treasurer, except as otherwise provided.
8. Perform all other duties as prescribed by law and by the Board.

Duties of Treasurer

The Treasurer shall:

1. Preside at all regular meetings of the Board at which no other officer is present.
2. Ensure that the board receives a monthly Treasurers Report which includes a listing of receipts and disbursements, and present an account of said monies at the annual meeting.
3. Sign checks in payment of lawfully incurred and properly approved expenditures.
4. Serve on the Finance Committee.
5. Perform all other duties as prescribed by law or by the Board.

APPROVED: December 1990

REVISED: March 1996, October 2004, April 2016

142 – SCHOOL ATTORNEY

The Board may select an attorney or attorneys at its discretion to advise and represent the District in all matters requiring legal counsel. The school attorney or attorneys shall serve in an advisory capacity to both the Board and the District Administrator.

A decision to seek legal advice or assistance on behalf of the district shall normally be made by the Board President or District Administrator or the designee of the Board President or District Administrator. Such action shall be taken as is consistent with Board policy or standard practice or meets an obvious need of the district. It may also take place as a consequence of normal Board action.

APPROVED: December 1990

REVISED: October 2004

REAFFIRMED: April 2016

143 – CONSULTANTS TO THE BOARD

In order to pursue its educational mission and to protect the public's financial investment in the schools, the Board may from time to time engage the services of qualified professional consultants to provide new insights and ideas for dealing with especially difficult problems and/or provide special services for which present staff may lack specialized qualifications.

The kinds of assistance sought from consultants and professionals may include, but shall not be limited to:

Conducting fact-finding studies, surveys and/or research.

Providing counsel and/or services requiring special expertise.

Assisting the Board in developing policy and/or program recommendations.

The District Administrator is responsible for establishing an efficient working relationship between the consultant and the Board and/or staff members.

APPROVED: December 1990

REVISED: October 2004, April 2016

150 – GENERAL DUTIES AND POWERS OF THE BOARD

The Board has control over local school matters subject to limitations imposed by applicable laws, regulations of the Department of Public Instruction or the will of district residents as expressed in elections. The Board believes its major responsibilities are to:

1. Select and employ a District Administrator and support him/her in the discharge of his/her duties.
2. Employ school personnel based upon recommendation of the District Administrator.
3. Exercise legislative control of the district and determine school policy, which shall be administered by the District Administrator through administrative procedure, and provide direction for district personnel.
4. Cooperatively with the administrative team evaluate the educational needs of the district and take action deemed appropriate to meet those needs.
5. Exercise legal control over all funds including student and activity fees.
6. Ensure an annual budget is prepared in accordance with state law.
7. Perform the duties and follow the powers vested in the Board as outlined in the state statutes.

APPROVED: December 1990

REAFFIRMED: October 2004

REVISED: April 2016

151 – BOARD POLICY DEVELOPMENT AND ADOPTION

The Board shall reserve to itself the function of providing guides for the discretionary action of those to whom it delegates authority. These guides for discretionary action shall constitute the policies governing the operation of the school system.

The District Administrator, members of the district's administrative team, faculty, support staff members, citizens, students, consultants, and legal counsel may be involved in the policy development process. Any proposed policy or policy revision must be presented, in writing, to the Board at a meeting by the Board's Policy Committee, a Board member, or the District Administrator. Such policy must receive two readings at separate meetings prior to any action being taken.

All Board policies shall be recorded in writing and only those written statements adopted and recorded shall be regarded as official Board policy.

APPROVED: December 1990

REAFFIRMED: October 2004, April 2016

151.1 – POLICY REVIEW AND EVALUATION

The Board shall review its policies on a continuing basis in order to keep them up-to-date and reaffirm all current policies.

When reviewing policies, the Board shall rely on administrators, school staff, students, and citizens to provide evidence of the effectiveness of policies adopted by the Board.

The Board directs the District Administrator to develop a procedure to disseminate and update the district's policies online.

APPROVED: December 1990

REVISED: July 1994, April 2016

REAFFIRMED: October 2004

151.2 – POLICY DOCUMENT DISSEMINATION

The district administrator shall ensure the district's Master Policies adopted by the Board are posted on the district's website for the convenience of the employees of the district, students, and community.

APPROVED: December 1990

REVISED: July 1994, September 2004, April 2016

151.3 – ADMINISTRATION IN POLICY ABSENCE

The District Administrator shall have the power to act in situations where the Board has provided no policy. The District Administrator's decisions shall be subject to review by the Board at the next regular Board meeting. It is the expectation that the District Administrator will notify the board of situations where policy adoption would be warranted.

APPROVED: December 1990

REAFFIRMED: October 2004

REVISED: April 2016

151.4 – BOARD REVIEW OF ADMINISTRATIVE PROCEDURES AND EXHIBITS POLICY

The District Administrator shall develop and adopt administrative procedures and exhibits to implement Board policies. The Board shall formulate, review and adopt administrative procedures and exhibits when required by law or requested by a Board Member or the District Administrator.

The Board reserves the right to review, modify and veto administrative procedures and exhibits should the Board find the procedures and exhibits are inconsistent with statutory law, case law, or Board policy.

APPROVED: December 1990

REAFFIRMED: July 2004, April 2016

152 – SCHOOL BOARD SELF-EVALUATION

The Board believes that evaluation is essential to the continual improvement and success of a school district. Therefore, the Board shall annually plan for and carry through an evaluation of its functioning as a Board. This evaluation should be based on the broad aspects of education in the district and on particular activities or areas of current interest. The evaluation plan shall be developed by the Board with assistance from their District Administrator.

APPROVED: December 1990

REVISED: June 2006

161 – BOARD MEMBER AUTHORITY AND RESPONSIBILITY

The Waterloo School District Board of Education is comprised of seven elected representatives who are responsible for representing all citizens of the Waterloo School District and promoting interest in and support for the education of the District's students. The authority and responsibility for the operation of the Waterloo School District is vested in the Board as a whole. No individual member or group of Board members shall speak or act in the name of the Board, unless so empowered by the Board. Board members only have authority when assembled at legally constituted meetings and acting collectively as a Board.

Therefore individual Board members shall:

1. Attend all properly noticed meetings of the Board of Education and meetings of committees to which they have been appointed by the Board of Education at the annual reorganization meeting.
2. Be prepared to objectively discuss and/or act on meeting agenda items, in accordance with the District's mission, beliefs, strategic plan goals, and policies.
3. Refrain from discussing or voting in open session on issues in which a conflict of interest might exist. Remove themselves from any closed session in which a conflict of interest may exist.
4. Respect the opinions of other board members, conform to the principle of majority rule, and promote the implementation of decisions made by the Board of Education.
5. Work together cooperatively, with no member attempting to dominate the Board or neglect his/her share of work.
6. Welcome and encourage the full participation of newly elected Board members.
7. Recognize that the basic function of the Board is to establish clear School Board Policy that will guide administration in the day-to-day operation of the District.
8. Familiarize themselves with Board member responsibilities and authority, District policies, state school laws and regulations, and educational issues so as to best represent the District.
9. Update and enhance their boardsmanship by attending local, regional, state and/or national inservice programs.
10. Respect the confidentiality of information that is considered privileged under applicable statutes and take no action that would compromise the Board, administration, staff or students.
11. Work with administration on an ongoing basis to identify needs and to establish and prioritize goals for continuous improvement.

12. Refer citizen or staff concerns or complaints to the appropriate school official and refrain from individual counsel or action.
13. Refrain from using their elective office to interfere with the day-to-day operation of the District, command the services of or force ideas on any District employee, or undermine District administrative, teaching or support personnel.

LEGAL REF.: Section 19.59 Wisconsin Statutes 946.13

APPROVED: November 1981

REVISED: July 1994, October 1997, October 2004, June 2016

162 – NEW BOARD MEMBER ORIENTATION POLICY

A. Officially Registered Candidates

The District Administrator shall assist each candidate for a Board position in becoming familiar with the Board's functions, policies, and procedures prior to election or appointment. The candidate shall be invited to meet with the District Administrator to review the district's educational philosophy and objectives for accomplishing the district's stated mission.

B. Duly Sworn New Board Members

Upon being duly sworn and officially seated, each new Board Member shall be given access to a complete set of district policies, administrative procedures and exhibits, a copy of the last annual report, a budget summary, and school handbooks. If desired the School District can establish an e-mail account for the seated board member. Also a mentor can be assigned at the request of the new board member.

The Board shall encourage and support attendance at WASB board development programs.

The Board further supports new member query and communication with fellow Board Members in processes, procedures, protocol, and relationships between members, the administration, the entire school environment and the district constituents.

LEGAL REF.: Section 120.13(32) Wisconsin Statutes

APPROVED: June 1991

REVISED: September 2004, June 2016

163 – BOARD MEMBER DEVELOPMENT OPPORTUNITIES POLICY

The Board believes that continued training and development of its members is vital for the Board to govern the school district in the most informed and prudent manner possible. Knowledgeable decision-making grows more important as school governance becomes increasingly more complex and more demanding.

The Board recognizes the benefits the school district derives through membership in education-associated professional organizations. The Board may join with other school boards as a member of the Wisconsin Association of School Boards (WASB). It may join other such organizations as deemed necessary in accordance with established procedures. District funds shall be used to pay for such memberships.

The Board shall use district funds to purchase publications and periodicals which contribute to the educational enhancement of the Board Members by increasing their understanding of the roles of public education in the district, state, and nation.

The more important and effective development opportunities are provided through formalized training programs and attendance at national and state conventions. The Board encourages individual member participation at such functions. District funds shall be used to reimburse eligible members for actual and necessary expenses in accordance with established procedures.

APPROVED: June 1991

REVISED: October 2004, April 2016

164 – BOARD MEMBER COMPENSATION

Member's annual salary plus meeting and board development stipend shall be set at the district's annual meeting. Multiple stipends shall be paid when two or more meetings are held on the same day.

Compensation for actual and necessary expenses associated with membership development and attendance at conventions/meetings related to school district business shall be paid from district funds in accordance with established procedures.

LEGAL REF.: Section 120.10 (4) Wisconsin Statutes
 120.13 (32)

APPROVED: June 1991

REAFFIRMED: October 2004

REVISED: April 2016

165 – CODE OF ETHICS FOR BOARD MEMBERS

The Board of Education represents all of the citizens in the Waterloo School District and is responsible for providing for the intellectual, social, physical and emotional development of its students utilizing all available resources toward that goal. The oath of office requires that Board members uphold the laws and constitution of the United States and the State of Wisconsin.

In addition, each member of the Waterloo School District Board of Education will support and operate under Board policy and rules, including the highest ethical standards. These shall include the following:

1. Not using their office to obtain financial gain or anything of substantial value for their private benefit or for the benefit of their immediate family or for any organization of which they are associated. This does not prohibit Board members from using the title or prestige of their positions as Board members to obtain campaign contributions that are permitted and reported consistent with state law.

Not soliciting or accepting from any person or organization, directly or indirectly, of anything of value if it could reasonably be expected to influence the Board member's vote, official actions or judgments or could reasonably be considered as a reward for any official action or inaction on the part of the Board member.

Not taking any official action substantially affecting a matter in which Board members, or a member of their immediate family or an organization in which the Board member is associated has a substantial financial interest. Nor shall a Board member use his or her position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the Board member or one or more members of the Board member's immediate family either separately or together or an organization with which the Board member is associated. This paragraph does not prohibit a Board member from taking any action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses.

2. Recognizing that the function of the Board of Education is legislative and judicial, not administrative. The responsibilities for overall management and control of the property and affairs, including the development of policies, belong to the school Board while the responsibilities for the day-to-day operation of the school belong to the District Administrator and administrative staff in conformity with such Board policies. Together, the school Board and administration must work to continually identify the needs, goals and priorities of the District.
3. Rendering all decisions based on the available facts and after full discussion by the Board of Education and refusing to surrender that judgment to individuals or special interest groups.
4. Refraining from making disparaging remarks in public about school personnel or other Board members.

5. Recognizing that authority to act rests with the entire Board of Education and that business shall be transacted only in official meetings; refraining from making commitments to individuals or organizations on behalf of or representing the opinion of the entire Board of Education.
6. Recognizing that the administration of the school system is vested to the District's Administrative Staff and no board member shall interfere with the administration of the school District as an individual or undermine the administrative, teaching, or support personnel by using his/her elective office by reverting to political or coercive means to force ideas on the personnel of the school.
7. Recognizing that actions of the Board remain in effect until modified. Even though a Board member might not have individually supported a motion, he/she must support the action of the majority in his/her capacity as a Board member.
8. Requiring meetings of the Board of Education to be conducted consistent with the provisions of the Wisconsin Open Meeting Law.
9. Reading agendas, together with pertinent information relative to items contained in the agenda, prior to Board meetings.
10. Submitting items to be placed on the agenda in ample time so that the District Administrator may assemble information concerning the subject.
11. Keeping the District Administrator and fellow members of the Board of Education advised of community reaction to the school program and to school policies.
12. Listening courteously to questions and complaints and referring these comments to the District Administrator, building principals or appropriate staff member.
13. Referring employees with personal requests and criticisms directly to the appropriate Principal or District Administrator.
14. Acting on the selection, assignment, transfer, promotion, demotion, or dismissal of school personnel, both certified and support, only after submission of a recommendation by the District Administrator.
15. Participating in CESA, regional, state and/or national associations of school board inservice programs to become familiar with educational issues so as to best represent the District.
16. Encouraging the free expression of opinion by all Board members, and seeking systematic communications between the Board and students, staff and all elements of the community.
17. Discussing issues during legally noticed closed sessions in an open and frank manner and respecting the confidentiality of information that is privileged under applicable law.

LEGAL REFERENCE: Sections: 946.12, 946.13, 19.85, 19.59 (1) Wisconsin Statutes

APPROVED: April 26, 1993

REVISED: April 2005, April 2016

171 – REGULAR BOARD MEETINGS

The Waterloo Board of Education shall schedule fourteen (14) regular meetings per year. Regular meetings shall be held on the second Monday of each month and the fourth Mondays of April and October. If a meeting date falls on a holiday, the alternative meeting date shall be set at the preceding regular Board meeting.

Each member shall make every effort to notify the District Administrator or Board President if he/she knows in advance that he/she will not be able to attend.

All Board meetings shall begin at the time and place established during the Board's organizational meeting, unless otherwise specified. Any deviation from this shall be by agreement of the Board President and District Administrator. Both the Board President and the District Administrator are encouraged to seek input from all board members.

The meetings shall not exceed three hours; in the event that all agenda items have not been completed, such time limitation may be extended by motion, duly made and passed. Meetings may also be adjourned to a specific date, upon motion of the Board, for the consideration of unfinished business.

It is the duty of the District Administrator to notify members of a canceled meeting as soon as practicable prior to scheduled meeting.

All regular Board meetings shall be conducted in public. Public notice of such meetings shall be given in accordance with state statutes and established procedures.

LEGAL REF.: Section 19.84 Wisconsin Statutes 120.11(1)

CROSS REF.: 171.1, Public Notification of Board Meetings

APPROVED: May 1990

REVISED: August 1993; January 1996; October 1997; October 2004; July 2006,
April 2016

171.1 – PUBLIC NOTIFICATION OF BOARD MEETINGS

The Waterloo Board of Education recognizes that the public is entitled to the fullest and most complete information regarding the affairs of the Board as is compatible with the conduct of Board affairs and the transaction of Board business.

Notice of all Board meetings shall be posted in at least three public locations in the district and in three school building locations in accordance with state law. Notice shall also be given to the official school newspaper and other news media and persons upon written request.

In accordance with state law, public notice shall be given at least twenty-four (24) hours in advance of the meeting. When, for good cause, twenty-four (24) hours notice is impossible or impractical, shorter notice may be given, but not less than two (2) hours notice may be given in advance of the meeting.

LEGAL REF.: Section 19.84 Wisconsin Statutes 120.11

APPROVED: October 1990

REVISED: December 2003

REAFFIRMED: April 2005, April 2016

172 – SPECIAL BOARD MEETINGS

A special meeting of the Waterloo Board of Education may be scheduled by the District Administrator or shall be held upon the written request of any Board member. The request must be filed with the Board Clerk or, in his/her absence, the Board President, who shall notify in writing each Board member personally, leave notice at his/her residence or send notice by first class mail to arrive at least twenty-four hours before such meeting, except that such meeting may be held without prior notice to the Board members if all Board members are present and consent, or if every Board member consents in writing even though he/she does not attend.

Public notice of the meeting shall be given in accordance with established procedures. No business shall be transacted at the special Board meeting other than that specified in the notification.

LEGAL REF.: Sections 19.84 Wisconsin Statutes 120.11(2)

CROSS REF.: 171.1, Public Notification of Board Meeting

APPROVED: February 1993

REVISED: January 1996; December 2004

REAFFIRMED: April 2016

174 – ANNUAL DISTRICT MEETING

The date for the annual meeting of the Waterloo School District shall be determined at the previous annual meeting. An agenda shall be developed and public notice of the meeting shall be given in accordance with state law and established procedures.

LEGAL REF.:	Sections	120.08	Wisconsin Statutes
		120.10	
		120.11	

APPROVED: November 1991

REAFFIRMED: October 2004

REVISED: April 2016

181 – RULES OF ORDER

The rules of parliamentary practice contained in Robert's Rules of Order, Revised shall govern Board meetings except:

1. The Board chairman may discuss and vote on all matters before the Board;
2. The Board chairman shall vote last during all roll call votes; and
3. As otherwise provided by laws or regulations.

The rules outlined in Robert's Rules of Order, Revised may be temporarily suspended by unanimous consent of the Board.

APPROVED: May 1990

REAFFIRMED: October 2004, April 2016

182 - QUORUM

To transact District business at any meeting, a quorum must be present at all times. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

A majority of the elected Board members constitutes a quorum for the transaction of business.

LEGAL REF.: Section 120.11(1) Wisconsin Statutes

APPROVED: May 1990

REAFFIRMED: October 2004

REVISED: April 2016

183 – VOTING METHOD

Voting at Board meetings shall normally be by voice vote, unless a roll call vote is required by law or requested. Any Board member may request a roll call or ballot vote on any question under discussion.

Unless the statutes specifically provide otherwise, secret ballots may be taken only to elect Board officers.

LEGAL REF.: Section 19.88 Wisconsin Statutes

CROSS REF.: Policy 181, Rules of Order

APPROVED: May 1990

REVISED: July 1994

REAFFIRMED: October 2004, April 2016

184 – BOARD MINUTES

A complete and accurate set of minutes for each Board meeting shall be recorded under the direction of the Board Clerk and constitute the official record of proceedings of the Board. Minutes shall include:

1. A record of all actions taken by the Board, including the vote thereon.
2. A record of all resolutions, orders, procedures and motions in full.

Written minutes of each meeting shall be prepared as soon as possible. Copies of the minutes shall be provided to the Board for review prior to its next regular meeting. The Board shall amend the minutes, if necessary, and approve the minutes at its next regular meeting. Minutes shall become permanent records of the Board, be filed in the district office and be made available to interested citizens during regular office hours.

The minutes shall be published district-wide after Board approval and within forty-five (45) days after the meeting in accordance with state law.

Board meetings shall be electronically recorded for the purpose of preparing written minutes. A copy of the tape shall be maintained by the District for at least six (6) months.

LEGAL REF.: Sections 19.21 Wisconsin Statutes
 19.88
 120.11(4)

CROSS REF.: Policy 823, Access to Public Records

APPROVED: May 1990

REVISED: December 2004, April 2016

185 – BOARD COMMITTEES

The Board shall act as a committee of the whole, except for the following standing committees:

1. Curriculum
2. Building and Grounds
3. Finance
4. Policy
5. Personnel
 - A. Certified Staff
 - B. Support Staff

All standing committees shall be appointed by the Board President, except as otherwise provided.

Special temporary committees may be created by the majority of the Board to carry out specific functions if such action is deemed advisable and expeditious. Such committees shall be disbanded upon completion of their assignments.

Committees shall have no power to commit the Board or District to any course of action, except as specifically directed by the Board. They may act only in an investigatory and advisory capacity. All recommendations of committees shall be presented by a committee member and acted upon by the Board at regular or special Board meetings. Written recommendations by the committees may be included in Board packets along with rationale and pertinent information.

Public notice shall be given for all Board committee meetings in accordance with established procedures.

A complete and accurate set of minutes for each committee meeting shall be recorded under the direction of the committee chairperson.

Minutes shall include a record of all actions taken by the committee, including any vote thereon. A summary of discussion that resulted in the committee's determinations may also be included.

Written minutes of each meeting shall be prepared as soon as possible. Copies of the minutes shall be provided to the committee members for their approval. Copies of unofficial (unapproved) committee meeting minutes will go to all other Board members for their information as soon as possible.

The official (approved) minutes will be filed in the District Office. Committee minutes will not be published.

Committee meetings shall be electronically recorded and a copy maintained by the District Secretary for at least two (2) years.

LEGAL REF.: Sections 19.84 Wisconsin Statutes
 19.85

CROSS REF.: Policy 171.1, Public Notification of Board Meetings

APPROVED: October 1990

REVISED: May 1984; May 1985; July 1994; December 2004, April 2016

186 – ADVISORY COMMITTEES TO THE BOARD

The Board of Education is elected by the citizens of the district to represent them in the operation of the school district; however, the Board recognizes the invaluable assistance which can be gained for the entire school district from citizen input and involvement. Recognizing this, the Board may establish advisory committees to address specific issues which affect the whole District.

It is understood that advisory committees to the Board are limited to an advisory role and shall operate under the following parameters:

1. The Board reserves the right to accept, reject, or modify advisory committee proposals or recommendations. Only the Board has the authority to act on behalf of the district.
2. The Board shall establish the specific purpose of the advisory committee and provide committee members with a written statement of purpose.
3. The Board shall determine the size of each committee and shall ensure that the membership reflects a representative cross-section of the district relative to the purpose of the committee.
4. The district administrator shall be an ex-officio member of all such advisory committees. The district administrator may appoint other district staff members to assist such committees.
5. Secretarial services required by the advisory committee shall be provided through the district administrator. The Board will provide a suitable meeting place.
6. Advisory committees shall function under open meeting law requirements including the keeping of official minutes.
7. Each committee shall provide a written report to the Board.
 - a) The Board shall establish a time frame for completion of the advisory committee report.
 - b) The Board shall indicate any requirement for interim reports, either oral or written, and establish a schedule for any such reports.
8. No committee or any of its members shall make any announcement to the public or press until such release has been cleared with the Board president or his/her designee.
9. Upon acceptance by the Board of the final written report, the committee shall be automatically dissolved unless otherwise stipulated by the Board.

APPROVED:	July 1993
REVISED:	December 2004
REAFFIRMED:	April 2016

187 – PUBLIC INPUT AT BOARD MEETINGS

Meetings of the Board of Education are held for the expressed purpose of conducting the business of the school district and, therefore, are not public meetings but rather meetings held in public.

Except as otherwise provided by State Statute, the public is encouraged to attend Board meetings to become better acquainted with the operation and programs of the district and to listen to and observe Board deliberations.

Each regular Board meeting agenda shall provide a time at which citizens may address the Board to express viewpoints or concerns. Such public participation shall be permitted under the following guidelines:

1. Any individual desiring to address the Board shall register his/her name, address, and name of group represented, if any, on the visitor sign-In sheet and shall indicate the desire to speak by checking the box next to his/her name on the Sheet. The Board President or other presiding officer will recognize all speakers at the appropriate time.
 - a. Public participation on non-agenda items may be provided during the Public Input section of the meeting. The Board will not respond other than to note future discussion options.
 - b. Public participation on items on the agenda may be provided at the time the particular agenda item is addressed by the Board.
 - c. All comments will be limited to five minutes unless the Board President or Presiding Officer grants an extension.
2. The Board will not allow discussion of personnel matters or challenges to instructional materials used in the District.
3. Undue interruption or other interference with the orderly conduct of the Board of Education business shall not be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate any speaker's privilege of address, if that person persists in improper conduct or remarks or his/her comments become redundant of previous ones.

LEGAL REF.: Section 19.84(2) Wisconsin Statutes

CROSS REF.: Policy 362 Instructional Materials Selection Policy

APPROVED: August 1993

REVISED: March 1996; March 2005, June 2016

200 SERIES – ADMINISTRATION

210 – ADMINISTRATION GOALS

Proper administration of the schools is vital to a successful educational program. The general purpose of the District's Administrative Team shall be to administer, coordinate and supervise school district operations in accordance with Board policies.

The Board shall rely on the District Administrator to provide professional administrative leadership at the district level.

The District Administrator, building principals and all other administrators shall be given the authority and responsibility necessary to carry out their specific administrative assignments. Each administrator shall likewise be held accountable for the effectiveness with which his/her administrative assignment is carried out.

Major administrative goals of the district shall be to:

1. Manage the district's various buildings, departments and programs effectively.
2. Manage the district's financial and physical resources economically, effectively and efficiently.
3. Provide professional advice and counsel to the Board. Preferably, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and making a recommendation from among the alternatives.

LEGAL REF.: Sections 118.24 Wisconsin Statutes

CROSS REF.: Policy 111 Goal Setting

APPROVED: October 1994

REAFFIRMED: January 2005, June 2016

222 – RECRUITMENT AND EMPLOYMENT OF DISTRICT ADMINISTRATOR

When an opening in the district administration occurs, the Board shall aggressively recruit in an effort to fill the position with the most capable person available. The Board shall consider only those candidates who meet both state and local qualifications and who display the ability to successfully carry out the duties required of the District Administrator.

The Board President, or designee, shall inform various educational institutions and placement agencies of the District Administrator vacancy. The services of a consultant may be utilized in both recruiting and interviewing District Administrator candidates.

Candidates shall be screened and those candidates who appear to be most promising shall be interviewed by the Board along with other persons requested by the Board. Representatives of the Board may visit the candidates' former or current school districts as part of the final screening process.

The Board shall select a District Administrator at a legally held regular or special meeting of the Board. A majority vote of the full Board shall be required to employ a District Administrator.

LEGAL REF.: Section 118.24 Wisconsin Statutes

CROSS REF.: Policy 223 Certified Administrative Contracts
 Position Description Handbook

APPROVED: August 1994

REAFFIRMED: January 2005, June 2016

223 – CERTIFIED ADMINISTRATIVE CONTRACTS

The Board and the certified district administrative members shall enter into written contracts establishing compensation and benefits. Unless extenuating circumstances apply, the contracts shall start July 1 and shall cover a period not to exceed two (2) years.

Renewal and/or nonrenewal of these contracts shall be according to state law.

LEGAL REF.: Section 118.24 Wisconsin Statutes

APPROVED: October 1994

REAFFIRMED: January 2005

REVISED: June 2016

223.1 – DISTRICT ADMINISTRATOR COMPENSATION AND BENEFITS

The salary of the District Administrator, vacation entitlements, leaves and additional benefits shall be determined at the time of his/her employment and shall be part of the written contract. Any vacation leave over three (3) days shall be granted in accordance with the contract to be taken at a time mutually satisfactory to the Board and District Administrator. The District Administrator may take vacation or leave days of less than two days at his/her discretion in accordance to the contract. It is further recognized that the Administrator is a salaried employee and, as such, does not have specific daily scheduled hours.

Additional benefits, such as health and other forms of insurance, shall be at least equal to those granted other professional staff members.

LEGAL REF.: Section 118.24 Wisconsin Statutes

APPROVED: October 1994

REAFFIRMED: January 2005

REVISED: June 2016

223.3 – NON-RENEWAL OF ADMINISTRATIVE CONTRACT

If the Board chooses to non-renew an Administrative contract, proper notification must be given in accordance with state law provisions.

Administrators may not be non-renewed except by a majority vote of the full Board. Modification or termination of an administrator's contract may be made by mutual agreement of both parties.

LEGAL REF.: Section 118.24 Wisconsin Statutes

CROSS REF.: Policy 223 Administrative Contracts
 Policy 225 District Administrator Evaluation
 Policy 232 Administrative Staff Evaluations

APPROVED: August 1994

REAFFIRMED: January 2005

REVISED: June 2016

224 – BOARD-DISTRICT ADMINISTRATOR RELATIONS

The primary function of the Board is the legislation of policies, and the execution of policies is the function of the District Administrator. Delegation by the Board of its executive powers provides freedom for the District Administrator to manage the schools within established policies and frees the Board to devote its time to policy making and evaluation functions.

The Board holds the District Administrator responsible for carrying out the District's policies within established guidelines and for keeping the Board informed about school operations. In his/her effort to keep the Board informed, the District Administrator will notify Board members as promptly as possible of any emergency situations which occur in the schools.

The District Administrator, as the chief executive officer of the Waterloo School District, shall be accountable for translating the will of the Board into administrative action. The District Administrator may delegate responsibility and the authority necessary to discharge it to other officials as he/she considers necessary to ensure efficient operation of the schools.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
 120.12
 120.13

CROSS REF.: Policy 112 Board Operational Goals
 Policy 150 Board Powers and Duties
 Policy 210 Administration Goals
 Position Description Handbook

APPROVED: October 1994

REAFFIRMED: January 2005

REVISED: June 2016

225 – DISTRICT ADMINISTRATOR EVALUATION

The District Administrator shall be evaluated annually by the Board in order to provide a means to measure the District Administrator's performance in directing the educational program at the Waterloo School District.

The evaluation shall be based on the following criteria:

1. Management goals established by the Board and the District Administrator; as they relate to the 7 Administrator Standards.
2. Responsibilities outlined in the District Administrator's position description as approved by the Board.

In addition, it should be understood that the Board may conduct other evaluations during the year as the need arises.

A mid-year goal status review may also take place.

LEGAL REF.:	Sections 118.24 Wisconsin Statutes 120.02(1)(q) PI 8.01(2)(1), Wisconsin Administrative Code
CROSS REF.:	Position Description Handbook
APPROVED:	August 1994
REAFFIRMED:	January 2005
REVISED:	June 2016

230 – MANAGEMENT STYLE

The Board of Education and the administration support the concept and application of team management in the Waterloo School District. Team management involves seeking guidance and counsel from those who are affected by decisions and from those charged with the responsibility to carry them out.

Decisions made in a collaborative way have more quality due to the inclusion of diverse approaches and a greater quantity of informational input. There is better understanding of the decision and its rationale and a greater commitment to the solution by team members. Group decision-making improves the cohesiveness of attitudes, and favorable attitudes tend to be associated with high productivity.

The District Administrator shall be responsible for developing an appropriate plan to effectively utilize the collective resources available.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
 120.12
 120.13

CROSS REF.: Policy 150 Board Powers and Duties
 Position Description Handbook

APPROVED: August 1994

REAFFIRMED: January 2005

232 – ADMINSTRATIVE STAFF EVALUATIONS

Administrative staff members shall be evaluated annually by January 1st by the District Administrator. Such evaluations shall be carried out in conjunction with the annual evaluations of the Board and District Administrator. In addition, it should be understood that the District Administrator may conduct other evaluations during the year as the need arises.

Administrative staff evaluations shall be based on board-adopted position descriptions and such performance objectives as are agreed to by the District Administrator and the individual administrative staff member. Strengths of the administrative staff member shall be discussed and areas of improvement shall be suggested.

A written evaluation report of job performance shall be prepared for each administrative staff member. The District Administrator shall review with the Board the administrative staff evaluations for the purpose of input into salary/contract renewal consideration.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
 121.02(1)(q)
 PI 8.01(2)(q), Wisconsin Administrative Code

CROSS REF.: Position Description Handbook

APPROVED: August 1994

REAFFIRMED: January 2005

252 – ADMINISTRATIVE COMMITTEES

The District Administrator may create committees and other advisory groups for the purpose of developing school programs, implementing Board policy or for whatever other purpose he/she deems necessary to enhance the District educational program.

APPROVED: August 1994

REAFFIRMED: January 2005

263 – POLICY IMPLEMENTATION

The policies developed by the Board and administrative rules developed to implement policy shall be designed to promote an effective and efficient school system. It is expected that district employees and students will comply with all Board policies and administrative rules.

The administrative staff shall be responsible for providing information to students, staff and citizens of existing policies and rules, for seeing that they are implemented, and for helping parents, booster organizations, and other groups understand how specific policies affect the building's operation.

CROSS REF.: Policy 151 Board Policy Development

APPROVED: August 1994

REAFFIRMED: January 2005

270 – SCHOOL DISTRICT REPORTS

All school records and reports required by state or federal laws and regulations shall be made, verified and transmitted to the appropriate organization or agency in ample time.

The District Administrator and/or his/her designee shall have authority to acquire the necessary facts and statistics to complete such records and reports.

A school district performance report shall be distributed annually and shall contain indicators of performance as required by law.

LEGAL REF.: Section 115.38 Wisconsin Statutes
 121.02(1)(o)
 PI 8.02(2)(o), Wisconsin Administrative Code

APPROVED: August 1994

REVISED: September 2004

270.1 – TEMPORARY ADMINISTRATIVE ARRANGEMENTS

District Level

If the District Administrator is absent from the district, the following line of authority shall be in effect:

1. High School Principal
2. Intermediate/Middle School Principal
3. Elementary School Principal

Building Level

Each principal shall designate and report to the District Administrator the name of the staff member who will be in charge of the building when the principal is absent. A second staff member shall be designated to be in charge in case of absence of the delegated staff member.

The acceptance of such positions by the individuals named is voluntary.

Whenever the principal leaves the school during the school day, he/she will inform the person who will be in charge and the school secretary. When a principal will be absent from the community, the District Administrator's office will be notified and given the name of the person in charge.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
 120.12(2)

APPROVED: August 1994

REVISED: March 2005

300 SERIES - INSTRUCTION

342.12 – INDEPENDENT EDUCATIONAL EVALUATION

An independent educational evaluation ("IEE") is an evaluation conducted by a qualified examiner who is not an employee of a student's District. Parents/Guardians are eligible to receive an IEE for their child at public expense if the parent disagrees with an evaluation that the District conducted or obtained for that child. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. "Public expense" means that the District either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the parent. "Parent" means parent or legal guardian.

The District's evaluation must be complete before a parent may obtain an IEE at public expense. The District's evaluation is complete when the District provides the parent with a proper Notice of Evaluation Findings, as required by law. In addition, all IEE's must meet the District's criteria for special education evaluations, which are the criteria that the District uses when it conducts its own evaluations. Finally, parents may only request one publicly funded IEE for each evaluation that the District conducts or obtains.

If the District receives a parent request for an IEE, the District may pay for the IEE. If a dispute or disagreement arises regarding the parent's right to obtain an IEE at public expense, the selection of the IEE Evaluator, the location of the evaluation, or the maximum allowable cost of the IEE, the District will initiate a due process hearing to demonstrate that the evaluation obtained by the parents did not meet the District's criteria. In that instance, a hearing officer will decide who is responsible for the IEE costs under relevant state and federal law. Consistent with the parent's right to an IEE, the District may also propose mediation. The parents will be responsible for IEE costs if the hearing officer finds that:

- the District's evaluation was appropriate; or
- the IEE fails to meet District criteria for special education evaluations and no unique circumstances justify deviation from those criteria.

Procedure to Request an Independent Education Evaluation at Public Expense

1. Parents should submit a written request for an IEE to the Director of Pupil Services in the Waterloo School District and should include an explanation of the reasons they object to the evaluation the District conducted or obtained for the child. The District, however, will not deny parents a publicly funded IEE solely because they fail to submit a written request or because they do not provide reasons for requesting an IEE.
2. If a parent requests an IEE, the District will provide the parent with the following information:
 - A list of the names and addresses of IEE Evaluators located in the Waterloo School District area who, in the district's judgment, are qualified to perform the IEE. If a qualified Evaluator is not located within 60 miles of the District, the

District will identify a qualified Evaluator located within the State of Wisconsin. Parents shall be given the opportunity to provide information to the District that demonstrates that unique circumstances justify selection of an Evaluator who does not meet the District's qualifications.

- The location of the evaluation. IEE's are to be conducted in the Waterloo School District. However, parents shall be given the opportunity to provide information to the District that demonstrates that unique circumstances may warrant the necessity of evaluating the child outside of the District.
- A copy of the District's criteria for special education evaluations, including criteria regarding evaluator qualifications and costs.

Evaluation Plan

If a parent notifies the District before obtaining an IEE, the Director of Pupil Services may recommend that the parent and the District develop an evaluation plan. The purpose of evaluation plans is to encourage genuinely independent, unbiased IEE's that are valuable to both the parent and the District staff members of the IEP team. The District, however, will not deny a publicly funded IEE because a parent refuses to participate in this process.

If a parent agrees to participate in this process, the parent will work with the other members of a child's IEP team to develop an evaluation plan. An evaluation plan may identify the scope of the evaluation and the evaluator and help to ensure that the IEE will comply with District criteria for special education evaluations. In some cases, the District will contact the evaluator directly to arrange for the IEE on the parent's behalf.

Evaluator and Evaluation Requirements

The District is committed to ensuring that each child's IEP team bases its decisions on high quality, reliable, and educationally sound special education evaluations. As a result, the District has established the following list of criteria for all Independent Education Evaluations. The criteria established for selection of an independent evaluator are the same used to select a public agency evaluator. Unique circumstances may justify deviation from these criteria. If a parent or District staff member is aware of such unique circumstances, they should inform the Director of Pupil Services immediately.

1. The Evaluator must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The Evaluator must have extensive training and experience in evaluation of the area(s) of concern and be able to interpret instructional implications of the evaluation results. In instances where no applicable license exists (e.g. autism, traumatic brain injury, etc.), the District must be satisfied that the Evaluator has education, training and experience related to the known or suspected disability.

2. The Evaluator must be located within 60 miles of the District.
3. The Evaluator must be permitted to directly communicate and share information with members of the IEP team and the Director of Pupil Services. The Evaluator must also release the assessments and results, including any parent and teacher surveys, to the members of the IEP team and the Director of Pupil Services.
4. Unless otherwise determined by the members of a child's IEP team, the Evaluator must observe the child in one or more educational settings. The Evaluator shall make at least one contact with the child's regular education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, the Evaluator is encouraged to make additional contacts with other involved regular or special education teachers and related service providers.
5. Absent unique circumstances, evaluations may not exceed the District's applicable maximum allowable costs. The maximum allowable cost for an Evaluator will be the average cost per day or hour (as applicable) for a similarly qualified staff member employed by the District, as determined by the Waterloo School District Director of Pupil Services. In the event the Evaluator is one not typically employed by the District, such as a medical doctor, psychiatrist, or other professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. Mileage expenses for the Evaluator to come to the child's school shall be covered if an observation of the child in one or more educational settings is required. Other travel expenses (i.e. food, lodging, etc.) are not covered in the cost of the IEE. The district shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of or their attendance at the IEE.
6. The evaluation must comply with any and all relevant provisions of PI-11 and the Individuals with Disabilities Education Act.

Parents may submit information for the District to consider that demonstrates unique circumstances justifying an IEE Evaluator whose credentials or characteristics are different than the criteria used by the District and explains why expenses exceed the maximum allowable cost. When insurance will cover all or partial costs of the IEE, the District will request that the parents have their insurance pay the IEE costs covered by their insurance. The District may access a parent's private insurance proceeds or public insurance benefits, when consistent with federal law, only if the parent provides informed consent each time the public agency proposes to access the insurance. Parents may refuse such consent. Parents need not ask their insurer to cover the IEE costs if such action would result in a financial cost to the parents, such as an increase in premiums or the discontinuance of the policy.

In the event the IEE is ordered by an Administrative Law Judge (ALJ) as part of a due process hearing or as part of a mediation session, the ALJ or mediator may determine the qualification of the examiner and the costs to be reimbursed by the District.

For more information, parents may contact the Waterloo School District Director of Pupil Services or a member of the Special Education Team at the Department of Public Instruction.

LEGAL REFERENCE: Individuals with Disabilities Education Act
 Chapter 115, subch. V
 DPI Bulletin No. 01.04, issued in September of 2001

CROSS REFERENCE: Policy 342.11: Special Education
 Policy 346: Testing Program
 Policy 112: Nondiscrimination

APPROVED: November 2003

REAFFIRMED: March 2005

342.2 – HOMEBOUND INSTRUCTION

Homebound instructional opportunities may be provided to any student in the Waterloo School District who is temporarily not in physical or mental condition to attend a school program for thirty (30) or more consecutive school days but who is expected to return to a school program upon termination or abatement of the illness and condition. Exceptions to the thirty (30) consecutive school days absence requirement may be made for students with disabilities. Based upon the written recommendation from the District's Director of Pupil Services, the District may consider approval of intermittent homebound instruction for students with disabilities where physical or emotional incapacity occurs for at least seven (7) days intermittently, continuously throughout the school year and the incapacity to attend school is anticipated to be at least thirty (30) days during the entire school year.

Before a student may be considered to receive any homebound instructional opportunities, a parent/guardian written request for homebound instruction must be made and a written statement from the student's physician must be completed. The need for homebound instructional opportunities must be recertified by a physician no less than every thirty (30) school days. A physician's statement cannot exceed a period of thirty (30) school days.

All requests for homebound instruction and written physician statements shall be directed to the principal of the school where the student is enrolled. In accordance with state law, an individual educational plan team (IEP-Team) shall be convened to determine a disability requiring homebound instructional opportunities. All homebound instructional opportunities shall be provided in accordance with legal requirements and established District procedures.

LEGAL REF.: Sections 118.15(1)(d)(5) Wisconsin Statutes
PI 11.35 Wisconsin Administrative Code

CROSS REF.: Administrative Procedure 342.1, Homebound Instruction Procedures
Exhibit 342.2(1), Request/Approval for Homebound Instruction
Exhibit 342.2(2), Physician's Statement for Homebound Instruction
Exhibit 342.2(3), Homebound Instructor's Instruction/Payroll Report

APPROVED: February 1989

REVISED: April 2005

342.3 – CHILDREN AT RISK

The Waterloo School District is committed to each child's success and believes that each child can learn, succeed and graduate from high school when there is a cooperative effort among the school, student, family and community. Annually, not later than August 15, the Board of Education shall approve a plan describing how the District will provide services for students who meet the state criteria for children at risk. Additionally, prior to the end of the third week of school, administration shall identify children at risk in their respective schools.

LEGAL REFERENCE: Wisconsin Administrative Code, PI 25
 Wisconsin Statutes 118.153, 118.33 and 121.02(1)(n)

APPROVED: November 2002

REAFFIRMED: March 2005

342.5 – TITLE I PROGRAM

The Board of Education recognizes its responsibility to help all students reach their potential and to meet the District's learning standards and benchmarks. In an effort to help eligible students improve their academic achievement, the Board will participate in the federal Title I program and abide by all legal requirements for participation in such program.

Comparability

The services through Title I funds will be supplemental to the services provided in program areas not receiving Title I funds. The Board shall ensure comparability among schools or grade levels in teacher, administrators, support personnel, curriculum materials and instructional supplies. It is understood that unpredictable changes in enrollment or personnel assignments which occur after the beginning of a school year need not be included as a factor in determining comparability of services. Documentation verifying compliance with this policy is maintained annually. These records are available for Department of Public Instruction monitoring or auditor review upon request.

Parent Involvement

Refer to Policy 811.1 for parent involvement as required by the Elementary and Secondary Education Act.

LEGAL REFERENCE: ESEA, No Child Left Behind Act of 2001 (Public Law 107-110)

CROSS REFERENCE: Policy 811.1

APPROVED: April 2010

342.8 – SECTION 504 POLICY

The Waterloo School District is committed to each child's success and believes that each child can learn, succeed and graduate from high school when there is a cooperative effort among the school, student, family and community. The Board of Education recognizes each student's unique capabilities and interests and shall strive to provide an education appropriate to the diverse needs of each student.

Students have the right to be admitted to school and participate, to the fullest extent possible, in curricular, co-curricular, recreational or other programs and activities and to access student services for which they qualify. Such participation or access to student services shall not be abridged or impaired because of a student's sex or sexual orientation, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, physical, mental, emotional or learning disability or handicap, political affiliation, color, arrest or conviction record, military status, homelessness or any other factors provided for by state or federal laws and regulations. Facility modifications necessary to provide a student with equal opportunities shall be made as required by law and permitted by budgetary limitations.

The Waterloo School District will provide a Free and Appropriate Public Education (FAPE) to each handicapped student within its jurisdiction. It is the intent of the District to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. All students identified with disabilities under the Individuals with Disabilities Education act (IDEA) are considered to be handicapped and therefore protected under Section 504, but a student who has been determined to be handicapped under Section 504 might not be considered disabled under IDEA. Section 504 protects the civil rights of individuals who have disabilities such as, but not limited to, the following conditions: AIDS, arthritis, cancer, cardiac diseases, diabetes, multiple sclerosis, muscular dystrophy, psychiatric disorders, blindness or visual impairments, cerebral palsy, deafness or hearing impairments, epilepsy or seizure disorders, mental retardation, orthopedic handicaps, specific learning disability, speech disorders, spinal cord or traumatic brain injury, and drug or alcohol addiction (note: Section 504 covers former users and those in recovery programs). A temporary impairment does not constitute a disability for purposes of Section 504 unless its severity is such that it results in a substantial limitation of a major life activity for an extended period of time.

The Pupil Services Director shall serve as the Section 504 Coordinator and will manage 504 procedures to ensure that the Waterloo School District is in compliance with Section 504 of the Rehabilitation Act of 1973. Complaints regarding the interpretation or application of this policy or Section 504 of the Rehabilitation Act of 1973 shall be referred to the District Administrator and processed in accordance with established procedures.

LEGAL REFERENCE: Sections 118.13, Wisconsin Statutes
PI 9 of the Wisconsin Administrative Code
Title IX, Education Amendments of 1972

Title VI, Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Act

CROSS REFERENCE: Policy 110 – Educational Philosophy and Objective
Policy 112 - Nondiscrimination

APPROVED: January 2003

REAFFIRMED: March 2005

342.9 – TECHNOLOGY ACCESS FOR STUDENTS WITH SPECIAL NEEDS

The Waterloo School District endorses the designing of learning environments to meet students' needs in the least restrictive environment. That environment should be usable by all students to the greatest extent possible without the need for specialized adaptation. For those students whose needs are not fully met using this approach, assistive technology devices and services may be required. In accordance with legal requirements, assistive technology must be considered for all students with special educational needs by the student's individualized education program (IEP) team.

Those students having special needs but not requiring a formal IEP according to law will also be considered for assistive technology devices and /or services on a case-by-case basis consistent with legal requirement, District policies and procedures.

LEGAL REF.: Section 120.13 Wisconsin Statutes
 Section 120.13(5) Wisconsin Statutes
 PI 13, Wisconsin Administrative Code
 Individuals with Disabilities Education Act
 Assistive Technology Act of 1998
 Section 504 of the Rehabilitation Act
 Americans with Disabilities Act of 1990

CROSS REF.: Policy 342.11 Model Local Educational Agency Special Education
 Policies and Procedures

APPROVED: July 2006

344.5 – YOUTH OPTIONS PROGRAM

The Waterloo School District shall permit eligible students to participate in the Youth Options Program. The Waterloo High School Principal shall be responsible for administering the Youth Options Program in accordance with state law and regulations.

ELIGIBILITY REQUIREMENTS:

Participation in the Youth Options program is limited to junior and senior students who:

1. Are full-time students in the Waterloo School District.
2. Have earned at least 14 credits in 2 years or 17.5 credits in 2.5 years or 21 credits in 3 years or 24.5 credits in 3.5 years of high school.
3. Have an acceptable disciplinary record.
4. Are in good academic standing, passing all courses, on-track for graduation, with a grade point average of not less than 2.0 on the 4-point scale.
5. Are not considered “at risk” students as defined in Wisconsin Statute 118.153(1)(a).
6. Notify the District of their intent to attend a technical college or institution of higher education in accordance with the timelines established in state law, October 1 for the spring semester and March 1 for the fall semester.
7. Have reimbursed the District as requested for all Youth Options program courses that the student failed to complete or for which he/she received a failing grade. A failing grade is defined as a grade that constitutes a failing grade for a course offered in the school district.

Youth Options Program participation for students who have earned 21 credits and attain senior or 12th grade status is limited to the two consecutive semesters immediately following the semester in which they have earned 21 credits.

NOTICE TO STUDENTS:

Annually, by October 1, the Waterloo School District shall provide information about the Youth Options Program to all pupils enrolled in the 9th, 10th and 11th grades.

PAYMENT FOR TECHNICAL COLLEGE COURSEWORK:

Students attending technical college may take only regular occupational or technical or general education courses that satisfy the requirements of an associate degree or vocational diploma program. Students may not take technical college remedial programs or courses under the Youth Options Program.

1. If a student takes a course for high school credit and the course is not comparable to a course offered in the District, the District shall pay the tuition and fees as required by law for a maximum of eighteen (18) postsecondary semester credits per student. Eighteen postsecondary credits are equivalent to four and one-half (4 ½) high school credits
2. If a student takes any course for high school credit and the course is comparable to a course offered in the District, the student shall pay the tuition and fees as required by law.
3. If a student takes a course for post-secondary credit only, the student shall pay the tuition and fees as required by law.
4. If a student with a disability participates in the Youth Options Program, the District shall pay for any required special services, as jointly determined by the District and technical college. The Board, however, may refuse to permit a student with a disability from attending a technical college under the Youth Options Program if it determines that the cost would pose an undue financial hardship on the District.

PAYMENT FOR INSTITUTION OF HIGHER EDUCATION COURSEWORK:

1. If a student takes a course for high school credit and the course is not comparable to a course offered in the District, the Board shall pay the tuition and fees as required by law for a maximum of eighteen (18) postsecondary semester credits per student.
2. If a student takes a course for high school credit and the course is comparable to a course offered in the District, the student shall pay the tuition and fees as required by law.
3. If a student takes a course for post-secondary credit only, the student shall pay the tuition and fees as required by law.

DEFINITION OF COURSE COMPARABILITY:

1. The high school course content, as determined by curriculum guides, expectations, goals, scope and sequence, is at least 80 percent equivalent to the content of the post-secondary course, as determined by the post-secondary course syllabus or description.
2. The high school course is offered during the period of time after the student notifies the District of his/her intent to participate in the Youth Options Program and prior to the student's graduation.
3. The high school course is available for enrollment.

AWARDING CREDIT:

1. In order to earn high school credit for any course taken under the Youth Options Program, a student must successfully complete the course, receive a passing grade in the course and provide the high school guidance counselor with an official transcript/grade report.
2. Grades received in the post secondary courses taken for high school credit will be calculated, on the four-point grading scale, into the student's high school grade point average.
3. Credit earned for a course taken at a technical college or institution of higher education for high school credit shall be converted to high school credit as follows: one post secondary credit earned equals one-quarter (.25) high school credit.

PARENT RESPONSIBILITIES:

Parent(s)/guardian(s) are responsible for assuring satisfactory student attendance and the student's compliance with the compulsory school attendance law under Wisconsin Statute 118.15(1)(a).

STUDENT RESPONSIBILITIES:

1. Notify the District of his/her intent to enroll in a technical college or institution of higher education no later than March 1 (for a fall semester course) or October 1 (for a spring semester course) by completing form PI-8700A.
2. Apply for admission to the technical college or institution of higher education in the school semester prior to the semester in which he/she plans to take the post-secondary course.
3. Notify the District when he/she has been accepted for admission to the technical college or institution of higher education.
4. Notify the District when he/she is registered to attend a post-secondary course.
5. Provide the high school guidance counselor with an official transcript/grade report.

STUDENT/PARENT RESPONSIBILITIES:

1. Pay for incidental college fees and expenses such as textbooks, equipment, tools and supplies that will become the property of the student at the conclusion of the post-secondary course.
2. Provide and/or pay for all transportation and parking costs associated with his/her participation in the Youth Options Program.

3. Reimburse the school district upon its request the amount paid on the pupil's behalf for a course in which the student receives a failing grade or which the student fails to complete at an institution of higher education or technical college. Such reimbursement shall be made by the minor pupil's parent or guardian or by the pupil if he or she is an adult.

TRANSPORTATION REIMBURSEMENT:

1. Students who believe they are unable to pay for transportation may apply to the state superintendent for reimbursement of round-trip mileage from the high school to the technical college or institution of higher education. Preference will be given to students who qualify for free or reduced-price meals. Parking is not a reimbursable cost.
2. Students who are participating in the program for post-secondary credit only are not eligible for state mileage reimbursement.

APPEAL RIGHTS:

District decisions regarding comparability of courses, satisfaction of high school graduation requirements or the number of credits to be awarded for post-secondary courses may be appealed to the State Superintendent at the Department of Public Instruction, if the appeal is filed within 30 days of the decision.

LEGAL REF.: Wis. Stat. 118.55

APPROVED: April 1999

REVISED: June 2000, March 2001, August 2004

REAFFIRMED: March 2005

345.1 – GRADING SYSTEMS

It shall be the policy of the Waterloo School District to evaluate student achievement in in all classes and subjects in grades pre-kindergarten through 12. The issuance of grades on a regular basis serves to:

1. Promote a process of continuous evaluation of student performance;
2. Inform the student and his/her parent(s) or guardian(s) of the student's progress in relationship to established learner expectations based on state standards;
3. Provide a basis for bringing about change in student performance if such change is deemed necessary.

Specific grading systems shall be developed for various grade levels by the building principal.

CROSS REF.: Policy 345.2 High School Grading Policy

APPROVED: August 1993

REVISED: April 2005

345.2 – HIGH SCHOOL GRADING POLICY

Student progress and academic performance in coursework at Waterloo High School shall be reported in the form of letter grades. The letter grades that appear on report cards and high school transcripts shall convey the level at which course objectives were achieved by the student.

A, A-	= Course objectives achieved in a superior manner
B+, B, B-	= Course objective achieved in a highly satisfactory manner.
C+, C, C-	= Course objectives achieved in a satisfactory manner
D+, D, D-	= Course objectives achieved in a minimal manner
F	= Course objectives not achieved – no credit granted
I	= Coursework is incomplete – must be completed within one week or at principal's discretion
WF	= Student withdrew from course or school with a failing grade

GRADE POINT AVERAGE:

Waterloo High School shall offer graded courses with unweighted grade point values. No courses will be offered on a pass/fail basis. For the purposes of determining a student's class rank by grade point average (GPA), the following chart shall be followed:

Waterloo High School Grade Point Values

<u><i>Grade</i></u>	<u><i>Regular Courses</i></u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
WF	0.0

1. Grades earned by a student for courses taken at Waterloo High School shall be included in determining the student's grade point average, shall be counted as credit toward high school graduation, and the course titles shall be listed on the student's transcript with grades.
2. Grades earned by a student for courses taken at another accredited public or private high school, except pass/fail grades, shall be included in determining the student's grade point

average, shall be counted as credit toward high school graduation, and the course titles shall be listed on the student's transcript with grades.

3. Grades earned by a student for courses taken at a Wisconsin technical college or institution of higher education for dual credit or high school credit shall be included in determining the student's grade point average in accordance with Policy 344.5, Youth Options Program, shall be counted as credit toward high school graduation, and the course titles shall be listed on the student's transcript with grades.
4. Grades earned by a student for high school level courses taken prior to entering high school shall not be included in determining the student's grade point average, shall not be counted as credit toward high school graduation, but the course titles shall be listed on the student's transcript with grades.
5. Pass/fail grades earned at another accredited high school shall not be included in determining a student's grade point average, shall be counted as credit toward high school graduation and the course titles shall be listed on the transcript with grades.
6. Grades earned by a student for courses taken at a home-based or non-accredited private or public school shall not be included in determining a student's grade point average, may be counted as credit toward high school graduation and the course titles shall be listed on the student's transcript without grades, as provided in Procedure 424.1.
7. Grades earned by a student for courses taken in an approved foreign exchange student program or in an accredited foreign dependent school shall be included in determining the student's grade point average, shall be counted as credit toward high school graduation, and the course titles shall be listed on the student's transcript with grades.
8. Grades earned by a student for courses taken in another country or through study abroad shall not be included in determining a student's grade point average, shall not be counted as credit toward high school graduation, and the course titles shall be listed on the student's transcript with a grade.

CROSS REF.:	Policy 334.5, Youth Options Program Procedure 424.1 Procedures for Students Transferring From Public, Private or Parochial Schools and Home-based Educational Programs
APPROVED:	July 1999
REVISED:	December 2003
REAFFIRMED:	March 2005

345.4 – PROMOTION AND RETENTION OF STUDENTS

Students should be placed in learning situations where they can function effectively and have their abilities challenged. Since placement is intended to foster the maximum total development of a student, leading to a successful life, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally.

CROSS REF.: Policy 345.41 Pre-kindergarten – Fourth Grade Promotion Policy
 Policy 345.42 Fifth – Eighth Grade Promotion Policy

APPROVED: December 1990

REAFFIRMED: March 2005

345.41 – PRE-KINDERGARTEN – FOURTH GRADE PROMOTION POLICY

The Board of Education believes that the advancement of elementary school students to the next grade level should be based primarily on academic performance and has herein established promotion standards from one grade to the next in 4-year-old kindergarten through grade four. Students who satisfy the established standard shall be **promoted** to the next grade and shall have their promotion officially noted in their permanent record. Students who fail to satisfy the established promotion standard may be **retained** in the present grade and shall have their retention officially noted in their permanent record.

Current educational research concludes that early intervention is crucial in helping close achievement gaps. High quality assessment can help identify students who are under-performing so that targeted instruction coupled with progress monitoring can begin early and provide the greatest chance of helping students achieve as expected and close any gap in learning.

Waterloo Elementary School will use a variety of methods to inform students and their parent(s)/guardian(s) of the promotion standard from each grade to the next. The promotion standard shall be printed in the Waterloo Elementary School Parent-Student Handbook. Each classroom teacher will discuss the promotion standard in his/her homeroom class during the first week of school. Teachers will also reference the promotion standard when discussing unsatisfactory academic progress at parent-teacher conferences.

Promotion Standard: To be promoted from one grade to the next in 4-year-old kindergarten through fourth grade, a student shall demonstrate competence in each core academic subject area (reading, language arts, math, science, social studies) by

1. earning an overall score of two (2) or higher for each core academic subject area as listed on the report card and
2. demonstrating growth or achievement through one of several assessment measures which could include
 - STAR and PALS Assessments – demonstrating yearly growth in skills paralleling or exceeding achievement of the cohort group (unless additional information is provided by the school psychologist to indicate a different expected rate of growth)
 - STATE ASSESSMENTS (SBA and WKCE) – scoring greater than or equal to the 25th percentile in content area tests
 - Grade level Tier II assessments – demonstrating overall content knowledge by achieving an average passing score (60% or higher) on common grade level assessments given in specific content areas

Interventions: At the start of the year in grades K-4, assessment results from the previous year will help determine flexible cluster groups for interventions including more time in content area instruction and practice (through classroom time, Title 1, or ELL scheduling), and differentiated assistance or assignments. Throughout the year, as other assessments are given and results are available, groups will be adjusted to address students' changing needs.

In 4-year-old kindergarten, students will be assessed several times within the first semester to monitor progress and determine needs for early intervention. Additional assessments will continue at selected points during the year to monitor progress and direct further interventions needed.

Teachers will monitor and record students' performance throughout the year. They will share results with parents through report cards, notes or phone calls home and conferences. Students who consistently receive a significant number of failing grades (a failing grade is a 1 [one] or not working at grade level) in core academic areas will be monitored and may be considered for retention.

Each quarter, parent(s)/guardian(s) of any student in 4-year-old kindergarten through fourth grade who receives a failing quarter grade (an overall grade of 1) in a core academic course (reading, language arts, math, science, social studies) will receive a written notice in his/her report card envelope reminding of the promotion standard and potential consequences. In February and May, parent(s)/guardian(s) of any student who is under consideration for possible retention will be invited to a conference to discuss progress, concerns and options. Following each conference, the principal will send home a letter outlining the intervention or promotion/retention plan for the student. A copy of the plan will also be placed in the student's cumulative file.

A student who fails to meet the promotion standard during the regular school year may remediate some of his/her academic deficiencies by completing specific courses identified by the principal in the Waterloo Summer School Program or, with the principal's approval, another district's summer school program. A student who attends the Waterloo summer school program must have an attendance rate of not less than 90 percent and a final course average of not less than 60 percent to receive a passing grade. The Waterloo School District cannot guarantee that each core academic course will be offered in its summer school program. A student who completes core academic courses, with the principal's approval, in another district's summer school program shall do so at his/her own expense.

Children with Disabilities: Any 4K through fourth grade student who is a child with a disability shall satisfy the above-stated promotion standard unless specific alternative promotion criteria was established in advance in the student's Individual Education Plan (IEP) to accommodate the student's unique disability or exceptional educational needs.

English Language Learners: English Language Learners (ELLs) will follow current DPI guidelines related to State Achievement Testing and ACCESS testing. Students will participate in STAR assessments if determined appropriate by the ELL teacher, and will receive accommodations if a need is determined. No ELL student shall be retained "solely based on language".

LEGAL REFERENCE: Section 118.33 (6) Wisconsin Statutes
PI 13, Wisconsin Administrative Code

APPROVED: August 2002

REVISED: July 2005, August 2007, September 2014

345.42 – INTERMEDIATE/MIDDLE SCHOOL PROMOTION POLICY

The Board of Education believes that the advancement of intermediate/middle school students to the next grade level should be based primarily on academic performance and has herein established promotion standards from each grade to the next in grades five through eight. Students who satisfy the established standard shall be **promoted** to the next grade and shall have their promotion officially noted in their permanent record. Students who fail to satisfy the established promotion standard or successfully complete work through alternative interventions will be **retained** in the present grade, on a partial or full basis, and shall have partial retention or full retention officially noted in their permanent record. Students who are retained on a partial basis will repeat some core academic courses in the grade failed and must take all of the core academic courses in the next grade if at all possible. Students who are retained on a full basis will repeat the entire grade, including core academic, exploratory and elective courses.

The Waterloo Intermediate and Middle School staff shall work to identify each student's ability and differentiate instruction so that each student may progress in the curriculum. Multiple sources of assessment data shall be utilized to identify student's abilities, and a variety of courses are offered to provide an appropriate challenge for each student.

Waterloo Intermediate/Middle School will use a variety of methods to inform students and their parent(s)/guardian(s) of the promotion standard from each grade to the next in fifth through eighth grades. The promotion standard shall be explained to students and their parent(s)/guardians(s) at all intermediate/middle school orientation programs offered by the district. It shall be printed in the Waterloo Intermediate/Middle School Parent-Student Handbook. Each intermediate and middle school homeroom teacher will discuss the promotion standard in his/her homeroom class during the first week of school, and teachers will also reference the promotion standard when discussing unsatisfactory academic progress at parent-teacher conferences.

PROMOTION STANDARD

Fifth-Eighth Graders:

To be promoted from grade to grade in grades five through eight, a student shall demonstrate competence in all five-core academic subject areas (English, reading, social studies, mathematics and science) by meeting the two criteria below:

Grades: Students will pass three out of four quarters in each content area.

Testing: Students will demonstrate competency in subject area material by meeting at least one of the testing criteria:

Grade 8 science and social studies only--Wisconsin Knowledge and Concepts Examination-Criterion Referenced Test (WKCE-CRT): students will score at the "proficient" or "advanced" levels on the various sub-tests.

Grades 5-8--Smarter Balanced Assessment (SBA): students will score greater than or equal to the 25th percentile in the content area tests.

Demonstrate growth through STAR assessment and progress monitoring.

Students who do not meet the promotion standard will be retained either partially or fully, depending on the number of classes that apply to #1 above. A retention plan will be developed by the principal, relevant teachers, guidance counselor and parents. If consensus cannot be reached, the principal will make a final decision. Students may participate in interventions as listed below to reduce or eliminate the number of classes they will need to repeat.

Interventions:

The parent(s)/guardian(s) of any student who receives a failing quarter grade in a core academic course (English, reading, social studies, mathematics and science) will receive a written notice from the principal reminding the parent(s)/guardian(s) of the promotion standard, discussing and recommending the student's participation in the school sponsored after-school tutorial program for intermediate and middle school students, and warning the parent(s)/guardian(s) and student about the consequences of continued unsatisfactory academic performance.

Students who have received a quarter grade of "F" in a content area can schedule 25 hours in the after school program to receive assistance. Each 25 hours focused on a single subject will eradicate a quarter "F" in that subject. Extra time with a teacher before or after school (if this can be arranged) can replace time in the after school program.

Students may participate in the summer school program to complete work and demonstrate mastery of subject area material in subjects where "F's" have been received. An individual summer school plan will be developed by the principal, one or more core teachers, and/or the guidance counselor.

The Waterloo School District cannot guarantee that each core academic course will be offered in its summer school program. A student who repeats core academic courses, with the principal's approval, in another district's summer school program, a correspondence program or an internet program shall do so at his/her own expense.

Individual arrangements for additional assistance in obtaining passing grades may be discussed, and individual plans (such as for students with disabilities) shall be considered.

Partial/Full Retention Decisions:

If a student fails to satisfy the promotion standard and does not participate successfully in the intervention options above, the principal will schedule a meeting with the parent(s)/guardian(s), student, at least one of the student's core teachers in an area of academic concern, and other staff if applicable (i.e. guidance, special education, bilingual staff, etc.). The group will discuss the situation and attempt to reach a consensus decision as to whether partial or full retention will best serve the student. If the group is unable to reach consensus, the principal's decision shall be final.

Children with Disabilities: Any fifth-eighth grade student who is a child with a disability shall satisfy the above-stated promotion standard unless specific alternative promotion criteria were established in advance in the student's Individual Education Plan (IEP) to accommodate the student's unique disability or individual education needs.

Alternative Education Program Students: Any fifth-eighth grade student who is enrolled in an alternative education program shall satisfy the above-stated promotion standard unless the student is a child with a disability with an IEP that establishes specific alternative promotion criteria in advance to accommodate the student's unique disability or individual education needs.

English Language Learners: English Language Learners (ELLs) will follow current DPI guidelines related to State Achievement Testing and ACCESS testing. Students will participate in STAR assessments if determined appropriate by the ELL teacher, and will receive accommodations if a need is determined. No ELL student shall be retained "solely based on language".

LEGAL REFERENCE:	Section 118.33 (6) Wisconsin Statutes PI 13. Wisconsin Administrative Code
APPROVED:	April 2002
REVISED:	August 2005, July 2007, September 2014

345.43 – ACCELERATION POLICY

The Waterloo School District will make available to students modifications of the regular instruction program to enable students to progress more rapidly and to complete a program in less time or at an earlier age than is traditional. The acceleration process will involve consensus among school personnel, parents/guardians, and if appropriate, the student. No student will be accelerated without parent/guardian permission.

CROSS REFERENCE: Policy 344.5 Youth Options Program
 Policy 345.2 High School Grading Policy
 Policy 345.6 Graduation Requirements Policy and Procedure
 Policy 345.61 Early Graduation
 Policy 421 Early Admission to Four or Five Year Kindergarten
 or First Grade

APPROVED: December 2005

345.6 – GRADUATION REQUIREMENTS POLICY

The Waterloo School District shall award a high school diploma to every student who meets the academic requirements for high school graduation established herein by the Board of Education. Graduation requirements in the Waterloo School District have been developed to ensure a well-rounded, complete educational program for each student and are based on District approved curriculum, Wisconsin Model Academic Standards and Wisconsin Statute.

To receive a Waterloo High School diploma, a student must satisfy each of the following requirements as further specified in the Waterloo High School Course Guide:

I. A student must earn twenty-six (26.5) credits as specified below:

- A. Four (4) credits in English
- B. One-half (.50) credit in Communications 9
- C. Three and one-half (3.50) credits in Social Studies
- D. Three (3) credits in Mathematics
- E. Three (3) credits in Science
- F. One and one-half (1.5) credits in Physical Education
- G. One-half (.5) credit in Health Education (completed in grades 7-12)
- H. One-quarter (.25) credit in Career Skills
- I. One-quarter (.25) credit in Personal Finance
- J. One (1) credit in Art, Vocal Music and/or Instrumental Music
- K. Nine (9.00) elective credits

II. Effective beginning with the 2016-2017 school year, in order to be eligible for a District high school diploma, a student must have taken and successfully completed the state-required civics exam while enrolled in the high school grades in the District or as determined by the administration, in another qualifying school program

-For a student with a disability or with an Individualized Education Program (IEP), this requirement shall be modified or waived to the extent provided by the student's IEP and/or by applicable law.

-A limited-English proficient (LEP) student may take the test in his/her language of choice but must pass the test.

-A student seeking a GED or HSED is also subject to the test requirement.

The test will be administered online and offered as a routine component of the social studies courses. A student may request a paper and pencil version of the test by contacting the high school principal.

A student may retake the test an unlimited number of times in order to achieve a passing score.

Test completion information will be documented on transcripts for all students.

III. A student must be enrolled in a Board-approved class, study hall, activity or alternative education program for each class period of each school day while attending Waterloo High School.

All students must request a minimum of seven (7) credits per year and earn twenty-six (26.5) credits for graduation as specified above.

Graduation requirement guidelines shall be distributed to students and their parent(s)/guardian(s).

Exceptions to the credit requirements may be made in accordance with state law and established Board policy.

A student with exceptional education needs or requirements may be provided with an alternate education program for high school graduation. Such alternate education program must be identified in the student's Individualized Education Plan and must be related to the identified exceptional educational needs of that student. Successful completion of the alternate education program will result in the issuance of a diploma.

A student enrolled in a District approved competency based course of study program or in a state approved High School Equivalency program will be provided with an alternative education program for high school graduation. Successful completion of the approved competency based course of study program or approved High School Equivalency program will result in the issuance of a Waterloo School District Competency Diploma. The high school transcript and diploma for a student enrolled in a competency based course of study program or High School Equivalency program that departs from the requirements of this policy issued above will reference that the student participated in an alternative education program of studies.

The high school principal shall notify all parents/guardians of their child's graduation status in accordance with the following established procedures.

1. During June, all junior students not reaching senior status as well as their parent(s)/guardian(s) shall be contacted by the guidance counselor, who shall explain summer course work and assistance available to obtain necessary credits.
2. During September, all parent(s)/guardian(s) of senior students shall be notified of their child's credit status and of the credits necessary for graduation.
3. At the end of the third grading period, or earlier if deemed appropriate, the high school principal shall notify all parent(s)/guardian(s) of senior students whose academic failure(s) may make them questionable candidates for graduation. The principal shall encourage parent(s)/guardian(s) to attend a conference with the appropriate school personnel to discuss the student's academic and/or behavioral performance. The principal shall also apprise the District Administrator of this notification. A letter summarizing the results of the conference shall be sent to the student's parent(s)/guardian(s) by the principal.

4. Seniors not eligible to graduate shall be notified by telephone immediately following the posting of grades at the end of the school year. The guidance counselor shall offer assistance and/or options for such students to complete credits needed for a diploma at a later date.

The high school principal shall certify to the District Administrator and the Board that all students recommended for graduation have satisfactorily completed District graduation requirements.

LEGAL REFERENCE: Sections 118.33 Wisconsin Statutes

CROSS REFERENCE: Policy 345.61 Early Graduation, Act 212
Waterloo High School Course Guide

APPROVED: December 1990

REVISED: September 2001, December 2003, January 2010, October 2014,
June 2016

345.61 – EARLY GRADUATION

The Board recognizes that some students may put forth an extra effort or have special abilities, which enable them to meet all District and state graduation requirements in less than four (4) years. Such students may apply for early graduation from Waterloo High School. A student graduating early shall be eligible for all awards and recognitions normally available to spring graduates.

In order to graduate, a student must complete necessary early graduation materials including a student program proposal and a listing of his/her credits and submit those materials to the Guidance Counselor prior to completion of the student's twelfth term. The student must also obtain permission from his/her parent(s)/guardian(s), be evaluated by the guidance counselor, and receive a recommendation regarding the early graduation request from both the guidance counselor and the high school principal. Those recommendations shall be based on whether such request is appropriate and in the best interests of the student.

The Board has the final authority for deciding whether or not the student shall be permitted to graduate early. Each case will be judged on its individual merits.

APPROVED: December 1990

REAFFIRMED: March 2005

345.62 – GRADUATION CEREMONY PARTICIPATION

The Board of Education believes that the graduation ceremony is an event that reflects both academic accomplishment and responsible citizenship. The Board of Education also stresses that participation in the ceremony is something to be earned by the students involved. Students must have approval of the High School Principal and the Superintendent to participate in any graduation ceremony. While any student meeting the minimum requirements for a diploma shall be granted one, students are not to expect that meeting the minimum requirements of a diploma automatically entitles them to participate in the graduation ceremony. Students are only eligible to participate in one ceremony.

The High School Principal and Superintendent shall consider the following guidelines in determining if a student may participate in graduation ceremonies:

A student must have completed all required credits in order to participate in the ceremony, unless one of the following exceptions has been granted

Exceptions

1. A student has encountered a special circumstance that may have disadvantaged the student from completing the required coursework within regular timeframes.
2. A student in an alternative program has completed the prescribed course of study that was identified as part of the alternative study or placement plan.
3. A student has an Individualized Education Plan that designates participating in the graduation ceremony.

A Foreign Exchange Student may be allowed to participate in the graduation ceremony and be presented a certificate of attendance only.

A District resident completing a GED program, being awarded a diploma through legislation, attending other high schools under open enrollment, or participating in home-based school programs shall not be eligible to participate in the graduation ceremony.

A student may be denied participation in the graduation ceremony for school related disciplinary reasons or failure to meet financial obligations to the district. In all such cases the Principal shall provide notice to the student, parent(s), or guardian(s) of such sanctions and conditions relative to the participation in the graduation ceremony.

CROSS REFERENCE: 345.6 Graduation Requirements, 345.61 Early Graduation, Student Handbook Senior Exhibit

APPROVED: January 2016

346 – TESTING PROGRAM

The district shall develop and implement a testing program for students in grades kindergarten through twelve which meets state statute requirements and local district needs as related to student educational benefit and instructional improvement.

The testing program data will be communicated in plain language to students, parents and the general public.

The testing program shall be under the direction of the District Administrator with assistance, as appropriate, from the Director of Pupil Services, Curriculum and Instruction, principals, guidance counselors and psychologists.

Standardized educational achievement tests shall be utilized by the district as per S.121.02(1)(s) Wis. Stats. The state tests and the District's curriculum are based on the state standards. All tests will be administered in accordance with current guidelines issued by the Department of Public Instruction. In addition to standardized educational achievement tests, other district assessment tools shall consist of informal teacher made tests, tests supplied by book companies, diagnostic tests, tests of learning aptitude, career awareness and aptitude orientated tests, special tests of an individualized nature, other tests required by state statutes, and locally administered standardized assessments.

All tests administered as a part of special education evaluations to determine disability shall require prior written consent of the student's parent(s)/guardian(s), in accordance with IDEA. These tests and evaluation materials will be validated for the specific purpose for which they are to be used and will be administered by trained personnel in accordance with instructions provided by the test/materials producer.

The Individual Education Plan (IEP) process which serves as the basis for specifying the student's educational program, including the student's present level of performance or competence, long- and short-term objectives, and the means of evaluating mastery of objectives, will serve as the vehicle for determining participation of students with disabilities in statewide tests administered under S.121.02(1)(r) Wis. Stats., and S.118.30 Wis. Stats. Students who cannot participate in the regular assessment with or without accommodations will participate in Wisconsin Alternate Assessment, as required under S.115.77(1m)(bg). Students who are eligible for accommodations under Section 504 of the Rehabilitation Act of 1973 shall be afforded accommodations as specified in student Accommodation Plans.

Students with Limited English Proficiency, as defined in S.115.955(7) Wis. Stats. and PI 13.03, will participate in assessment as administered under S.118.30 Wis. Stats., and achievement testing under S.121.02(1)(s) Wis. Stats in accordance with current guidelines issued by the Department of Public Instruction. Students who cannot participate in the regular assessment due to Limited English Proficiency will participate in Wisconsin Alternate Assessment-LEP.

In cases where specialized testing for students with Limited English Proficiency as defined by statute is deemed needed, the district will seek the services of a trained test administrator who is

bilingual. Responsibility for employment, on a consultant basis, of a bilingual test administrator will rest with the District Administrator and the District's Director of Pupil Services, Curriculum and Instruction. All specialized testing of Limited English Proficiency students will be carried out in the student's primary language. Prior to any specialized testing of Limited English Proficiency students, parent(s)/guardian(s) shall provide a written consent on a district form. Communication with parent(s)/guardian(s) will be in the native language of the home as needed and/or appropriate.

The district also recognizes that some students may need specialized testing procedures such as adapting or developing specific assessment instructions so as to ensure that the tests used are not culturally biased or biased against the individual students. Such individualized evaluation procedures may include the use of tests which are nonverbal, "culture-free," criterion based, etc. Moreover, the Board recognizes the right of students of minority groups to have consultation from a minority group representative as appropriate.

All individual student test information and scores obtained from any aspect of the district's testing program shall remain confidential and only be provided to appropriate school personnel for educational/instructional purposes, the individual student, and the individual student's parent(s) or guardian(s) unless written permission is given by the student (if the student is an adult) or the student's parent(s) or guardian(s) (if the student is a minor) on a district provided form to release such test information and scores.

A summary report of student test information and scores as related to all or portions of testing done in the district shall be presented annually by group and/or grade level to the Board of Education by the District Administrator or his/her designee(s). A summary of student test scores by group and/or grade level, for all tests required by state statutes, shall be published for the public. Staff will annually review assessment results and other outcome indicators to evaluate the effectiveness of programs and services provided.

LEGAL REF:	Section 115.77(1m)(bg) Wisconsin Statutes Section 115.955(7) Wisconsin Statutes Section 118.30 Wisconsin Statutes Section 121.02 Wisconsin Statutes PI 13, Wisconsin Administrative Code Section 504 of the Rehabilitation Act of 1973 Elementary and Secondary Education Act: Reauthorized in 2001 Individuals with Disabilities Education Act, Reauthorized in 1997
CROSS REF:	342.8 Section 504 Policy 342.11 Special Education Programs 411 Equal Education Opportunities (Student Nondiscrimination)
APPROVED:	October 1992
REVISED:	October 1994, February 2004
REAFFIRMED:	March 2005

347 – STUDENT RECORDS

For educational purposes, the Waterloo School District shall collect and maintain information about students as students proceed through the elementary and secondary schools. This information shall be used by professional staff members solely in accordance with state and federal laws and regulations.

The Board shall establish and maintain procedures designed to bring into balance the privacy rights of students and parents/guardians and the District's need for relevant information. All pupil records maintained by the Waterloo School District shall be confidential except as provided in 118.125(2). Student records shall be collected, maintained and disseminated in accordance with the District's Board-approved policy, administrative procedure, and state and federal laws and regulations. Procedures will be published in faculty and parent/student handbooks.

Upon request, a list of the types and locations of student records collected, maintained or used by the District shall be made available.

LEGAL REFERENCE: Section 118.125 Wisconsin Statutes

CROSS REFERENCE: Waterloo Elementary School Faculty Handbook
 Waterloo Middle School Faculty Handbook
 Waterloo High School Faculty Handbook
 Waterloo Elementary School Parent/Student Handbook
 Waterloo Middle School Parent/Student Handbook
 Waterloo High School Parent/Student Handbook

APPROVED: August 1989

REVISED: April 2004

REAFFIRMED: March 2005

347.2 – USE OF VIDEO CAMERA ON THE SCHOOL BUS

The Waterloo School District approves the use of video cameras on the school buses for the purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus, providing for safer transportation for our students.

Parents/guardians and students shall be notified once per year via the student handbooks and the school district's newsletter, that video cameras are being used on the buses, and a sign shall be placed at the front of each bus indicating that video cameras may be used on that bus.

The video camera shall be rotated among the buses as determined by the transportation contractor who shall maintain a log, to include the date, bus number and driver. Bus drivers do not need prior knowledge that a video camera is operating. Individual drivers and principals may request that the video camera be on a specific bus on designated days. Parents/guardians may contact the transportation contractor and request that a video camera be utilized on a specific bus. Such a request will be considered on its merit by the transportation contractor and school administration.

Only the transportation contractor, bus driver involved, principals, and District Administrator shall be authorized to view the video tape for the purpose of documenting a problem and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation. If such action is appealed to the Board of Education, they are authorized to view that isolated segment. A student being disciplined based on the viewing of a video tape recording and/or his/her parent(s)/guardian(s) may view that isolated segment of the video tape that documents the incident he/she is being disciplined for. The transportation contractor or building principals(s) shall view the video tape with the student and/or parent(s)/guardian(s) and document the date and the names of all individuals viewing the tape.

The video tapes shall not be available for viewing by the public in general, employees in general, media, or other individuals. The principals or District Administrator may authorize other individuals, such as the guidance counselor, school psychologist or social worker to view segments of a specific video tape, if such individuals are working with the student on the video tape because of behavioral, emotional, or learning problem and viewing the video tape might be beneficial to their roll in assisting the student. A log shall be kept of the date and names of the individuals viewing the video tape.

If there are no bus problems pertaining to the date a video was taped, the video may be erased or reused after ten school days.

LEGAL REFERENCE: Administrative Rule PI 9
 Section 118.125, 118.13, 120.13(1) Wisconsin Statutes
 2002 Safe Schools Legal Resource Manual (DOJ)

APPROVED: May 1993
REAFFIRMED: March 2005

352 – FIELD TRIPS, CO-CURRICULAR TRIPS, EXTENDED FIELD TRIPS AND FOREIGN EDUCATIONAL TOURS

Field trips, co-curricular trips, extended field trips and foreign educational tours are considered logical extensions of the educational experiences provided to students.

The Waterloo School District shall permit student travel, which is of value in meeting instructional objectives, fulfills obligations to co-curricular programs, is connected with community civic projects, or for recreational purposes. Such travel, however, must not seriously interfere with students' classroom schedules.

The following conditions are set forth relating to this philosophy:

1. All trips/tours must have principal's approval. Trips involving overnight travel will require the approval of the District Administrator/designee. Foreign educational tours and/or trips which take students out of school for more than two days will require Board approval. Such approval must be granted prior to any promotional or fund raising activities.
2. Field trips should bear a direct relationship to the goals, objectives or learning outcomes held for a classroom, school or activity. They should be appropriate for the age of the students and should be based upon an assessment by the teacher of student needs, interests, maturity and readiness. Trips should not be repeated from one grade level to the next. Cost of participation must be a consideration. No student will be denied opportunity to participate in field trips due to inability to pay.
3. Co-curricular trips are those related to the activities of recognized, school-sponsored student groups and organizations. This does not include co-curricular competitions beyond the local level, which are covered under Policy 374.1. The experience gained from such trips cannot be considered to be an integral part of the school curriculum but rather as an outgrowth of the co-curricular activity. Co-curricular groups function outside of the regular school day, and their trips are normally scheduled after school hours. Examples of groups taking such trips would be athletic teams, forensic teams, music groups, FBLA, FFA, and other recognized organizations.
4. An extended field trip or foreign educational tour is a unique enrichment experience, which may or may not be directly related to school district curricular or co-curricular programs. Student involvement shall be optional. District sponsorship and financial support for any extended field trip or foreign educational tour shall be determined on a case-by-case basis.

The decision will be made by the building principal in relationship to the merits of the extended field trip or foreign educational tour, its compatibility with instructional objectives, and the availability of budget funds.

5. Commitment of faculty time, cost in comparison to benefits, and exposure of the school to liability will be considered when determining whether a trip/tour will be approved.

6. Whereas school attendance is compulsory, students are not required to participate in field trips, co-curricular trips, extended field trips or foreign educational tours. Parents may deny permission for their child to participate in any trip/tour. A student's non-participation will not affect grades. In the case of field trips, an alternate experience will be provided at school when appropriate. In addition, no student will be subject to real or implied retribution if he/she chooses not to participate.
7. The teacher or district-sanctioned person in charge of the group is responsible just as if the activity were conducted at school.
8. Transportation for approved field trips, co-curricular trips, extended field trips or foreign educational tours may be provided at school district expense as budgeted amounts allow.
9. All student rules and regulations which are applicable during the regular school program are also applicable on any trip/tour.

The Board authorizes administration to develop procedures to implement this policy.

APPROVED: March 1992

REVISED: September 2005

353.1 ADULT SCHOOL VOLUNTEERS

The Board of Education supports community involvement as an integral part of the educational goals of the school district. Therefore, the Board encourages community members to volunteer in the Waterloo School District schools, subject to applicable administrative rules, regulations and safeguards. Volunteers are required to complete the District's Volunteer Interest Form.

Volunteers may assist certified and non-certified staff under the supervision of principals by offering supportive and supplemental services such as:

- Enriching the school program by sharing their experiences and talents with students
- Providing assistance to school staff in non-academic and academic areas
- Tutoring students under the supervision of a classroom teacher
- Enabling teachers to increase individual attention to students in the classroom
- Assisting coaches and advisors with activities
- Providing service to the libraries, lunchrooms, playgrounds, athletic events, field trips, music programs, after-school program and other similar activities for the district

The safety and well-being of the students, staff and volunteers is important. Therefore, the district shall conduct criminal background checks on all volunteers who work directly with and/or have access to students on a regular basis or out of the direct supervision of a teacher. The district will conduct background checks for these individuals prior to the first time the individual volunteers to work with the students and the district reserves the right to conduct additional background checks periodically thereafter.

School volunteers will be made aware of procedures, regulations, district policies and assigned tasks by advisors, coaches, and/or administrators. School volunteers shall be expected to abide by all applicable laws, district policies and administrative procedures when performing their responsibilities. The school volunteer's activities will be directed and supervised by the district employee(s) working directly with the volunteer with broad supervision provided by the building principal. Volunteers shall be covered under the district's liability policy while performing their authorized tasks. School volunteers will not be permitted to transport students within the scope of their volunteer activities.

Volunteers shall be restricted from access to confidential student and employee records except as otherwise specifically provided and consistent with legal requirements and district policies and procedures. Volunteers shall be responsible for maintaining confidentiality of information seen or heard while working as a volunteer.

APPROVED: January 2007

355 - INTERNATIONAL STUDENT EXCHANGE PROGRAMS

The Waterloo Board of Education encourages participation in international student exchange programs because it is important for people of all nations to understand and effectively communicate with people in other nations. Properly managed and effectively implemented international exchange programs can help students, staff and community:

1. Develop an understanding of different systems of government.
2. Gain a better understanding of the educational and economic systems of different countries.
3. Develop a greater understanding and acceptance of family life in other cultures.
4. Become more interested in international issues and studying foreign languages.
5. Develop cross-cultural friendships and deeper understanding for people of other cultures.
6. Become more informed citizens through cross-cultural experiences.

The Waterloo Board of Education will permit up to two (2) international exchange student(s) to enroll tuition-free each school year. Organizations seeking approval from the Board of Education must be listed in the Advisory List of International Education Travel and Exchange Programs, published by the Council on Standards for International Education Travel (CSIET), Alexandria, VA. Sponsoring organizations must document the reciprocal nature of the program. Priority will be given to organizations requesting to place a student in the Waterloo School District for the full school year.

1. Sponsoring organizations or host families (adults) seeking approval to place international exchange student(s) in the Waterloo School District must make written application to the High School Principal no later than July 1, preceding the school year in which the student(s) will enroll.
2. The Waterloo School District reserves the right to reject any or all exchange students in any given year.
3. Students sponsored by American Field Service who comply with the terms and conditions set forth in this policy shall receive priority consideration. Students sponsored by other organizations will be considered under the terms and conditions of this policy if space is available.
4. Sponsoring organizations must include the following written documentation with each application:
 - a. Verification of J-1 Visa with passport.
 - b. Transcript of completed high school coursework and qualification statements from teachers written in English.

- c. Information about organization support that will be provided.
 - d. Immunization and health records.
 - e. Verification of health, accident and liability insurance coverage for duration of enrollment.
 - f. Verification that the host family (adult) in the District has the authority to act *in loco parentis*.
5. Exchange students must have been in good academic standing in their native country and must have been screened for maturity and the ability to get maximum benefit from an exchange program.
 6. Exchange students must have sufficient knowledge of English to allow them to function adequately in the school environment without the need for special language instruction.
 7. Exchange students must be at least 16 years of age, but less than 19 years of age on September 1, of the school year in which enrolling.
 8. Exchange students must reside with a District resident.
 9. Exchange students must register for credit courses and do the assigned schoolwork and will be evaluated and graded on the same basis as all other students.
 10. Exchange students will be subject to the same policies, rules of conduct, transportation and attendance requirements that apply to all other students.
 11. Exchange students will be allowed to participate in co-curricular activities and athletics, in accordance with the eligibility requirements of the Wisconsin Interscholastic Athletic Association, the District co-curricular code and the rules established for the activity or sport.
 12. Exchange students shall not be included in the determination of class ranking.
 13. Exchange students shall not be eligible for local scholarships.
 14. Exchange students who enroll with senior status and successfully complete the full school year at Waterloo High School may participate in graduation exercises and receive a regular diploma.
 15. Exchange students who enroll with less than senior status and successfully complete the full school year at Waterloo High School will receive a transcript of grades and attendance.

16. Each host family (adult) must consult with the high school teachers, at least once per quarter, to check on the exchange student's academic progress.

17. The Waterloo School District reserves the right to terminate an international exchange student's enrollment when the student's continued enrollment is judged to have a detrimental impact on the exchange student or other Waterloo students.

18. The Waterloo School District will provide a high school staff member to serve as a liaison between the school and each host family (adult) to facilitate the exchange student's orientation and ongoing adjustment to school.

19. The Waterloo School District will provide the following financial support for approved international exchange students:

- a. Waive student fees and dues.
- b. Free yearbook.
- c. Free activity pass.

20. The sponsoring organization, adult exchange student club, student exchange student club, host family (adult) or exchange student shall be responsible for all other expenses.

21. Failure of the sponsoring organization to abide by the guidelines set forth in this policy may result in a decision that the Waterloo School District discontinue participation in the sponsoring organization's exchange program.

LEGAL REF.: Section 121.84(1)(c) Wisconsin Statutes

APPROVED: January 1996

REVISED: September 2005

360 – GUIDANCE AND COUNSELING

The guidance and counseling program in the Waterloo School District is designed to address the areas of learning, personal/social growth and career/vocational development. Implementation of the PK-12 guidance and counseling program systematically addresses developmental stages which are experienced by students and aids in communication among parents/guardians, students, school and the community.

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

1. Assist students in developing a better understanding and acceptance of their strengths, limitations, aptitudes, needs, values, interests and worth as unique individuals.
2. Assist students in understanding and developing positive interpersonal relationships on the basis of mutual respect.
3. Assist students in understanding and accepting responsibility for their actions in regard to self, peers, family and society.
4. Assist students in the development and implementation of problem-solving and decision-making skills.
5. Assist students in becoming involved in appropriate educational, vocational and avocational programs and activities that may have lifetime implications.

APPROVED: March 1994

REAFFIRMED: August 2005

362 – INSTRUCTIONAL MATERIALS SELECTION AND REVIEW POLICY

It is the policy of the Waterloo School District to provide a wide range of instructional materials that reflect cultural diversity and the pluralistic nature of American society, that are accessible to students of varied abilities and interests, and that stimulate academic, social, and emotional growth.

The district shall not discriminate in the selection and use of instructional materials.

All instructional materials utilized by the district are open to review and challenge through established procedures. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.:	Sections	118.01 (2)	Wisconsin Statutes
		118.13	
		121.02 (1)	
		PI 8.01 (2)	Wisconsin Administrative Code

APPROVED: September 1993

REAFFIRMED: August 2005

REVISED: June 2006

363 – ACCEPTABLE USE OF TECHNOLOGY

Philosophy

The Waterloo School District is committed to the appropriate and effective use of technology resources including the Internet as a means for achieving the educational goals and mission of the District. Technology resources and the Internet offer vast, diverse and unique educational resources that can promote learning and enhance instruction.

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

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

The District recognizes that the Internet links users to uncensored information and ideas throughout the world, and there is potential for users to access information that is inconsistent with the educational goals of the District. However, the District believes that the educational benefits and interaction available through Internet use outweighs any potential misuse. Use of the Internet through district resources is subject to filtering as mandated by CIPA (Children's Internet Protection Act). No technology measure can block 100% of inappropriate content so the District emphasizes the importance of responsible use and of parent and staff supervision in monitoring use of technology. All users shall exercise discretion while accessing the Internet through the district computer network.

Ownership and Control

The Waterloo School District retains full ownership and control of all of its technology equipment and resources. Any user files, communications, or other information stored on District equipment shall not be considered private. School or network administrators may review files and communications to maintain system integrity and ensure that users are in compliance with District rules and procedures for technology and network etiquette. District employees are reminded that material stored on their computers, including their personal files may be discoverable and subject to release under state public open records laws.

Responsibility for Accuracy and Quality

The District shall not be responsible for the accuracy or quality of information obtained through its technology services. Furthermore, the District makes no warranties of any kind, neither expressed nor implied, for the technology services it provides. It will not be responsible for any damages or loss of data caused by its own negligence or users' errors/omissions and denies any financial obligations arising from unauthorized use of the system.

Use Privileges

Use of District technology resources is a privilege, not a right. As such, all users will be expected to adhere to District rules and procedures which require efficient, ethical, and legal utilization of technology for educational purposes only. Any user who violates these rules and procedures or vandalizes* District technology resources will be subject to a suspension or loss of network privileges and/or other disciplinary or legal consequences. Users of technology will annually review and acknowledge the current acceptable use policies and guidelines.

*Vandalism is defined as any intentional attempt to alter or destroy hardware, software, wiring, equipment connections, or the data of another user. This includes, but is not limited to, the loading or creation of computer viruses.

Parental Opt-Out

The District will provide students access to technology resources including the Internet, unless the parent/guardian notifies the appropriate building principal in writing that the District should prevent access to the Internet for his/her student(s). The parent must provide written notice annually.

Acceptable Use Rules

All technology users are expected to abide by generally accepted rules of etiquette and state and federal regulations which include, but are not limited to, the following:

- Use of District technology resources to transfer any material in violation of state or federal laws or regulations is prohibited. This includes, but is not limited to, copyrighted material; threatening, racist or obscene material, or material protected by trade secret.
- Use of District technology resources for non-educational purposes, product advertisement, commercial activity and/or financial, political, or personal gain is prohibited.
- Use of District technology resources to engage in cyber bullying, harm, threaten, intimidate, or harass others is prohibited.
- Use of appropriate language is expected. Use of District technology resources to distribute abusive, racist, or threatening language, swearing, or vulgarities in messages or pictures is prohibited.
- Users shall not intentionally endanger or disrupt the District's computer networks or the use of the networks by others.
- Users who exercise their privilege to use District technology resources as an educational resource shall be liable for all material received.
- Users are responsible for safeguarding their own computer account. Passwords should be changed often to ensure that files remain private and secure. Users shall not provide their password to another person or use the accounts of others.
- Users are advised not to reveal personal information, such as name, address, telephone numbers, etc. of themselves or others on line. Students will not agree to meet with someone

they have met online without their parent'(s)/guardian'(s) approval.

- Users shall not attempt to access restricted information. Users must have valid, authorized accounts and may only use technology resources for which they are specifically authorized.
- Users shall disclose any misuse of District technology resources or potential problems in computer system security to the appropriate District official(s) and cooperate with the investigation of abuses.
- All computer hardware and software purchases intended to be used in the District network shall have prior approval by the network administrator.
- Computer hardware and software shall not be installed on non-guest portions of the district computer network without approval of the network administrator.

Non-District Provided Technology

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

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

The District may establish standardized guidelines regarding the use, nonuse or scope of permissible use of personal devices at the elementary, intermediate, middle and secondary levels.

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

The District reserves the right to modify the above stated rules as deemed necessary. The District shall provide annual written notice of this policy to parents and students in the student-parent handbooks.

LEGAL REF.:

Wis. Stats. 118.13(5)

CROSS REF:

Policy 731.1 Locker Room Privacy

Policy 771 Use and Duplication of Copyrighted Material

Student/Parent Handbooks

APPROVED:

December 1997

REVISED:

September 1999, September 2005, August 2013

370 – CO-CURRICULAR ACTIVITIES

Co-curricular activities are considered to be a vital part of the total instructional program for the youth of the school district of Waterloo.

Participation in Interscholastic Athletics and Co-curricular Activities by Enrolled Students

It is the policy of the Waterloo School District to allow all interested enrolled students to have the opportunity to participate in co-curricular activities which are offered through eighth grade.

In grades 9-12, though participation by all enrolled students who wish to participate is still desirable, competitive activities shall offer students with special talents (i.e., gifted athletes, artists, orators) the opportunity to develop their talents in depth.

New co-curricular activities shall be considered and may be approved if the Board of Education deems there are sufficient enrolled students interested and if staffing, budget and facilities are adequate.

Participation in Interscholastic Athletics and Co-curricular Activities by Home-Based Private Educational Program Students

A home-based private educational program student who resides in the District may participate in interscholastic athletics and co-curricular activities in the District on the same basis and to the same extent that students enrolled in the District are allowed to participate.

The home-based private educational program in which the student is enrolled shall provide the District with a written statement that the student meets the District's requirements for participation in interscholastic athletics or co-curricular activities based on age and academic and disciplinary records.

The Board may charge a pupil who participates in interscholastic athletics or co-curricular activities as permitted under Board Policy participation fees, including fees for uniforms, equipment, and musical instruments, on the same basis and to the same extent that it charges these fees to a pupil who is enrolled in the school district.

Wisconsin Statutes

Section 118.13 [student nondiscrimination]

Section 118.133 [home-based private educational program student participation in interscholastic athletics and extracurricular activities]

Federal Laws

Individuals with Disabilities Education Act [programs for students with disabilities; participation by students enrolled in private schools]

APPROVED: February 8, 1993

REAFFIRMED: August 2005

REVISED: October 2015

374.1 – DISTRICT FINANCIAL SUPPORT FOR STUDENT PARTICIPATION IN CO-CURRICULAR COMPETITIONS BEYOND THE LOCAL LEVEL

The Board recognizes the value of student participation in co-curricular activities as well as the District's responsibility to foster and financially support student achievement in such activities. Students or organizations, including athletics, officially sponsored by the Waterloo School District shall receive the following financial support for actual participation in activities leading to and including state and national competition.

1. The District shall pay **entry/registration fees** and related entry fees (such as judges' fees) for state lead-up and state and national competitions for competitors and one manager and up to three coaches or advisors and for up to six cheerleaders and one advisor, as appropriate.
2. The District shall pay **transportation costs** for state lead-up and state competitions for competitors and one manager and up to three coaches or advisors and for up to six cheerleaders and one advisor, as appropriate. For national competitions, the District shall pay the transportation cost for competitors and one advisor. It is understood transportation costs to be paid for by the District are to and from the actual competition site and do not include any costs incurred due to side trips.
3. The District shall pay for **lodging** if deemed appropriate by the building principal for state lead-up and state competitions for competitors and one manager and up to three coaches or advisors, and for up to six cheerleaders and one advisor, as appropriate. For national competitions, the District shall pay the lodging cost for competitors and one advisor. It is understood lodging costs to be paid for by the District shall only be for days/nights associated with the actual competition.

All financial support to be provided by the District must be preapproved in writing by the building principal and shall be budgeted for by the appropriate organization.

The District shall provide no meal allowances nor pay for any meals associated with state lead-up competitions, state competitions or national competitions, unless some other entity (such as the WIAA in the case of athletics) provides the District meal allowance reimbursement. In such cases, no more than the amount of the actual reimbursement shall be provided. In situations where meals are included as a part of the basic entry/registration fee (not as an option), the District shall pay for those meals.

The District shall not provide any financial support for individuals or organizations who enter state or national competitions that are not officially sponsored by the Waterloo School District or have not secured building principal approval.

APPROVED: July 24, 1995
REAFFIRMED: August 2005

375 – STUDENT FUNDRAISING ACTIVITIES

The ultimate goal of raising and expending funds by parent groups, student organizations or groups or other groups for school purposes shall always be to promote the educational welfare of the students. All fundraising activities must operate within the limits of school nutrition policy guidelines, local ordinances and state law.

All student fundraising activities which extend into the community must be approved by the district administrator and Board. Usual fundraising activities in a school such as ticket sales for musical, social, athletic or other events, bake sales and other projects must be authorized by the building principal and district administrator. Parent or other group fundraising activities which involve direct student solicitation or student participation must be authorized by the building principal.

Student participation in fundraising activities shall be strictly voluntary. Students under the age of 12 shall be permitted to participate in fundraising activities provided written approval has been obtained from the student's parent/guardian. Students under the age of nine or each group containing one or more students under the age of nine must be physically accompanied by a parent or a person at least 16 years of age when working in a fundraising activity. No individual may solicit funds or participate in fundraising activities for personal gain on school premises.

Fundraising requests shall be approved in accordance with established procedures. All fundraising receipts and disbursements shall be processed in accordance with established procedures.

LEGAL REF.: Sections 103.23 Wisconsin Statutes
 103.64
 118.12

CROSS REF.: Procedure: 375 Student Fundraising Activity Approval
 Policies: 376 Student Activity Funds Management
 883.1 Relations with Booster/Support Groups

APPROVED: November 1981

REVISED: September 2005

376 – STUDENT ACTIVITY FUNDS MANAGEMENT

Student activity fund accounts shall be established to handle receipts and expenditures for organizations and activities identified with the Waterloo School District but not directly connected to curricular activities. Every activity fund club or group must have a statement of purpose on file with the principal before financial activities can begin. These student activity fund accounts may be used as clearing accounts in conjunction with the General Fund of the school district.

The day-to-day operations of the student activity fund accounts shall be under the control of the building principal(s). Specific student activity funds management procedures shall be implemented by the building principal(s). Responsibility and authority to implement policies and rules pertaining to the fiscal operations and administration of the District's student activity funds shall be under the control of the district business manager and district administrator.

The management of student activity funds shall be in accordance with sound business practices, including sound budgetary and accounting procedures. Such funds shall be audited in the same manner as regular school funds.

The Waterloo School District will prosecute to the fullest extent of the law any misappropriation of student activity funds, which includes theft or any other misuse of agency funds.

Student activity funds shall not be used for any purpose that represents an accommodation, loan or credit to employees or other persons. Post-dated checks may not be accepted and checks may not be cashed for anyone. Board of Education members, district employees or others may not make purchases through a student body in order to take personal advantage of student body purchasing privileges.

In the event there is an internal dispute over control of a student organization, the district administrator will resolve such dispute. The Board may review this decision upon request and its decision shall be final and binding.

Activity fund financial records shall be kept at least seven years and supporting documents shall be kept for four years.

LEGAL REF.: Sections 120.14(1) Wisconsin Statutes
 120.16
 120.18

CROSS REF.: Policy 665 Fraud Prevention and Reporting

APPROVED: July 1994

REVISED: September 2005, December 2007

381 – ANIMALS IN THE SCHOOL

The Waterloo School District believes that interaction with animals can enhance a child's education and provide opportunities for social, emotional and academic growth. Any teacher who brings one or more animals to school or into the classroom or keeps such animal(s) in his/her classroom as a class pet(s) shall:

1. Screen students, staff and parents who will regularly come into contact with the animal(s) at school for serious health conditions that would prohibit the teacher from having the animal(s) at school or in the classroom.
2. Notify the principal, prior to bringing any animal(s) to school or into the classroom.
3. Inform the parent(s)/guardian(s) when any animal(s) will be brought into the classroom or kept in the classroom as a class pet(s).
4. Assume primary liability for safeguarding the health, welfare and safety of all persons who will come into contact with the animal(s) at school.
5. Provide proper care and maintenance of the animal(s) brought to school and instruct students on animal care, feeding and handling.
6. Provide a cage for any animal(s) that will remain at school overnight. The cage must appropriately house the animal(s) and be constructed to retain all urine and fecal material within the cage. Reptiles shall be housed in a covered glass or plastic aquarium.
7. Prohibit students from handling reptiles.
8. Clean the cage on a regular basis, utilizing universal precautions and blood-borne pathogen procedures for bagging and disposing of urine, fecal and blood-contaminated materials.
9. Prohibit the animal(s) from being at-large and unsupervised in the classroom, in the school, or on school premises.
10. Locate the animal(s) away from the water fountain, sinks where students and staff wash hands, areas where food is prepared, stored, or served, or areas where first aid materials are stored or first aid is administered.
11. Provide first aid to any student who is bitten by an animal; report the incident to the principal, prior to the end of the school day. The principal shall notify the parent(s)/guardian(s) of the incident and report the incident to the county health department.
12. Prohibit students from taking any animal(s) home with them.

Animals-At-School Guidelines:

1. Animals that are known carriers of diseases such as rabies, salmonella or Lyme disease or of parasites that could be transmitted to students or staff shall not be permitted at school, unless they are part of a school assembly program.
2. Domestic pets shall be leashed or wear a collar for constraint when on school premises. Large mammals and livestock shall be haltered and, if appropriate, muzzled or caged. The person attending any domestic pet, large mammal or livestock shall be responsible for cleaning up any fecal, urine or blood-contaminated material left by the animal he/she is attending.

3. Pet birds, including parrots and parakeets, are not permitted at school, unless they have been veterinarian-certified as psittacosis-free.
4. Dead animal specimens shall not be brought to school, unless they have been obtained from a business that provides lab animal specimens to schools.
5. Animal skeletons that have been properly preserved may be brought to school.
6. Animals shall not be transported on school buses, unless the animal has been trained to assist a disabled student or staff rider.

All other persons who want to bring any animal(s) to school or into the classroom must obtain the prior written permission of the principal. Any person who brings any animal(s) to school or into the classroom shall assume primary liability for safeguarding the health, welfare and safety of all persons who come into contact with the animal(s) at school.

Inquiries, questions and concerns regarding this policy should be directed to the school principal or the involved staff member.

LEGAL REF.: Section 174.056 Wisconsin Statute

APPROVED: February 1999

REVISED: October 2005

383 – PRAYER AT SCHOOL – SPONSORED EVENTS

Based on the fact that the Supreme Court requires that public school officials be neutral in their treatment of religion, it shall be the policy of the Waterloo School District that Waterloo school officials shall not direct or favor prayer as part of, or in connection with, any school sponsored event.

For purposes of this policy, a “school-sponsored event” shall include all curricular and co-curricular activities offered by the District, as well as any other activity or function sponsored by the District either in the form of full or partial funding, or in the form of being directed or controlled by school officials including faculty members, while acting in an official capacity.

This shall not be deemed to include activities on school premises sponsored exclusively by outside groups or organizations to whom access has been granted in conformance with Sec. 120.13(17), Wisconsin Statutes, or constitutional “equal access” principles, nor shall it be deemed to restrict private religious speech.

LEGAL REF.: Section 120.13(17) Wisconsin Statutes
Guidance on Constitutionally Protected Prayer in Public
Elementary and Secondary Schools – U.S. Department of
Education, February 7, 2003.

APPROVED: May 10, 1993

REVISED: October 2005

400 SERIES - STUDENTS

411 – EQUAL EDUCATION OPPORTUNITIES(Student Nondiscrimination)

The right of a student to participate fully in any curricular, co-curricular, pupil services, recreational or other program activity shall not be abridged or impaired because of sex or sexual orientation, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, physical, mental, emotional, or learning disability or handicap, color, homelessness, or any other factors provided for by state or federal laws and regulations. Arrangements will be made to ensure that the lack of English language skills is not a barrier to admission to or participation in educational programs and activities.

The Waterloo School District is committed and dedicated to the task of providing the best education possible for every student in the district as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

Nondiscrimination policies shall be made available to employees, students and the public.

Concerns regarding alleged violations of this policy shall be referred to the district administrator.

LEGAL REF.: Section 118.13 Wisconsin Statutes
PI 9, Wisconsin Administrative Code
Title IX, Educational Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504, Rehabilitation Act of 1973
Title II of the American with Disabilities Act of 1990

CROSS REF.: General Discrimination Complaint Procedure 112.1
Discrimination/Harassment Report Form (Exhibit 112.11)

APPROVED: May 11, 1987

REVISED: August 28, 1989, August 2009

412.1 – FULL-TIME STUDENT

A full-time student in grades PK-8 will be enrolled in the required course of study and attend school according to the Daily Schedule as published in the Waterloo Elementary Parent-Student Handbook and the Waterloo Intermediate/Middle School Parent-Student Handbook.

A full-time student enrolled at Waterloo High School, grade 9-12 will:

- a. Carry a minimum equivalency of three and one-half (3.5) credits per semester for each semester enrolled at Waterloo High School
- b. Be enrolled in a School Board approved activity or an approved alternative program during each class period of the school day.

School Board approved activities include, but are not limited to:

- Classroom instruction
- Direct and independent study within the school building
- Approved field trips and assemblies
- Homebound instruction
- Approved alternative programs including program or curricular modifications (EEN or At-Risk)
- Co-op classes, apprenticeships and their related activities
- College, university and technical college courses (including travel)
- Ventures
- Approved on-line courses
- Approved co-curricular activities

LEGAL REF.: Section 118.15 Wisconsin Statutes

CROSS REF.: Waterloo Elementary Parent-Student Handbook

Waterloo Intermediate/Middle School Parent-Student Handbook

Waterloo High School Parent/Student Handbook

Waterloo Middle School Course Guide

Waterloo High School Course Guide

APPROVED: April 2006

420 – ENTRANCE AGE

Pupils who meet state entrance age requirements will be enrolled in four-year old or five-year old kindergarten at the beginning of the school year. Pupils who meet state entrance age requirements and who have successfully completed five-year old kindergarten or received an exemption per Statute 118.33 (6)(cm) will be enrolled in first grade at the beginning of the school year.

- A. Four-year Old Kindergarten - Students entering the 4 year old kindergarten must have reached the age of four on or before September 1 of the year in which they enroll.
- B. Five-year Old Kindergarten – Students entering the 5 year old kindergarten must have reached the age of five on or before September 1 of the year in which they enroll.
- C. First Grade - Students entering first grade must have reached the age of six on or before September 1 of the year in which they enroll.

A child may be admitted to five-year old kindergarten under the legal age if he/she has satisfactorily completed a four-year old kindergarten program or has met the conditions and standards for early admission outlined in District procedures.

A child may be admitted to first grade under the legal age if he/she has completed a five-year old kindergarten program or its equivalent. A child may also be admitted to first grade under the legal age and/or without having completed a five-year old kindergarten program, if he/she has met the conditions and standards for early admission or exemption from five-year old kindergarten outlined in District procedures.

Children who are at least three years old and meet state requirements for Special Education placement will be admitted to an appropriate Special Education program.

The elementary school principal or designee shall verify by either birth or baptismal certificate the age of children seeking admission in four-year old kindergarten or five-year old kindergarten, first grade or Special Education programs.

LEGAL REFERENCE:	Section 118.14	Wisconsin Statutes
	Section 118.33	

CROSS REFERENCE:	Procedure 421.1
	Procedure 421.2

APPROVED:	December 1990
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REVIEWED:	December 1992
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REVISED:	August 2004, March 2011
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421 – EARLY ADMISSION TO KINDERGARTEN OR FIRST GRADE

A. Early Admission to Five-Year Old Kindergarten

In accordance with Section 120.12 (25) Wisconsin Statutes, the Waterloo School District Board of Education has established procedures and standards for early admission to five-year old kindergarten. . The Waterloo School District concurs with the educational research that has identified social, emotional, physical and cognitive maturity as critical factors in determining a child's continued academic success. Therefore, early admission to kindergarten shall be restricted to only those children who demonstrate readiness and potential for success or who have successfully completed a four-year old kindergarten program or its equivalent. Early admission standards and procedures have been developed to assist the District in making decisions that will promote academic success, contribute to the development of a positive self-concept, and be in the best long-term interest of any child being considered for early admission.

B. Early Admission to First Grade or Admission to First Grade without Having Attended Five-Year Old Kindergarten

In accordance with Section 118.33 (6) (cm) and 120.12 (25) Wisconsin Statutes, the Waterloo School District Board of Education has established procedures and standards for admission to first grade for students who do not meet state age requirements and/or for students who have not attended five-year old kindergarten. The Waterloo School District concurs with the educational research that has identified social, emotional, physical and cognitive maturity as critical factors in determining a child's continued academic success. Early admission standards and procedures have been developed to assist the District in making decisions that will promote academic success, contribute to the development of a positive self-concept, and be in the best long-term interest of any child being considered for early admission.

Admission to first grade for students who do not meet state age requirements will be granted if the child meets either of the following requirements:

1. The child has successfully completed a five-year old kindergarten program or its equivalent.
2. The child demonstrates the academic and developmental readiness skills expected for successful participation in first grade.

Admission to first grade for students who are age-eligible but who have not completed a five-year old kindergarten program will be granted if the child meets any of the following requirements:

1. The child has successfully completed an educational program for five-year old children in a private school or licensed day care center that the school district deems equivalent to public school five-year old kindergarten. Documentation of program completion shall be required.
2. The child demonstrates academic and developmental readiness skills expected for successful participation in first grade. Evidence must exist that the child's educational welfare would best be served by placement in first grade.

3. Before either commencing or completing first grade, the child moved into Wisconsin from a state, country or territory in which completion of a five-year old kindergarten program is not a prerequisite to entering first grade.
4. Before either commencing or completing first grade, the child moved into Wisconsin from a state, country or territory in which completion of a five-year old kindergarten program is a prerequisite to entering first grade and the child was exempted from the requirement to complete five-year old kindergarten in the state, country or territory from which the child moved.

If first grade admission is denied under this policy, the child's parent/guardian may appeal the principal's decision to the District Administrator. The District Administrator shall meet with the child's parent/guardian to discuss the first grade admission request, review relevant student data related to the request, and then make a decision regarding the child's first grade admission. The District Administrator's decision regarding the request shall be final.

LEGAL REFERENCE:	Sec. 118.14 118.33 (6) (cm) Sec. 120.12 (25)	Wisconsin Statutes
CROSS REF.:	Policy 420 – Entrance Age Policy 425 – Interdistrict Open Enrollment Program Procedure 421.1 Early Admission 5 Year Old Kindergarten Procedure 421.2 Early Admission to First Grade or Admission to First Grade without Having Attended Five- Year Old Kindergarten	
APPROVED:	December 1990	
REVISED:	December 1992, February 1997, March 2011	

424 – ADMISSION TO SCHOOL, CLASS, PROGRAM OR ACTIVITY

Any student seeking entrance into a school in the Waterloo School District must be a legal resident within the established boundaries of the district, except as otherwise provided by law.

The school district shall accept PK-12 transfer students from other schools with the following exception: the Waterloo School District shall deny admission to a student who is under an expulsion order from another school district, as permitted by Wisconsin Statute 120.13(1)(f).

The administration shall verify the age and residence of children enrolled in the district schools.

The Waterloo School District shall determine the appropriate placement, programming, and, in grades 9-12, the awarding of high school credit toward graduation for all students who transfer into the district from public, private and parochial schools or home-based educational programs in accordance with established procedures.

LEGAL REF.:	Section	115.80	Wisconsin Statutes
		118.13	
		118.14	
		120.13 (1)(f)	
		PI 9.03(1)	Wisconsin Administrative Code

CROSS REF.: Student Discrimination Complaint Procedures
 Policy 425 – Interdistrict Open Enrollment Program

APPROVED: September 13, 1993

REVISED: March 14, 1994

REAFFIRMED: September 2005

425 – FULL-TIME OPEN ENROLLMENT

This policy shall be administered in accordance with the state public school open enrollment laws and implementing rules.

This policy shall be administered in accordance with the state public school open enrollment laws and the administrative rules established by the Department of Public Instruction (DPI).

Subject to the exceptions that the School Board (1) each January, shall review upon any annual space availability determinations for purposes of nonresident open enrollment into the District; and (2) shall act to approve any discretionary transportation contracts, the Board authorizes the District Administrator, or any administrative-level designee of the District Administrator, to make all other decisions and determinations that are necessary or permitted in connection with any open enrollment application or any open enrollment student under this policy and its related Board-approved rule. However, this delegation of authority shall not be construed to prohibit the District Administrator from bringing any such decision or determination to the Board as he/she deems necessary or prudent.

Nonresident Open Enrollment Students

A nonresident student may apply for full-time enrollment in a public school in the District under the open enrollment program. Applications shall be made and acted upon in accordance with the timelines and procedures outlined in state law and in the administrative rules established by the DPI. The District shall consider and apply the following criteria when deciding whether or not to accept (or, in some situations, revoke acceptance of) a nonresident student's application for full-time open enrollment:

1. Space Availability. The District shall consider the availability of space in the schools, programs, classes or grades within the District. When determining space availability, consideration may be given to desired class size limits, desired student-teacher ratios, overall building capacity, future enrollment projections, the projected number of sections of particular grades or courses, desired program-size limitations, and known or projected limitations on available staffing and other resources. Based upon a review of the relevant considerations, the Board may annually establish, at a Board meeting held in January, space limitations applicable to nonresident open enrollment. If the Board establishes any annual space availability limitations, the Board, at a minimum, will specify the number of spaces available in each grade (although two or more grades may be combined and treated as a single grade) and the number of spaces available in any established special education program or service that has identifiable space limitations.

If the Board has taken action in January to limit the number of spaces that will be available for applications that are submitted under the regular application period for the following school year, then the District shall not approve any alternative applications that are submitted for the current school year after the date of the January school board meeting. Further, the District shall deny any alternative applications for a particular grade or program for the current

school year that are received on or before the date of the Board meeting in January where space availability for open enrollment is again considered if, due to space considerations, the District did not approve all otherwise-eligible regular-period application(s) for that particular grade or program for the same school year.

The District will create and administer waiting lists for applications received during the regular application period, but not for current-year open enrollment applications submitted under the alternative application procedure.

If the District receives more student applications during the regular application period for full-time enrollment than there are spaces available, the District shall determine which students to accept on a random basis, subject to the following exceptions and to the additional Board-established procedures that implement this policy:

a. Students Guaranteed Approval under the Space Availability Criteria: If otherwise eligible to be approved under this policy and applicable law, and provided that the individual has submitted a timely application during the applicable regular application period (but not including any alternative applications), the following applicants for full-time open enrollment in the District will not be denied based upon a lack of available space regardless of any otherwise-established limitations on the spaces that are available for open enrollment students:

- (1) Students who are currently enrolled in and attending school in the District (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school or home-based private educational program). Currently-attending students will be included in the count of “occupied” spaces when the Board makes any space availability determinations at a January meeting so that the spaces expressly designated as being “available” for open enrollment applicants during the subsequent regular application period will be in addition to the already-occupied spaces.
- (2) The siblings of any student who is currently attending school in the District (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school or home-based private educational program). Upon their timely application and if otherwise eligible to be approved, the District shall assign such siblings to spaces in the relevant grade/ program that the Board designated as being available for open enrollment students. If there are more such sibling-applicants than there are available spaces, the remaining application(s) of such siblings shall still be approved.

b. Random Selection Process to be Used If Necessary. If, after approving the applications of all students who are guaranteed approval, there are more applications than available spaces in any grade and/or program, then all remaining timely and complete applications (regardless of grade and even if the application is potentially subject to denial for some other reason under the local criteria established in this policy) will be subject to a random selection process as further defined in the procedures adopted to accompany this policy.

2. Students with Disabilities. If the District determines that the special education and related services required for a student with a disability are available in the District and that there is space available in the relevant grade and/or special education program, then the student's open enrollment application shall be accepted provided no other criteria cause the application to be rejected. If the special education or related services required for a student with a disability are not available in the District or if there is no space available in the relevant program/service(s), then the application shall be denied, subject to the following:
 - a. A student with a disability shall be included in the random selection process for the student's grade prior to any consideration of the availability of, and space in, the special education required by the student's individualized education program (IEP).
 - b. If a student with a disability is on both a regular education and special education waiting list, and the student's application is reached on only one waiting list, the student shall remain in place at the top of that list until the student's name is reached on the other list.

In any instance where an application is submitted by a student with a disability but there is no current IEP available for the student, the District will use the procedures defined in DPI's administrative rules to determine whether the District has the appropriate special education program or space and also to estimate the amount of basic and special education cost for the student.

If a nonresident student receives his/her initial IEP while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins attending school in the District, or if the District has approved an application for a student without an IEP and it is subsequently determined that the student is a child with a disability for whom there is either a record of a previous special education evaluation or a prior IEP based upon such evaluation, then the student may be returned to his/her resident district if the District determines either that the special education or related services required for the student are not available in the District or that there is no space available.

3. Students Referred for a Special Education Evaluation. An open enrollment application shall be denied if the nonresident student has been referred or identified as having a possible disability but has not yet been evaluated by an IEP team in the resident district. To the extent permitted by DPI, and assuming other acceptance criteria are and continue to be met, such a student's parent or guardian may request that the District reconsider a denial under this criteria if the IEP (or a finding of no disability) is forwarded to the District and reviewed by the District prior to the close of the period during which the District would normally continue to process and accept applications from any waiting lists and if the District concludes that such reconsideration would not be prejudicial to any other applicant.
4. Discipline-Related Criteria.
 - a. Review of records. All decisions to accept or deny an open enrollment application under the "Discipline-Related Criteria" specified in this policy will be made based upon the

District's review of relevant information, including any information/records that may be provided by the resident district or another school/district.

- b. The term of an applicant's expulsion overlaps with the proposed period of open enrollment. Consistent with District's regular admissions practices and state law authority, the District will generally deny the application and prohibit the enrollment of any student whose term of expulsion (for any lawful reason and regardless of when the expulsion occurs) from any public school, independent charter school in Wisconsin, or out-of-state public school overlaps with the proposed period of open enrollment.

EXCEPTION: Such an applicant may be accepted (either subject to or not subject to specific enrollment conditions that will apply during the remainder of the term of the expulsion) if the District determines that it would enroll and allow the attendance of any resident student who were to attempt to enroll in the District with the same expulsion record.

- c. The term of an applicant's recent expulsion from school does not overlap with the proposed period of open enrollment. The District will generally deny an application for full-time open enrollment in the District if a review of the student's disciplinary records indicates that the student-applicant has been expelled by any Wisconsin school district at any time during the current school year or preceding two school years for any of the following specified conduct: (1) endangering the health, safety or property of others; (2) conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; (3) possessing a dangerous weapon while at school or under the supervision of a school authority; or (4) engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety or property of others at school or under the supervision of a school authority or of any school district employee or school board member.

EXCEPTION: Such an applicant may be accepted if the District determines, upon the timely request of the parent or guardian who submitted the application, that there is clear and convincing information showing that if the applicant were to have engaged in the same conduct while attending school in the District, that the student almost certainly would have either (1) not been subject to any expulsion proceedings or to any participation in a deferral-type program, or (2) already fully completed the term of any expulsion and been permitted to return to school (without being subject to any ongoing readmission conditions) for at least a full school year prior to first date of his/her proposed attendance in the District.

- d. Disciplinary matters that are pending or that become pending while the application is under consideration. Subject to the limited exception defined in paragraph 4-f, below, if any disciplinary proceeding involving alleged conduct falling in one of the four categories listed in paragraph 4-c of this policy (immediately above) is pending at the time the District notifies the student of his/her application status, the District shall deny the application.

- e. Applicants must continue to meet discipline-related approval criteria after initial acceptance. Subject to the limited exception defined in paragraph 4-f, below, the District may revoke the prior acceptance of an open enrollment application if, at any time prior to the beginning of the school year in which the student will first attend school in the District, the District determines that the student either (1) has been expelled as described in paragraph 4-b of this policy, above; or (2) has been expelled or become subject to a pending disciplinary proceeding, as described in either paragraph 4-c or paragraph 4-d of this policy, above.
 - f. Limited Exception. In situations where a student's application was rejected (including as a result of the revocation of an initial acceptance) due to a pending disciplinary matter, the District, upon the written request of the student's parent or guardian, will reconsider the status of the student's application if both of the following conditions are satisfied: (1) Prior to the close of the period during which the District would normally continue to process applications from any waiting lists, the District is able to determine that the prior pending disciplinary matter has been concluded in favor of the student; and (2) the District concludes that considering possible acceptance of the application would not be prejudicial to any other applicant.
5. "Best Interests" Determinations under the Alternative Open Enrollment Application Criteria and Procedures. If a parent or guardian applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the "best interests of the student" criteria, the District shall review the information and rationale provided by the parent(s) or guardian and make a determination as to whether the District agrees with the parent(s) or guardian that attending school in the District pursuant to the application is in the student's best interests. If the District determines that attendance would not be in the student's best interests, the application shall be denied on that basis.

A full-time open enrollment application can also be denied if the nonresident student is ineligible for open enrollment under state law (e.g., the student does not meet the age requirements for school attendance or for early admission, the resident district does not have a 4-year-old kindergarten program as offered by the District, etc.) or the application is determined to be invalid (e.g., the application is incomplete, untimely, or in excess of the number of allowable applications).

No criteria other than those outlined above may be considered by the District when acting on nonresident student full-time open enrollment applications.

Assignment of Accepted Applicants to a School/Program. The District shall assign nonresident students accepted for full-time open enrollment to a school or program. Any preferences identified by the applicant cannot be guaranteed. In making such assignments, the District may give preference in attendance at a particular school or program to residents of the District.

Requests for Early Admission to Kindergarten. The District does not evaluate nonresident open enrollment applicants for early admission to 4-year-old kindergarten. Upon request of the child's parent or guardian, and if such evaluations can reasonably be completed the District may evaluate

regular-period, nonresident open enrollment applicants for possible early admission to 5-year-old kindergarten if application is received before March 1.

No Reapplication Required. Once a nonresident student is accepted for full-time open enrollment in the District and begins attending school in the District, no reapplication is required in order for the student to maintain continuous open enrollment.

Transportation. Student transportation and the costs thereof shall be the responsibility of the nonresident student's parent(s) or guardian, subject to the following exceptions:

1. Low income parents and guardians may apply to the DPI for reimbursement of costs of transportation in accordance with DPI's procedures.
2. The District shall provide transportation for nonresident students with disabilities attending school full-time in the District if it is required in the student's IEP or otherwise required by law.
3. Upon request of the student's parent or guardian, the District shall provide transportation to nonresident full-time open enrollment students without charging any fee if there is room available on a bus on a regular route and the student is picked up or dropped off at a bus stop on the established route, except that if the bus stop on the established route is located within the boundaries of the student's resident school district, the resident school district must also approve the transportation arrangement.

Athletic Eligibility To the extent required by state law, nonresident open enrollment students attending school in the District shall have all of the rights and privileges of similarly-situated resident students and shall be subject to the same rules and regulations as resident students. An open enrollment student's eligibility to participate in interscholastic athletic activities is subject to the rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

Resident Open Enrollment Students

Resident students may apply for full-time open enrollment in another public school district in accordance with state law.

If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District may also deny the student's open enrollment if the District determines that none of the criteria relied on by the student to submit the application apply to the student. Prior to denying an alternative application on the basis that the parent or guardian did not provide enough information to allow the District to assess whether the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent or guardian an opportunity to provide additional information.

Transportation. The parent(s) or guardian of a resident open enrollment student shall be responsible for student transportation, except as otherwise provided by law. Requests from other

school districts to provide optional transportation to resident open enrollment students to/from locations within the boundaries of the District shall be denied.

Appeals of Open Enrollment Decisions

The student's parent(s) or guardian may appeal a District decision regarding full-time open enrollment to the DPI by following the deadlines and other procedures established by the DPI, except as otherwise specifically provided under state law or under DPI rules.

LEGAL REF.: Wisconsin Statutes
 Section 115.787
 Section 118.16(1)(a)
 Section 118.51
 Section 120.13(1)(f)
 Section 120.13(1)(h)
 Section 121.54(3)
 Section 121.54(10)
 Section 121.545(1)
 Section 121.55

 Wisconsin Administrative Code – PI 36

CROSS REF.: Policy 112, Nondiscrimination
 Policy 347, Student Records
 Policy 411, Equal Educational Opportunities
 Policy 424, Admission to School, Class, Program or Activity
 Procedure 425.1, Full-Time Open Enrollment Procedures

APPROVED: January 1998

REVISED: August 2004, November 2007, July 2014, January 2015

426 – PART-TIME PUBLIC SCHOOL ATTENDANCE OPTION

The Board of Education shall permit eligible resident K-12 students who are enrolled in a private school or home-based educational program to attend a maximum of two (2) courses during each school year or term in the Waterloo School District if there is space available in the course(s) the student has requested.

I. DEFINITIONS

The following definitions will apply to the District's Part-Time Public School Attendance Option.

- A. Resident Student: A student who legally resides within the boundaries of the Waterloo School District and is thereby legally entitled to attend school in this District.
- B. Private School: An institution with a private educational program that meets all of the criteria set forth in Wisconsin Statute 118.165.
- C. Home-Based Educational Program: A program of educational instruction which has been approved by the Department of Public Instruction wherein a child's parent/guardian provides an instructional program for the child.
- D. Core Curriculum: A sequentially progressive curriculum of fundamental instruction in Reading, Language Arts, Mathematics, Social Studies, Science and Health.

II. PART-TIME PUBLIC SCHOOL ATTENDANCE

- A. The parent/guardian of a resident K-8 student who is enrolled in a private school or home-based educational program and wants to have his/her child take a maximum of two (2) non-core courses in the Waterloo School District during the ensuing school year shall submit an application to the District Administrator on the District application form, Exhibit 426.11.
- B. The parent/guardian of a resident 9-12 high school student (or the student, if 18 or older) who is enrolled in a private school or home-based educational program and wants to have his/her child take a maximum of two (2) courses in the Waterloo School District during the ensuing school year shall submit an application to the District Administrator on the District application form, Exhibit 426.11.
- C. Applications for Part-Time Public School Attendance shall only be valid for the ensuing school year.

- D. The Waterloo School District shall deny part-time public school attendance to any Private School or Home-Based Educational Program student who has not met the academic prerequisites that have been established for full-time students. Procedure 424.1 shall be used to determine whether the Private School or Home-Based Educational Program student meets the academic prerequisites and has the required academic preparation to be successful in the requested course(s).
- E. When the number of Part-Time Public School Attendance Applications for a specific course exceeds the number of enrollment opportunities, the Waterloo School District shall select students for attendance by using a random selection process.
- F. Resident students who attend classes at Waterloo High School under the Part-Time Public School Attendance Option are not eligible to participate in the full- or part-time Interdistrict Open Enrollment Program or the Youth Options Program.
- G. Participation in interscholastic athletics shall be governed by the pertinent regulations of the Wisconsin Interscholastic Athletic Association (WIAA) and any relevant league standards regarding eligibility.
- H. Resident students attending classes in the Waterloo School District under the Part-Time Public School Attendance Option shall have all other rights, privileges, and responsibilities of full-time students and shall be subject to the same rules and regulations as full-time students.
- I. The Waterloo School District reserves the right to revoke Part-Time Public School Attendance privileges from any K-8 student who violates school rules or disrupts the school learning environment.

III. TRANSPORTATION

The parent(s)/guardian(s) of a student who participates in the Part-Time Public School

Attendance Option shall assume full responsibility for their child's transportation to and from the public school.

LEGAL REF.: Section 115.001(3g) Wisconsin Statutes

Section 118.145(4)

Section 118.15(4)

Section 118.165

CROSS REF.:

Policy 424

Admission to School, Class, Program or Activity

Procedure 426.1	Procedures For Students Transferring From Public, Private or Parochial Schools and Home Based Educational Programs
Exhibit 426.11	Part-Time Public School Attendance Application Form

APPROVED: June 1998

REVISED: December 2005

427 – COURSE OPTIONS PROGRAM

This policy shall be administered in accordance with the state public school course options laws and implementing rules.

Resident Students Attending Individual Courses in Other Educational Institutions

Any resident student enrolled full-time in a public school in the District may apply to take a course(s) in another qualifying educational institution under the “Course Options” program in accordance with state law. A student may attend no more than two courses at any one time in another educational institution under this program.

The District shall deny a resident student’s application to attend a course(s) in another educational institution under the “Course Options” program if:

1. The student’s application was not submitted in the manner and within the time limits established by state law.
2. The course conflicts with the student’s individualized education program (IEP); or
3. The course does not satisfy a high school graduation requirement.

The District Administrator or his/her designee shall be responsible for reviewing all course applications received from District students and for accepting or denying the applications in accordance with the criteria outlined above and established District procedures.

The District shall pay the costs for the course as required by state law and the Wisconsin Department of Public Instruction.

To the extent required by any state law or by any Department of Public Instruction (DPI) regulation or DPI procedure, the District shall process the “Course Options” application of any nonresident student whose primary school enrollment and attendance is within the public schools of the District as though the student were a resident student seeking to take a course outside the District. In other words, in any situation where the District is required to fulfill the requirements of a resident school district under the “Course Options” program, the District shall do so.

Nonresident Students Attending Individual Courses in the District

Nonresident public school students residing within the State of Wisconsin may apply to take a course(s) in the District under the “Course Options” program in accordance with state laws and established procedures. Students may attend no more than two total courses in the District and/or in other educational institutions under the “Course Options” program during any semester. The District will deny any application that is not submitted in the manner and within the time limits established under state law and applicable District procedures.

The District Administrator or his/her designee shall be responsible for reviewing all course applications received from nonresident students under this policy and for accepting or denying them in accordance with the same criteria that are used for making course-related eligibility decisions for

The District shall provide equal opportunities for students with disabilities to attend courses in the District under the “Course Options” program. However, if a question arises as to possible course accommodations or modifications for a student with a disability, or as to the District’s obligation or ability to implement a student’s IEP, the District shall contact the student’s parent or guardian and involve representatives of the school(s) responsible for the student’s current IEP to the extent necessary and appropriate.

Provisions Applicable to All Students Seeking to Attend Courses under this Policy

Following the District's initial acceptance of any course application(s) under this policy, the parent or guardian must provide timely written notice to the District confirming the student's intent to attend the specific course(s). If this confirming notice is not received by the District prior to the date the course is scheduled to begin, the student will not be permitted to attend the course under this policy.

CROSS REF.:Policy 344.5 Youth Options Program
Policy 411 Equal Educational Opportunities
Policy 424 Admission to School, Class, Program or Activity
Policy 425 Full Time Open Enrollment

APPROVED: July 2014

431 – STUDENT ATTENDANCE

Students in the Waterloo School District who have not graduated from high school and are between the ages of six (6) and eighteen (18) must attend school regularly to satisfy the attendance requirements of the state of Wisconsin and the district. Exceptions to the attendance requirements shall only be made in accordance with state law and established district procedures.

The administration shall formulate, publish and disseminate procedures pertaining to attendance, excused and unexcused absences and tardiness to students, parents/guardians and staff. These procedures shall be in accordance with state law and be approved by the Board.

LEGAL REFERENCE: Sections 118.15 Wisconsin Statutes
 118.153
 118.16
 118.162

CROSS REFERENCE: Administrative Procedure 431,
 Student Attendance Procedures 342.3
 Programs for Children at Risk
 County Truancy Committee Reports (Dane, Dodge and Jefferson)

APPROVED: August 1989

REVISED: September 2003

REAFFIRMED: October 2005

431.1 – SUMMER SCHOOL ATTENDANCE POLICY

Attendance

All students are expected to attend their summer school course schedule on a regular basis. Students may be excused for the following:

1. Family vacations
2. Summer camps or clinics
3. Church camps or schools
4. Illness
5. Family emergency
6. Absences approved by the summer school principal or the summer school principal's designee

Parents must notify the appropriate building office and/or teachers if a student is to be absent.

Attendance for Classes Where Credit for Graduation Requirements is Awarded

All students enrolled in summer school courses where credit is to be awarded toward meeting Board of Education established graduation requirements shall not miss more than two class periods. Parents must notify the high school office and/or teacher of the class if a student is to be absent.

Parents must sign a memorandum of understanding prior to their child's registration for summer credit classes. Their signature will indicate that they full understand the implication of the attendance policy. Vacations and participation in other summer programs will not be possible for students during the time they are taking summer courses.

APPROVED: January 9, 1995

REVISED: December 2005

441 – STUDENT INVOLVEMENT IN DECISION MAKING

The Board of Education encourages student participation in decision-making in the Waterloo School District. Such participation develops citizenship skills and teaches students how to investigate issues, express their viewpoints, and listen to and evaluate the opinions of others.

Student Government

The Board of Education herein sanctions the organization of democratically elected Student Councils at grades 7-8 and 9-12. Each student council shall have a faculty advisor selected by the building principal. The purpose of each student council shall be to provide:

1. A forum to discuss school issues and common student concerns or problems and to advance suggestions for improvement to administration.
2. A medium for students to participate in determining student activities and events.
3. A training ground in which students can learn about and practice the democratic process.
4. An opportunity for students to become interested and involved in civic affairs and local government decision-making.

Advisory Committees

The Board of Education shall encourage student participation on advisory committees that are established to study issues affecting the Waterloo School District when the Board believes that such participation is appropriate and will benefit the advisory committee's work. Participation shall not be limited to members of the student council.

Representative To The Board of Education

The Board of Education herein sanctions a senior high student representative to the Board of Education to represent the views of students enrolled in the Waterloo School District on agenda items discussed at regularly-scheduled Board meetings. This will be a shared position between two representatives. A Board member will serve as a mentor to the student representatives to facilitate student participation.

Eligibility:

1. Student candidates must be enrolled as full-time resident students in 10th or 11th grade at Waterloo High School.
2. Student candidates must have attended Waterloo High School for not less than three (3) semesters prior to seeking the position of student representative to the Board of Education.
3. Student candidates must have a cumulative grade point average of not less than 2.0 on the 4.0 grading scale when they submit their self-nomination papers to the High School Student Council advisor.
4. Student candidates must be willing and available to serve a full school-year term.

Selection:

1. Any eligible 10th or 11th grade student who is interested in serving as the student representative to the Board of Education shall complete a self-nomination application and submit it to the High School Student Council advisor prior to March 1.
2. The faculty advisor of the High School Student Council shall verify the eligibility of all students who submit self-nomination applications.
3. If there are more than two eligible candidates, the High School Student Council in conjunction with the Student Council advisor shall, prior to March 15, interview all eligible students who submit self-nomination applications and select two candidates who will be placed on the ballot for the position.
4. The High School Student Council shall schedule and supervise an election on the first Tuesday in April. All students in grades nine through eleven shall have an opportunity to vote for the student representative(s) to the Board of Education.

Responsibilities and Limitations:

The student representative(s) to the Board of Education shall:

1. Become at-large member(s) of the student council.
2. Attend all regular meetings of the Board of Education during the school year. At least one of the two representatives must attend.
3. Be responsible for reviewing all Board packet materials that are provided prior to the Board meetings.
4. Participate in agenda item discussions at Board meetings.
5. Provide a monthly update on student related matters at the Board meeting.
6. Communicate Board of Education issues or actions that affect the interests of students to the High School Student Council after each regular meeting.
7. Not make or vote on motions.
8. Not participate in executive sessions or in the discussion of personnel employment or disciplinary matters.

Removal/Replacement:

- 1.
1. The Student Council, by a two-thirds majority vote, may remove a student representative who fails to fulfill his/her reporting responsibilities to the Student Council.
2. If a student representative to the Board of Education is removed by the Student Council, fails to fulfill the responsibilities of the position or resigns from the position, the Student Council shall select a replacement meeting the eligibility requirements from the Student Council membership to serve out the remainder of the term.

APPROVED: March 2000

REVISED: October 2004, September 2005

443 – CODE OF STUDENT CONDUCT

The Waterloo School District recognizes and accepts its responsibility to create, foster, and maintain a safe and orderly classroom and school environment that is conducive to the learning and teaching processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators, teachers and support personnel, must use their training, experience, authority and judgment to create a school environment that fosters effective learning. Students are expected to come to school, and to every class, ready and willing to learn. Parents must be aware of their children's activities, performance and behavior in school and are expected to consult and cooperate with the school to prevent or address problems.

The District has a duty to make its schools as free as possible from the dangers associated with violence, weapons, drugs, bullying and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily or, in the case of certain expulsions, permanently.

The District has the obligation to provide all students the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption by students who are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity. Such "short-term removal" serves the multiple purposes of eliminating or minimizing the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct or the best interests of the student and the other members of the class may warrant "long-term removal" from the class. Long-term removal may, but need not always, be for disciplinary purposes. Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented at the discretion of the building administrator.

A teacher employed by the District may temporarily remove any pupil from a class or activity if the pupil violates the terms of the "Code of Student Conduct." Long-term removal is possible if the building administrator upholds the teacher recommendation. Removal from a class or activity does not preclude the District from pursuing or implementing other disciplinary measures including, but not limited to, detentions, suspensions or expulsions for the conduct for which the student was removed.

Grounds for Disciplinary Removal from Class

A student may be removed from class for conduct or behavior which:

- (a) violates District policies regarding suspension or expulsion;
- (b) violates the behavioral rules and expectations set forth in the parent-student handbooks;
- (c) is disruptive, dangerous or unruly;
- (d) interferes with the ability of the teacher to teach effectively; or
- (e) is incompatible with effective learning in the class.

Removal is a serious measure and should not be imposed in an arbitrary, casual or inconsistent manner. Behavioral expectations should be communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior or every inappropriate circumstance that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

There are many clear differences between the needs and practices of schools serving different grade levels. There are different behavioral expectations for elementary and high school students. Standards for removal may differ from one school, grade or class to the next.

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher's decision to remove the student and return the student to class.

(a) Behavior Which Violates the District's Policies on Suspension and Expulsion

The District policies regarding suspension and expulsion are set forth in the Waterloo Elementary School Parent-Student Handbook, Waterloo Intermediate/Middle School Parent-Student Handbook, and the Waterloo High School Parent-Student Handbook. It should be noted that decisions regarding suspension and recommendations for expulsion are made by building administrators. Decisions regarding expulsion hearings are made by the District Administrator. Thus, a staff member's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

(b) Behavior Which Violates the Behavioral Rules and Expectations in the Parent-Student Handbooks

The Waterloo Elementary School Parent-Student Handbook, Waterloo Intermediate/Middle School Parent-Student Handbook, and the Waterloo High School Parent-Student Handbook contain behavioral expectations for the individual schools in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such

discussions should include an explanation of this Code and the District's policy regarding removal.

(c) Behavior Which is Disruptive, Dangerous or Unruly

- Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.
- Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.
- Behavior that may constitute sexual or other harassment.
- Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.
- Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
- Inciting other students to act inappropriately or to disobey the teacher or school or class rules including, without limitation, inciting others to walk out.
- Destroying the property of the school or another student.
- Loud, obnoxious or outrageous behavior.

Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension and expulsion or in the parent-student handbooks, removal of a student from class may occur for any other behavior, not specified above, that is deemed disruptive, dangerous or unruly.

(d) Behavior Which Interferes with the Ability of the Staff Member to Teach Effectively

Students are required to cooperate with the staff member by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior, which constitutes:

- Open defiance or disrespect of the staff member, manifest in words, gestures or other overt behavior

- Other behavior likely or intended to sabotage or undermine the instruction
- (e) Behavior Which is Incompatible with Effective Learning in the Class

In addition, there may be grounds for removal for behavior, which, though not necessarily violative of the provisions of (a) through (d) above, is inconsistent with basic classroom decorum. Such behavior may, in the determination of the staff member, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or unwillingness to engage in class activities.

Other, Non-Disciplinary Reasons for Removal of a Student from Class

In some cases, a staff member may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature and include, for purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students or, in rare circumstances, between the student and the teacher.

Definitions

- (a) Student: Any student enrolled in the District, exchange student, or student visitor to the District's schools.
- (b) Class: Any class, meeting or activity, which students attend or in which they participate while in school under the control or direction of the District. This definition includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study halls, lunch, or recess.
- (c) Teacher: Any certified instructor, counselor, nurse, social worker, psychologist, occupational/physical therapist or administrator in the employ of the District.
- (d) Teacher of that Class: The regularly assigned teacher of the class or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.
- (e) Building Administrator: The principal of a school or other individual duly designated by the building administrator or District Administrator.

A summary of this Code shall be included in the parent-student handbooks and discussed with students of the District.

LEGAL REF.: Wis. Stat. 118.164

CROSS-REF.: Policy 447, Student Discipline

APPROVED: August 1993

REVISED: July 1999

REAFFIRMED: December 2005

443.5 – LOCKERS AND COAT RACKS

Lockers and coat racks are the property of Waterloo School District. Students are assigned lockers or coat racks for their temporary use. Students are responsible for any damage incurred to the inside of the locker or to the coat rack area. The District does not assume any responsibility for security of locker or coat rack contents.

Students should have no expectation of privacy in using school lockers or coat racks.

Lockers, the contents of lockers, coat racks and the contents of coat racks are subject to search by school officials as outlined in Policy 446 – Locker, Coat Rack and Student Searches.

Students will be notified of this policy via the parent-student handbook.

APPROVED: August 1994

CROSS-REF: Policy 446, Locker, Coat Rack and Student Searches

REAFFIRMED: December 2005

UPDATED: May 2008, due to renumbering.

443.6 – FIREARMS AND WEAPONS

No person shall possess, use, or store firearms or weapons or any facsimile or look-alike firearms or weapons in school buildings, on school property, in District-owned or sanctioned vehicles, in school buses, or at any school-sponsored function or event. A firearm is defined as any device capable of firing a projectile able to produce physical injury. This includes, but is not limited to, BB guns, pellet guns, and slingshots. A weapon is defined as (1) any device which by its design can produce injury (including, but not limited to, knives, blades, martial arts devices, and metal knuckles) or (2) any device when used as a weapon (including, but not limited to, letter openers, hammers, chains, and wrenches). These definitions are in addition to those set forth in Section 921 of Title 18 of the U.S. Code.

Any student who is found in violation of this policy shall be referred immediately to the local and/or county criminal justice or juvenile delinquency system and shall be immediately suspended and then expelled from school, in accordance with state and federal laws and other Board policies, for a period of not less than one calendar year unless the District Administrator modifies the expulsion requirement, which may be considered on a case-by-case basis based upon state and federal laws.

Local and/or county law enforcement officers will be summoned to the schools in a situation involving a firearm or weapon which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned. Any firearms or weapons confiscated as part of this policy shall be turned over to local, county and/or federal law enforcement.

The District Administrator and/or his/her designee shall collect and submit to the State Education Agency (SEA) a description of the circumstances surrounding the implementation of this policy and any actions and/or expulsions imposed.

Any employee or person visiting, attending school functions, or doing business with the schools shall be required to adhere to this policy. If violation is suspected or determined, school officials will intervene as appropriate and local and/or county law enforcement will be immediately summoned. Violators of this policy will be recommended for prosecution. Employees who violate this policy will also be subject to employment disciplinary sanctions up to and including termination in accordance with the current employee agreement or other procedures established by the Board.

This policy does not apply to law enforcement officers discharging their official duties, persons using starter pistols or theatrical props which have been pre-approved by appropriate school personnel, and persons possessing, using, or storing firearms or weapons which are part of school-approved curricular or co-curricular activities.

120.13(1) Wis. Stats.
Chapter 115 Wis. Stats.
115.82 Wis. Stats.
118.15 Wis. Stats.
P.L. 94-142
Gun Free Schools Act 1994
P.L. ADA - Sec. 504
Sec. 921 of Title 18 of U.S. Code

APPROVED: June 12, 1995

REAFFIRMED: December 2005

443.7 – BULLYING PREVENTION

The Waterloo School District believes that a safe, secure and respectful environment is needed to maintain high academic standards, to promote healthy human relationships and to facilitate student learning. Bullying has a harmful social, physical, psychological and academic impact on victims, bystanders, and bullies. The school district consistently and vigorously addresses bullying in school buildings, on school grounds, in school buses and at school-sponsored activities to prevent disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions intended to cause fear, intimidation or harm and involves an imbalance of power between the bully and the bullied. Bullying may be repeated behavior motivated by an actual or perceived distinguishing characteristic, such as, but not limited to age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or cognitive ability or disability; and social, economic or family status.

Bullying behavior can be:

Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)

Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)

Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district including public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or his/her designee.

Any other concerned individual, including a student who is either a victim of the bullying or is aware of the bullying, is encouraged to report the conduct to the building principal or his/her designee.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

Retaliation

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The school principal or his/her designee will collect information and conduct an investigation of the reported bullying to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and/or school board may take disciplinary action, including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior, shall be prepared and presented to the school board. The annual report will be available to the public.

LEGAL REF.: Sections 118.46 Wisconsin Statutes
 947.0125
 118.02 (9t)

CROSS REF.: Policy 363 – Acceptable Use of Computers, Networks, Electronic Mail and Internet
 Policy 411 – Equal Education Opportunities (Student Nondiscrimination)
 Parent/Student Handbooks

APPROVED: August 2010

445 – STUDENT INTERVIEWS BY LAW ENFORCEMENT, SOCIAL SERVICE AND COURT-APPOINTED PERSONNEL

The Board of Education is supportive of the presence of law enforcement, social service and court-appointed personnel in our schools as needed. The Board recognizes that its responsibility to cooperate with such agencies must be balanced with the District's duty to maintain an appropriate learning environment. The Board also strives to ensure that the interests of students and their parents/guardians are protected while students are a responsibility of the District.

Therefore, the Board has established procedures which shall be adhered to when aforementioned personnel work with District students. These procedures shall be in effect during school hours which include those times designated for school-approved activities.

LEGAL REF.:	Wis. Stat.	48.981 [<i>Child abuse</i>] 118.125(2)(cg) and (ch) [<i>Pupil Records</i>] 120.13 and 120.44(2) [<i>School Board Powers</i>]
	OAG	(9-90) [<i>Child abuse</i>] (5-94) [<i>Non-interference</i>]

CROSS REF.:	Procedure 445.1 Procedures for Student Interviews by Law-Enforcement, Social Service and Court-Appointed Personnel
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APPROVED:	June 2008
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446 – LOCKER, COAT RACK AND STUDENT SEARCHES

The Waterloo School District provides lockers and coat racks for the convenience of students, to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use a school locker or coat rack area for any other purpose. Hallway, physical education and athletic lockers and coat racks are the property of the Waterloo School District. At no time does the District relinquish its exclusive control of such lockers and coat racks.

The Waterloo School District authorizes searches for the purpose of maintaining order and discipline in the school and to protect the safety and welfare of students and school personnel.

Locker/Coat Rack Searches:

1. A locker/coat rack search may be conducted by the district administrator, building principal or an employee designated by the district administrator or building principal. The search shall be conducted in the presence of a staff member and, when possible, the student to whom the locker/coat rack area has been assigned.
2. A locker or coat rack area may be searched as deemed necessary or appropriate without notice and through any means necessary, without consent, and without a search warrant.

Student Searches:

1. A student search may be conducted by the district administrator or building principal, in the presence of a staff member of the same sex as the student.
2. Student searches shall be conducted only when there is reasonable suspicion, personal observation or reliable third party information that the student has dangerous, stolen or illegal items or any substance which can or does alter the behavior of students in his/her possession.
3. School officials shall remain sensitive to the privacy of students when conducting a search of the student's person, purse, duffel bag or similar articles.
4. Strip searches are illegal and will not be conducted by the District at any time. When the nature of the problem warrants consideration of this type of search, law enforcement officials will be contacted to take over the investigation.

Disposition of Contraband:

1. Any inappropriate, unauthorized or illegal item found in a search shall be removed.
2. Removed items shall be held by the school for return to parent(s)/guardian(s) of the student or adult student, retained for school disciplinary proceedings, or turned over to law enforcement officials.

3. The adult student or parent(s)/guardian(s) of a minor child shall be notified of items removed from the locker or coat rack and turned over to law enforcement officials.

Search Documentation:

1. A Search Documentation Report, Exhibit 445.01 shall be completed by the school official who conducts a locker/coat rack search and/or student search within 24 hours of the search.
2. The Search Documentation Report shall be filed for safekeeping and ready retrieval in the school office and retained for a period of not less than three years.

This policy is included in the respective parent-student handbooks that are distributed annually to students enrolled in the Waterloo School District.

CROSS REF.: Policy 443.5, Lockers

LEGAL REF.: Wis. Stats. 118.32, 118.325, 948.50

APPROVED: October 12, 1998

REAFFIRMED: December 2005

UPDATED: May 2008, due to renumbering

447 – STUDENT DISCIPLINE

Student behavior which infringes upon the rights or safety of other students to learn, depreciates a teacher's status and efforts, and/or degrades or harms other students or otherwise interferes with the operation of the schools shall not be tolerated. All members of the school district's staff are responsible for doing as much as possible to help these students.

The district administrator, principals, teachers, and all other employees in the school district shall monitor student conduct and behavior in the classrooms, on school premises, on school buses and during school-sponsored activities. Students may be also be disciplined for misbehavior occurring off school grounds if there is a connection between the school and the off-campus behavior. Teachers and administrators are authorized to employ reasonable practices in disciplining students for misbehavior and/or violations of rules and regulations.

A positive approach in the disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction and the need for positive motivation of students. The ultimate goal of school discipline is to develop self-discipline and understand its necessity in our society.

Specific rules and regulations concerning student behavior are established by the building principals and approved by the Board and are distributed through the Parent-Student Handbooks. These rules and regulations, along with state laws relating to student conduct and behavior, shall be distributed to parents, staff and students.

The Waterloo School District shall not discriminate in standards and rules of behavior or disciplinary measures, including suspensions and expulsions. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.:	Sections 118.13 Wisconsin Statutes 120.13(1) 121.52(1) PI 9.03(1) of the Wisconsin Administrative Code
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CROSS REF.:	Student Discrimination Complaint Procedures Policy 443 Code of Conduct
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APPROVED:	August 1993
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REVISED:	March 2006
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447.1 – STAFF USE OF FORCE TO MAINTAIN DISCIPLINE

The Board of Education has determined that, under most circumstances, the use of physical force on students for disciplinary purposes is inappropriate, ineffective and unnecessary. The Board believes that student behavior can be more positively and permanently influenced by student management methods that do not include the use of physical force. The Waterloo School District offers non-violent crisis intervention training to all staff and strives to adhere to the principles of that training in order to maintain a safe environment for all students and staff.

CORPORAL PUNISHMENT

Corporal punishment and staff use of reasonable and necessary force to maintain discipline

Employees or agents of the Waterloo School District are prohibited from the use of corporal punishment on students. “Corporal punishment” means the intentional infliction of physical pain which is used as a means of discipline. “Corporal punishment includes, but is not limited to , paddling, slapping or prolonged maintenance of physically painful positions, when used as a means of discipline. “Corporal punishment” does not include actions consistent with an individualized education program or reasonable physical activities associated with athletic training.

Wisconsin Statutes require the Waterloo School District to allow its school employees to use reasonable and necessary physical force for any of the following purposes:

1. To quell a disturbance or prevent an act that threatens physical injury to any person.
2. To obtain possession of a weapon or other dangerous object within a student’s control.
3. For the purpose of self-defense or the defense of others or for the protection of property, in accordance with state statutes §939.48 and §939.49.
4. To remove a disruptive student from school premises, a motor vehicle or a school sponsored activity.
5. To prevent a student from inflicting harm on himself/herself.
6. To protect the safety of others.

This policy does not preclude the use of incidental, minor or reasonable physical contact designed to maintain order and control by employees or agents of the Waterloo School District.

Incidents involving staff use of physical force or corporal punishment shall be immediately reported by the employee to his/her supervisor. The supervisor shall investigate the incident and determine whether there has been a policy violation. If policy has been violated the supervisor will discuss the incident with the District Administrator, who will report the incident and action taken to the Board of Education.

STRIP SEARCH

Staff is prohibited from conducting a strip search of any student. (§118.32)

SECLUSION AND PHYSICAL RESTRAINT OF STUDENTS

1. Staff is prohibited from using seclusion as a means to discipline students or control student conduct except where authorized in advance by the administration and then only in a manner consistent with state law (§118.305). “Seclusion” means the involuntary

confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

2. Staff is prohibited from using physical restraint as a means to discipline students or control student conduct except where authorized in advance by the administration or in the case of an emergency as described below and then only in a manner consistent with state law (§118.305). “Physical restraint” means a restriction that immobilizes or reduces the ability of a student to freely move his or her torso, arms, legs, or head.
 - a. Except as provided in subsection b, below, no employee may use physical restraint unless that employee has received training in the use of physical restraint as required by state law (§ 118.305(6)).
 - b. Staff who has not received training in the use of physical restraint may use physical restraint on a student at school only in an emergency and only if staff trained in the use of physical restraint is not immediately available due to the unforeseen nature of the emergency.
3. Nothing in this section prohibits staff from doing any of the following at school if the student is not confined to an area from which he or she is physically prevented from leaving:
 - a. Directing a student who is disruptive to temporarily separate himself or herself from the general activity in the classroom to allow the student to regain behavioral control and staff to maintain or regain classroom order.
 - b. Directing a student to temporarily remain in the classroom to complete tasks while other students participate in activities outside the classroom.
 - c. Briefly touching or holding a student’s hand, arm, shoulder, or back to calm, comfort, or redirect the student.

LEGAL REF.: Wisconsin Statutes §118.305, §118.31, §118.32, § 939.48, §939.49

CROSS REF.: Policy 447 Student Discipline

APPROVED: November 1998

REVISED: March 2006, August 2013

453.2 – COMMUNICABLE DISEASES

Pursuant to federal and state laws and regulations and in cooperation with state and local public health agencies, the Waterloo School District will establish and maintain appropriate health standards for the school environment, promote the good health of students and staff, and educate students and staff in disease prevention methods and sound health practices.

In an effort to maintain a safe and healthful school environment, the District will provide educational opportunities to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases at school and in school-related activities.

In recognition that an individual's health status is personal and private, the District will handle information regarding students and staff with suspected or confirmed communicable diseases in accord with state and federal law and Board policies regarding the confidentiality of student and staff records, while at the same time complying with applicable public health reporting requirements.

To the extent possible, students or staff members with suspected or diagnosed communicable disease will be permitted to remain in school or on the job if they pose only limited or no risk to the health of themselves and/or others or if the risk to themselves or others can be reduced with limitations on the activities of the infected person. Students and staff will be excluded from school and/or school-related activities as outlined in established procedures, however, if they are diagnosed as having a communicable disease that poses significant health risk to themselves or others or that renders them unable to adequately perform their job responsibilities or pursue their studies. Alternative opportunities will be provided to students and staff where possible and necessary. Students and staff members excluded from school pursuant to this policy may appeal a decision to exclude as set forth in the procedural portions of this policy.

LEGAL REF.:	118.25 (2)	Wisconsin Statutes
	121.02 (1)(i)	
	252.14 (2)	
	252.21 (a), 252.21 (6)	
	254.5	
	PI 8.01 (2)(i)	Wisconsin Administrative Code

APPROVED: February 1991

REVISED: January 2004

REAFFIRMED: January 2006

455 – STUDENT ASSISTANCE PROGRAMMING POLICY

The Waterloo School District recognizes that the use of alcohol, tobacco and other drugs often precedes more severe dependencies, and it firmly believes that usage of drugs can cause personal, social, and physical damage, not only to the user but also to the user's family.

The Waterloo School District regards alcohol and other drug abuse, addiction, or dependency as it does any other behavioral/medical problems. The District's primary purpose is to be helpful, not judgmental, in dealing with these problems. It is also the intent of the District to uphold state and federal laws pertaining to chemical use.

The Waterloo School District believes school must be a safe and healthy environment that is free of drugs and alcohol. The school, in conjunction with parents and the community, is in a unique position to be of assistance to students involved in any of the above noted conditions.

The Waterloo School District believes that, along with parents and other segments of the community, the school has a role to play in comprehensive kindergarten through grade twelve (12) prevention programming, which includes accurate self-awareness and self-esteem information on drugs/alcohol, development of self-awareness, communication skills, assertiveness training, problem solving, decision-making and resistance skills. Therefore, the District wishes to cooperate with all segments of the community in making the means of assistance available to all students. The Waterloo School District's student assistance program, offered through developmental guidance and the pupil services department, is a prevention and education program with a wellness and resiliency foundation. The program may include a brief intervention component. The program is designed to address the wellness needs of all students, including those who express concern about their own use of alcohol, tobacco, drugs or any substance that alters their behavior, or who are referred as a result of Alcohol, Tobacco, and Other Drug Abuse (ATODA) disciplinary action. The program also assists students who express concern about the use of these substances by those close to them. Program components may include individual counseling, group counseling, special events, all school programs, clubs, workshops and training.

Students participating in student assistance program opportunities have the right to expect confidentiality when dealing with issues within program activities. However, exceptions to the right of confidentiality exist when:

- The student consents in writing to disclosure of information.
- The information is required to be reported under s.48.981 (child abuse reporting statutes)
- A staff member has reason to believe that there is imminent danger to the health, safety, or life of any person and that disclosure of the information to another person will alleviate the serious and imminent danger. No more information than is required to alleviate the serious and imminent danger may be disclosed.
- A student uses, consumes, and/or possesses drugs and/or alcohol at school or school-sponsored activities.

The school principal and student services staff will inform parents and students through school newsletters and notices sent home of opportunities and activities as they occur during the school

year. Parents/guardians may inform the school either in writing or by completing a form provided by the school that they do not wish their child to participate in specific ATODA activities.

LEGAL REF.: Sections 118.126 Wisconsin Statutes
 118.24(2)(f)
 118.257
 120.13(1)
 125.02(8m)
 125.037
 125.09(2)

CROSS REF.: 411, Equal Education Opportunities (Student Nondiscrimination)
 443, Code of Student Conduct
 445, Locker and Student Searches
 Co-Curricular Handbook
 Waterloo Elementary School Parent/Student Handbook
 Waterloo Middle School Parent/Student Handbook
 Waterloo High School Parent/Student Handbook

APPROVED: March 2004

REAFFIRMED: March 2006

Nutrition and physical activity are known to influence a child's development, potential for learning, overall sense of well-being, and risk of illness through adulthood. Students who practice good nutrition and engage in daily physical activity attend school with bodies and minds ready to take advantage of the learning environment. The District, therefore, encourages all members of the community to help create and support a school environment that emphasizes healthy, life-long habits of good nutrition and physical activity.

The District shall also maintain, implement, and inform the school community and general public about a local school wellness policy that meets the requirements of federal law. The local school wellness policy required by federal law (hereinafter referred to as the District's "Wellness Plan") is a written plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available to students on the school campus during the school day are consistent with applicable minimum nutritional guidelines and standards.

Various stakeholders will be given the opportunity to participate in the development, implementation, and periodic review and updating of the District's Wellness Plan. However, the content of Plan is subject to the School Board's review and approval, and the Board retains authority to modify the specific content of the Wellness Plan and to accept, reject, or modify recommendations for updates and other changes.

The Board delegates primary administrative oversight of this policy and the District's local Wellness Plan to the Wellness Coordinator, the District Administrator, Pupil Services, Food Services Manager, who shall:

1. Direct and monitor the District-wide implementation of the District's Wellness Plan and related nutrition guidelines, including monitoring school-level compliance with the Plan;
2. Oversee the periodic evaluation of the Wellness Plan and its implementation at least as often as such formal assessments are required under applicable regulations, including having primary responsibility for ensuring the timely preparation of a written report following each such assessment;
3. Ensure opportunities for stakeholder group involvement in the development, implementation, and periodic review and updating of the District's Wellness Plan in a manner that is consistent with the requirements of applicable federal regulations and the specific content of the Wellness Plan;
4. Keep the Board and the broader community informed of the Wellness Plan, the District's and each applicable school's progress toward achieving Wellness Plan goals, and any recommendations for changes and improvements to the Plan, including any changes that are based on the results of a formal assessment; and
5. Establish recordkeeping procedures that are consistent with applicable federal regulations and any Department of Public Instruction (DPI) guidelines.

Nothing in this policy or in the District's formal Wellness Plan shall be construed to prohibit District schools from undertaking additional school-level wellness initiatives, provided that such initiatives (1) do not either conflict with the formal Wellness Plan or unilaterally supplant or replace portions

of the Plan; and (2) have otherwise been properly authorized within the District. However, the Board strongly encourages the administration and staff at individual schools to coordinate their student wellness initiatives with the formal Wellness Plan for the benefit of documenting such efforts and sharing ideas across the entire District.

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.

Legal References:

Wisconsin Statutes

<u>Section 93.49</u>	[farm-to-school programs]
<u>Section 118.01(2)(d)2</u>	[instructional program goals related to nutrition and physical education]
<u>Section 118.12</u>	[sales and promotions on school premises, including the sale of milk and other beverages]
<u>Section 118.33</u>	[high school graduation requirements, including physical education]
<u>Section 120.13(17)</u>	[school board power to authorize the temporary use of school facilities, including the recreational use of school facilities]
<u>Section 120.13(19)</u>	[school board power to provide community programs]
<u>Section 121.02(1)(f)</u>	[school district standard; minimum hours of direct student instruction]
<u>Section 121.02(1)(j)</u>	[school district standard; health and physical education]

Wisconsin Administrative Code

<u>PI 8.01(2)(j)2</u>	[physical education rules]
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Federal Laws and Regulations

<u>42 U.S.C. §1758b</u>	[statutory school wellness policy requirements]
<u>42 U.S.C. Ch. 13</u>	[National School Lunch Act provisions, generally]
<u>7 C.F.R. Part 210</u>	[USDA regulations implementing the National School Lunch Act, as amended, including the local school wellness policy regulations]
<u>7 C.F.R. Part 220</u>	[USDA regulations implementing the School Breakfast Program under the Child Nutrition Act, as amended]

Cross References:

[Insert appropriate cross references to the policy as applicable to your district.]

Adoption Date: March, 2018

458.1 School Wellness Plan

Policy Preamble

The Board of Education recognizes that good nutrition and regular physical activity affect the health and well-being of the students of the Waterloo School District (hereto referred to as the District). Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school. As required by law, the Board of Education establishes the following wellness plan.

Policy Leadership

The designated official for oversight of the wellness plan is the Wellness Coordinator. The official shall convene the Wellness Committee and lead the review, updating, and evaluation of the plan.

The District shall utilize a diverse group of people to participate in the development, implementation, and periodic review and update of the wellness plan. Committee members may include:

- Administrator
- Board member
- Classroom teacher
- Physical education teacher
- School food service representative
- School nurse
- Community member/parent
- Student
- Nutrition and/or health education teachers
- School counselor
- Greater Watertown Community Health Foundation

A Wellness Committee shall be formed and maintained to oversee the activities set forth in this plan. The Committee shall meet annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The Committee does this by completing and taking action on the results of a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index. The Committee shall meet no less than four times during the school year to discuss the implementation of the established activities and address any barriers and challenges. The Committee shall report annually to the Board of Education on the implementation of the plan and any recommended changes or revisions. The Board may adopt or revise the plan based on the Committee recommendations.

Nutrition Standards for All Foods

School District: Waterloo School District

The District is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

Standards and Guidelines for School Meals

The District is committed to ensuring that:

- All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010 (www.fns.usda.gov/school-meals/nutrition-standards-school-meals).
- All meals are accessible to all students.
- Withholding food as a punishment shall be strictly prohibited.
- All meals are appealing and attractive and served in clean and pleasant settings.
- Allow students the opportunity to provide input on menu items.
- Drinking water is available for students during mealtimes.
- Students are provided at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch after being seated.
- All school campuses are “closed” meaning that students are not permitted to leave the school grounds during the school day.
- Lunch shall be scheduled following recess for elementary students whenever possible.
- Lunch shall be served between 10:50am-12:50pm.
- Menus shall be posted on the District website and will include nutrient content.
- Menus shall be created/reviewed by a Registered Dietitian or other certified nutrition professional.
- All school nutrition program directors, managers, and staff shall meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for School Nutrition Professionals.

In addition, the District’s nutrition services shall:

- Notify parents of the availability of the breakfast, lunch, and summer food programs and the parents shall be encouraged to determine eligibility for reduced or free meals.
- Restrict the scheduling of club/organizational meetings during the lunch period unless students are allowed to purchase lunch to be consumed during the meetings.
- Explore the use of nontraditional breakfast service models (such as breakfast in the classroom) to increase breakfast participation.

Foods and Beverages Sold Outside of the School Meals Program

- All food and beverages sold and served outside of the school meal programs (“competitive” foods and beverages) shall, at a minimum, meet the standards established in USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. The standards are available at <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>.
- No beverages with non-nutritive sweeteners (artificial or natural), such as diet iced tea, diet soda, etc. shall be sold to students during the school day regardless of their compliance with the USDA Smart Snacks standards.

School District: Waterloo School District

- The sale of foods and/or beverages containing caffeine (with the exception of trace amounts of naturally occurring caffeine) at all grade levels during the school day are prohibited.
- Foods and beverages that meet or exceed the USDA Smart Snacks standards may be sold through fundraisers during the school day. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

Foods Provided but Not Sold

- All foods offered on the school campus by June 30th 2020 shall meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.
- Food rewards or incentives shall not be used in classrooms to encourage student achievement or desirable behavior. The District provides lists of options for healthy snacks.

Marketing

Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule.

Marketing includes:

- Brand names, trademarks, logos, or tags except when placed on a food or beverage product/container.
- Displays, such as vending machine exteriors, corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms).
- Advertisements in school publications/mailings.
- Sponsorship of school activities, fundraisers, or sports teams.
- Educational incentive programs such as contests or programs.
- Free samples or coupons displaying advertising of a product.

Nutrition Education

Schools shall provide nutrition education that helps students develop lifelong healthy eating behaviors. As such:

- Nutrition curriculum shall be offered as part of a sequential, standards-based program designed to provide students with the knowledge and skills necessary to promote health.
- Nutrition education shall follow the Wisconsin Department of Public Instruction Model Academic Standards for Nutrition.
- Curriculum will place an emphasis on: Promotion of adequate nutrient intake, healthy food preparation techniques, food safety, and healthy eating practices based on the Dietary Guidelines for Americans and MyPlate; Skill development, such as reading labels to evaluate the nutrient quality of foods, meal planning and, analysis of health information; and Media literacy and the problems associated with food marketing to children.

School District: Waterloo School District

- Nutrition education shall be offered in the cafeteria as well as the classroom, with coordination between the foodservice staff and teachers.
- Nutrition education shall be provided to families via handouts, newsletters, postings on the web-site, presentations, and workshops.
- Staff shall only use approved nutrition curriculum in the classroom.
- Teachers shall integrate nutrition education into other classroom subjects, such as math, science, language arts, social sciences, and elective subjects.
- Staff shall integrate at least 1 experiential nutrition education activity in all grade levels. Activities could include gardening, cooking demonstrations, and farm and farmers' market tours.
- All students shall participate in school gardening activities, such as planning, planting, harvesting, preparing, serving, and tasting garden-produced foods.
- Designated staff members responsible for nutrition education will regularly participate in relevant professional development.

Nutrition Promotion

The District is committed to providing a school environment that promotes student practice of healthy eating and physical activity. As such:

- Students shall receive consistent nutrition messages that promote health throughout schools, classrooms, cafeterias, and school media.
- School nutrition services shall use the Smarter Lunchroom Self-Assessment Scorecard to determine ways to improve the school meals environment.
- School nutrition services shall implement at least 20 Smarter Lunchroom techniques at each school.

Physical Activity

Physical Education

- All District elementary/ intermediate students shall receive at least 150.5 minutes of physical education per week throughout the school year.
- All District elementary students shall have physical education a minimum of three times per week.
- All District middle school students shall receive at least 107.5 minutes of physical education per week throughout the school year.
- All District middle school students shall be required to take the equivalent of one academic year of physical education.
- All District high school students enrolled in physical education shall receive an average of at least 215 minutes of physical education per week.
- All District high school students shall be required to earn 1.5 credits of physical education prior to graduation.
- Students shall be moderately to vigorously active for at least 50% of class time during all physical education class sessions.
- All physical education classes shall be taught by licensed teachers who are certified to teach physical education.
- Physical education staff shall receive professional development on a yearly basis.

School District: Waterloo School District

- In health education classes, the District shall include topics of physical activity including: the physical, psychological, or social benefits of physical activity; how physical activity can contribute to a healthy weight; how physical activity can contribute to the academic learning process; how an inactive lifestyle contributes to chronic disease; and decreasing sedentary activities.

The District shall provide opportunities for students to participate in physical activity in addition to physical education. As such:

- The District shall develop a comprehensive, school-based physical activity program (CSPAP), that includes the following components: physical education; recess; classroom-based physical activity; and out of school time activities.
- Children and adolescents should be encouraged to participate in 60 minutes of physical activity every day. The District shall provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education.
- The District shall utilize the Wisconsin Department of Public Instruction's Active Schools: Core 4+ resources.
- Physical activity during the school day shall not be withheld as punishment.
 - Participation on sports teams may be exempt from this rule if related to failure to meet WIAA or other school codes, e.g. academic or attendance requirements.
- Elementary schools shall offer at least 20 minutes of recess on all or most days during the school year (early dismissal/late arrival days are exempt).
- Outdoor recess shall be offered weather permitting. Weather conditions that will initiate indoor recess are:
 - Windchill of zero or below
 - Most rain events
- Recess monitors/teachers shall encourage students to be active during recess.
- Teachers shall encourage incorporating movement and kinesthetic learning approaches into "core" subject instruction.
- Teachers shall offer short (3-5 minute) activity breaks throughout the school day. Resources and ideas are available through staff research and collaboration.
- Schools shall provide physical activity opportunities for all students before and after school. Activities include physical activity classes/clubs, physical activity in aftercare, intramurals, and co-curricular sports.
- District facilities shall be made available to students and community members:

Gym

6:00 PM - 10:00 PM weekdays

7:00 AM - 10:00 PM weekends

Additional weekday and weekend access can be provided upon request and pending availability of custodial staff.

Pool

5:30 AM – 7:30 AM Monday, Wednesday, & Friday

4:00 PM - 8:00 PM Monday- Friday

9:00 AM - 12:00 PM Saturday

11:00 AM - 2:00 PM Sunday

School District: Waterloo School District

Additional weekday and weekend access can be provided upon request and pending availability of custodial/pool staff.

Fitness Center

6:00 AM - 8:00 AM Monday-Friday

11:00 AM - 12:30 PM Monday, Wednesday, & Friday

4:00 PM - 7:30 PM Monday-Thursday during school year

4:30 PM - 6:30 PM Monday-Thursday during the summer

9:00 AM - 11:00 AM Saturdays

- Opportunities to participate in physical activity shall be promoted throughout the school via social media, District Website, special event letters/flyers.
- The District shall encourage active transport during school days by engaging in the following activities:
 - ✓ Providing secure storage facilities for bicycles (e.g., bike racks, shed, fenced area).
 - ✓ Providing instruction on walking/bicycling safety provided to students.
 - ✓ Providing Crossing guards on streets leading to schools.

Other School-Based Activities that Promote Wellness

As appropriate, schools shall support students, staff, and parents' efforts to maintain a healthy lifestyle. The District shall support the implementation of other programs that help create a school environment that conveys consistent wellness messages in an effort to promote student and staff well-being. As such:

- Students shall be allowed to bring and carry throughout the day approved water bottles filled with only water.
- Staff is strongly encouraged to model healthful eating habits and are discouraged from eating in front of students/sharing food with students during regular class time, outside of activities related to the nutrition education curriculum.

Staff Wellness

The District will promote healthy eating and physical activities among school staff through:

- Educational activities for school staff members on healthy lifestyle behaviors.
- Distribution of an employee health newsletter to promote healthy behaviors.
- Organization of employee physical activity clubs.
- Administration of flu shots at school.
- Periodic screening at school for blood pressure, blood cholesterol, body mass index, and other health indicators.
- Annual administration of individual health-risk appraisals to help staff members establish personal health-improvement goals.
- Encouragement of staff members to set medical appointments for screening for cancer, heart disease, diabetes, and other diseases.
- Offering annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors.

Community Engagement

School District: Waterloo School District

- The District shall work with community partners, including Waterloo Parks Coordinator, Jefferson County Health Department, & Greater Watertown Community Health Foundation to support District wellness.
- The District shall offer at least 1 family-focused event supporting health promotion (e.g., health fair, nutrition/physical activity open house) each year.
- The District shall inform and invite parents to participate in school-sponsored wellness activities throughout the year.
- The District shall actively inform families and the public about the District's wellness policy through the District Website and Board of Education Meetings.
- The District shall provide information annually on how the public can participate in the school wellness committee on an annual basis.

Monitoring and Evaluation

The Wellness Committee shall monitor goals and objectives for the District and compile an annual report to address the progress of the District in meeting wellness goals. This report will be published annually on the District Website. The Wellness Committee shall evaluate compliance with the Wellness Plan no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the plan compares to a model policy, as established by the U.S. Department of Agriculture. The District shall notify school staff, students, and households/families of the availability of the wellness report via District Website and Board of Education Meetings. The report will be made available at www.waterloo.k12.wi.us. The District wellness policy shall be updated as needed based on evaluation results, District changes, release of new health science information/technology, and/or issuance of new federal or state guidance.

Adopted March of 2018

460 – STUDENT AWARDS AND SCHOLARSHIPS

Students in the Waterloo School District will be informed annually of available scholarships and awards.

Literature concerning available scholarships and awards will be posted in the appropriate school buildings. There will be records of available scholarships maintained.

School district awards and scholarships shall be allowed consistent with school district goals and objectives. When necessary, the Board will make the final determination if the district goals and objectives are met.

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

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

CROSS REF.: Student Discrimination Complaint Procedures
Policy 461 Academic Excellence Higher Scholarship
Policy 462 Wisconsin Technical Excellence Higher Education Scholarship

APPROVED: September 1993

REVISED: February 2015

461 – ACADEMIC EXCELLENCE HIGHER EDUCATION SCHOLARSHIP

In accordance with state law, on or before February 25th of each school year unless another deadline is applicable, the Waterloo School District shall designate the senior student who is eligible to receive the Academic Excellence Higher Education Scholarship. A senior is a student who has completed three full years, but not more than four years of high school. In order to be eligible for consideration as the Academic Excellence Higher Education Scholarship designee, a senior student must be enrolled as a full-time student at Waterloo High School and have:

1. Attended Waterloo High School continuously, for at least eight complete, consecutive grading periods, immediately prior to the determination of the Academic Excellence Higher Education Scholarship designee.
2. Attained the highest grade point average in all credit courses taken in grades 9 through 12, during the first three and one-half years of high school.
3. Shown evidence of intent to enroll on a full-time basis in a participating post-secondary institution in the State of Wisconsin. Such evidence shall include a written and signed statement of intent. If the student with the highest grade point average does not intend to enroll as a full-time student in a participating Wisconsin post-secondary institution, the student shall relinquish all claims to the scholarship in writing. If the student is undecided, it shall be assumed that the student will attend a participating Wisconsin institution and said student will be asked to sign a statement of intent to enroll as a full-time student in a participating Wisconsin post-secondary institution. If the student is under the age of eighteen, any statements of intent must also be signed by the parent/guardian. The student will have until September 30 of the academic year immediately following the school year in which the senior was designated as the scholarship recipient to enroll in a participating Wisconsin post-secondary institution.

The District will designate and rank a group of alternates that is at least equal in number to the number of scholarships that the high school is permitted to award, except that no student with less than a 3.800 grade point average qualifies as an alternate. The District's designation of its scholar(s) and alternates is not a final determination that a student has met or will meet, all applicable requirements for receipt of the scholarship funds.

If two or more eligible students have the same grade point average, the Board of Education authorizes a representative committee of high school faculty members to select the scholarship designee according to the designated procedure and to certify, in descending rank order, those remaining eligible seniors with the same grade point average as alternate designees. This committee will include the high school principal, the high school guidance counselor, and a representative of the following departments: English, mathematics, science, social studies, fine arts, vocational education, and foreign language.

APPROVED: June 1991

CROSS-REF.: Policy 345.1 High School Grading Policy

Policy 424, Admission to School, Class, Program or Activity
Policy 460 Student Awards and Scholarships
Procedure 461 Academic Excellence Higher Education Scholarship
Section 39.41, Wisconsin Statutes

REVISED: December 1994, August 1997, June 1999, February 2015 (renumbered)

462 – WISCONSIN TECHNICAL EXCELLENCE HIGHER EDUCATION SCHOLARSHIP

Technical Excellence Scholarships (TES) are to be awarded by the State of Wisconsin to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The Scholarships are only for use at a school within the Wisconsin Technical College system and must be applied towards tuition. Unless otherwise expressly determined by the School Board, these procedures for awarding the Wisconsin Technical Excellence Higher Education Scholarship shall apply.

The number of seniors permitted by state law with a demonstrated exemplary level of proficiency in technical education subjects, as determined under these procedures, will be selected as the high school's designee(s) to receive the Wisconsin Technical Excellence Scholarship. Any ties will be broken and alternates will be designated as further provided by law and in these procedures. A student who receives a Technical Excellence Scholarship is not eligible to receive a Wisconsin Academic Excellence Higher Education Scholarship, and vice versa.

The District's designation of its scholar(s) and alternates is not a final determination that the student has met, or will meet, all applicable requirements for receipt of the scholarship funds. If a senior selected for the scholarship declines the scholarship or is determined to be ineligible for the scholarship for any lawful reason, the Wisconsin Higher Educational Aids Board (HEAB) may award the District's scholarship to a designated alternate recipient.

DESIGNATING SCHOLARS AND ALTERNATES

The District shall identify its Technical Excellence Scholarship designee(s) and alternate(s) using the following procedures:

1. Any high school senior who is eligible to compete for the scholarship shall declare his/her interest in being considered as a candidate by submitting, the Technical Education Excellence Scholarship Letter of Intent form by the deadline indicated on the form.
2. Members of the District's high school staff shall verify that each student who has submitted a timely declaration of interest meets the mandatory scholarship eligibility requirements that are initially verified at the school level, including at least the following:
 - a. The student has presented a statement of interest in, or engaged in academic or career planning connected to, a potential future career in any technical field, occupation, or industry that would be advanced by participation in a post-high school education program at a Wisconsin Technical College;

AND

- b. The student meets at least one of the following two scholarship eligibility requirements:

- (1) The student has participated in the Youth Apprentice Program while in high school; or
 - (2) By the date the student submits his/her Letter of Intent, the student has earned at least a 0.5 high school credit in each of 3 different courses that the District considers to be either an Agriculture, Business Education, Health Science, or Technical Education course. (The 3 courses used to earn the 1.5 minimum credits do not need to be in the same area.)
3. For purposes of ranking the qualified scholarship candidates and designating scholars and alternates, the District will use the following points-based ranking system:
 - a. The student shall accrue points as follows for each 0.5 high school credit earned (i.e., completed) in either (1) a Career and Technical Education (CTE) course (i.e., an Agriculture, Business Education, Health Science, or Technical Education course; including certain dual-credit courses that would be eligible for CTE credit if the course had been offered/taken in the District); and/or (2) the Youth Apprenticeship program:
 - 1.0 point Grade of at least C- (but less than B-)
 - 1.5 points Grade of at least B- (but less than A-)
 - 1.5 points For each points-eligible 0.5 credit that a senior scholarship candidate has completed, but for which no transcript grade has been assigned (e.g., a course a transfer student took at a previous high school for which the District approved high school credit but did not assign a grade to include in the student's current GPA)
 - 2.0 points Grade of at least A-

(NOTE: Even when a general math, English/language arts, science, social studies, foreign language, etc. course has a connection to a defined CTE pathway, credits earned in such non-CTE courses do not earn points toward the scholarship competition.)
4. All course points shall be determined at the end of first semester in the year in which the student is competing for the scholarship.
5. If there are any ties in the number of points accumulated under the points-based ranking system, such ties shall be resolved through the tie-breaking procedures adopted by representatives of the high school faculty.
6. The high school will designate and rank a group of alternates that is at least equal in number to the number of scholarships that the high school is permitted to award under these procedures.

ASSIGNMENT OF RESPONSIBILITIES

A work team comprised of at least one high school administrator and at least one high school counselor or CTE teacher shall be responsible for reviewing the relevant records and ranking and ordering the designated scholars and alternates, including applying tie-breaking procedures to the extent necessary.

The High School Principal shall be responsible for ensuring that the District timely designates and notifies the HEAB of the District's scholars and alternates.

DISTRICT REQUIREMENTS DETERMINING WHEN A STUDENT MAY COMPETE FOR THE SCHOLARSHIP

As far as (1) determining when a student acquires senior status and the year in which he/she may otherwise compete for the Technical Excellence Scholarship; and (2) defining the length of time the student must have attended high school in the District in order to compete for the Technical Excellence Scholarship, the District will use the same standards that apply to the process for designating scholars and alternates for the Academic Excellence Scholarship.

An eligible senior is a student who has completed three full years but not more than four years of high school; who is enrolled as a full-time student at Waterloo High School; and who has attended Waterloo High School continuously for at least eight (8) complete, consecutive grading periods immediately prior to the determination of the Technical Excellence Scholarship designee and alternate.

HIGH SCHOOL GRADING POLICY

The District has a written high school grading system that shall be applied to the process of designating scholars and alternates for a Technical Excellence Scholarship. To the extent it is necessary to calculate a student's overall grade point average, or grade point average in a subset of courses especially relevant to the Technical Excellence Scholarship, the high school grading system shall be applied, so far as practical, in the same manner as it is applied to calculate the student's cumulative grade-point average as reported on the student's high school transcript (including to the same number of decimal places).

TIE-BREAKING PROCEDURES

If, following the application of the points-based ranking system defined above in this Policy, the work team assigned to designate and rank scholars and alternates determines that two or more relevant students remain tied, the work team shall apply the following tie-breaking procedures (in the order listed as may be necessary), which were approved by Career and Technical Education representatives of the high school faculty on the third Friday of December.

- First tie-breaker: The students' high school grade point average in all completed and graded courses that were awarded points in the ranking system defined in this Policy.

- Second tie-breaker: The students' cumulative high school grade point average through the end of the semester prior to the semester in which the scholarship designee is determined.
- Third tie-breaker: Each student's highest American College Test (ACT test) score, if an ACT score is available for all of the students who remain tied. The highest ACT score received by the District prior to January 31 of the year the student is eligible shall be used.
- Fourth tie-breaker: The student with the most high school credits earned by the end of the semester prior to the semester in which the scholarship designee is determined.
- Fifth tie-breaker: The Technical Education Excellence Higher Education Scholarship designee shall be determined by the flip of a coin.

LEGAL REFERENCE: Section 39.415 Wisconsin Statutes

CROSS REFERENCE: Policy 345.2 High School Grading
Policy 412.1 Full Time Student
Policy 460 Student Awards and Scholarships
Policy 461 Academic Excellence Higher Education

Scholarship

Procedure 461 Academic Excellence Higher Education

Scholarship

Exhibit 462 Technical Excellence Scholarship Letter of Intent
Technical Excellence Scholarship (TES) Guidance from
HEAB, dated 11/2014

APPROVED: February 2015

REVISED: January 2016

500 SERIES – PERSONNEL

511 – EQUAL OPPORTUNITY EMPLOYMENT (Employment Nondiscrimination)

The Waterloo School District is an equal opportunity employer. Personnel hiring and administration in the District shall be conducted so as not to discriminate against an applicant or employee on the basis of sex or sexual orientation, age, race, religion, national origin, ancestry, creed, pregnancy, marital status, disability or handicap, political affiliation, color, arrest or conviction record, military status, homelessness or any other factors provided for by state or federal laws and regulations.

Application forms, hiring practices and personnel administration shall be periodically evaluated to identify and eliminate stereotypes and biases.

Copies of this policy shall be made available to employees, students and the public. Complaints regarding implementation of this policy shall be processed in accordance with established procedures.

LEGAL REF.:	Title VI, Civil Rights Act of 1964 Title IX, Education Amendments of 1972 Section 504, Rehabilitation Act of 1973 Sections 111.31-111.395 Wisconsin Statutes 118.195 118.20 Title II of the Americans with Disabilities Act of 1990
CROSS-REF.:	General Discrimination Complaint Procedure 112.1 Discrimination/Harassment Complaint Form (Exhibit 112.11)
APPROVED:	May 1987
REVISED:	August 1989, August 2009

512 – PROHIBITION OF WORKPLACE HARASSMENT

The Board acknowledges and complies with all state and federal laws and regulations, requirements and responsibilities prohibiting sexual and other unlawful harassment in the workplace.

Employees who initiate or engage in prohibited sexual or other unlawful harassment in the workplace are subject to appropriate disciplinary action including but not necessarily limited to, reprimand, suspension, demotion, and nonretention (nonrenewal or discharge). Student violators of this prohibition shall also be subject to appropriate corrective action including but not necessarily limited to parental conference, detention, suspension or expulsion.

Sexual harassment is a form of misconduct which undermines the integrity of the District's employment and academic relationships. All employees and students must be allowed to work in an environment free from unsolicited and unwelcome, sexual overtures.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, verbal or graphic communication, or physical conduct of a sexual nature when:

- a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining an education; or
- b. Submission to or rejection of that conduct or communication is used as a factor in decisions affecting that individual's employment or education; or
- c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment or education environment.

Generally the prohibition against sexual harassment does not prohibit occasional compliments made in good faith and under appropriate circumstances. However, a failure to honor a request to cease such compliments could constitute sexual harassment or retaliation.

It is possible for sexual harassment to occur within and between all levels of the organization. In fulfilling its obligation to maintain a positive and productive working and learning environment, the District will investigate any claim of harassment and will take appropriate corrective action to address any substantiated claim of harassment.

Individuals who believe they or another individual is or has been the target of, or victimized by, inappropriate or other harassment are encouraged to tell the alleged harasser at the time of such conduct that such behavior is unwelcome, offensive or otherwise inappropriate. If this is not feasible or would otherwise be uncomfortable to the victim, he/she is encouraged to discuss the situation with, make an informal complaint to, and/or file a formal complaint with a member of the administrative staff.

Retaliation in any form against any person for complaints or participation in any investigation of alleged harassment is prohibited. Any individual who believes he/she has been retaliated against in violation of this policy should report such conduct as soon as possible to the building principal or the District Administrator. Appropriate disciplinary action will be taken in the event of a substantiated complaint of retaliation.

A non-employee who engages in any prohibited harassment in the workplace will be advised of the District's policy. In addition, other appropriate actions may be taken.

Each employee and student shall have access to this policy and the procedure on prohibited harassment. It is each administrator's responsibility to see that all personnel are aware of this policy and understand that harassment in the workplace will not be tolerated. Administrators are also responsible for the dissemination of this policy to all employees and students.

The Waterloo School District is committed to a policy of nondiscrimination. Discrimination complaints shall be processed in accordance with established procedures. In keeping with state and federal law, the Waterloo School District shall not discriminate in the employment, assignment, promotion, transfer, layoff, termination or reinstatement of personnel.

The Board authorizes the District Administrator to develop procedures and forms related to this policy.

APPROVED: March 1992

REVISED: July 2003

REAFFIRMED: February 2005

521 – MILEAGE REIMBURSEMENT

Mileage will be reimbursed at the allowable tax rate established by federal guidelines for all personnel who are engaged in school related and approved activities. Mileage will be computed from the school or home (whichever is least) to the site of the activity. The District will only reimburse travel expense for one vehicle to any activity unless prior administrative approval has been granted.

Administrative travel will be reimbursed for out-of-district mileage only.

All staff requesting reimbursement must complete and return a District expense voucher.

APPROVED: August 1994

REAFFIRMED: February 2005

524 – TOBACCO USE BY STAFF ON SCHOOL PREMISES

Employees shall not use tobacco products, including electronic cigarettes, on District premises, in District vehicles, or in the presence of students at school or school-related activities. This prohibition shall include other property rented, controlled or used during school sponsored/supported functions. It shall further include contracted transportation vehicles while traveling to and from school sponsored/supported functions.

The District Administrator and Building principals shall be responsible for disseminating information regarding this policy prohibition, including posting appropriate signs on school premises.

Employees violating this policy will be subject to disciplinary action, up to and including discharge, and referral to law enforcement authorities.

LEGAL REF.: Section 101.123 Wisconsin Statutes
120.12(20)

CROSS-REF.: Policy 831 Tobacco Use on School Premises

APPROVED: August 1990, August 2014

526 – PERSONNEL RECORDS

The Waterloo School District shall maintain a personnel file in the District Office, 813 North Monroe Street, Waterloo, Wisconsin for each employee. Personnel files shall contain such information as the employment application, license, credentials, transcripts, references, evaluations and other pertinent information concerning an individual's employment in the District. Employee health records, including physical examinations and tuberculin test records, shall be maintained in separate files from other personnel records as confidential medical records.

Individual personnel records shall be maintained in accordance with state and federal laws and regulations. An employee shall have the right to review the contents of his/her personnel file pursuant to provisions outlined in current employee handbooks, individual employment contracts, state and federal law and established procedures.

LEGAL REFERENCE: Wisconsin Statute 103.13
 Chapter 19, Subchapter II and IV
 Americans with Disabilities Act of 1990

CROSS REFERENCE: Policy 823, Access to Public Records
 Procedure 823.01, Procedures For Accessing Public Records

APPROVED: June 2003

REVISED: April 2012

527 – EMPLOYEE GRIEVANCES

Pursuant to state law, the School Board shall provide a grievance procedure for the orderly resolution of employee grievances related to employee discipline, employee terminations, and workplace safety. Any employee of the District has the right to access the grievance procedure provided the grievance is filed in writing within the applicable timelines and provided that the issue presented by the grievance properly concerns a grievable complaint. However, nothing within this policy or within the written rules and procedures implementing this policy shall be construed:

1. To prevent an employee and the District from voluntarily resolving, or attempting to resolve, an employee's grievance, complaint, concern or other dispute using informal methods separate from the formal grievance process, such as a mediated resolution or other similar outcome;
2. To interfere or conflict with the District's obligations, or an employee's or labor organization's rights, under any collective bargaining agreement. To the extent any collective bargaining agreement includes a contractual grievance procedure for the resolution of any grievance that is also within the jurisdiction of the District's statutorily-required grievance procedure, the District shall fully honor the contractual grievance procedure, including binding arbitration to the extent applicable;
3. To grant or confer to any employee any substantive rights or employment protections that would not exist in the absence of this policy and its implementing rules, except for those primarily procedural rights inherent and minimally necessary to an employee's ability to access and use the grievance procedure in the manner defined by state law and by the Board.

No employee is required to pursue a formal grievance using the procedures established pursuant to this policy, and supervisors and administrators are expected to fulfill their supervisory role(s) with respect to managing employee complaints and concerns even where an employee is unable to or elects not to pursue a grievance under the formal procedures established by the Board.

The grievance procedure shall provide for grievances to be handled in a timely manner. The procedure shall also include an opportunity for a grievant to present his/her grievance before an impartial hearing officer, as well as an appeals process in which the highest level of appeal is the Board.

No employee or District official shall, or attempt to, restrain, interfere with, coerce, discriminate against and/or retaliate against any employee who files or processes a grievance in good faith. The same protections apply to any person who otherwise participates in the presentation, processing or resolution of a grievance (e.g., a witness), regardless of whether the allegations presented by the grievance are ultimately sustained. Actions taken in bad faith, such as engaging in abuse of the process, providing false information, or engaging in libel or slander in connection with a grievance are not protected. Violations of this paragraph may lead to disciplinary action, up to and including termination.

LEGAL REF.: 2011 Act 10

CROSS REF.: Procedure 527.1 Employee Grievance Procedure
Procedure 527.2 Impartial Hearing Officer Selection Procedures

APPROVED: September 2011

533 – EMPLOYMENT OF CERTIFIED/TEACHING PERSONNEL

The Waterloo School District shall seek to employ certified and qualified individuals for all vacancies. Criteria for employment shall include, but not be limited to certification, formal education, specialized training or knowledge, prior work experience, personal qualifications, potential for growth, performance evaluations by previous or current employers, and the ability to perform the essential functions of the position.

The District Administrator or his/her designee shall supervise the recruitment of certified and qualified candidates for all certified/teaching positions that have been approved by the Board of Education. District office personnel will post all vacancies, coordinate the application process, and create an applicant file for each qualified applicant who provides the District with all of the required documents by the application deadline. To receive consideration for an interview, applicants must provide the District with:

1. A completed District application.
2. An up-to-date resume'.
3. A complete set of credentials.
4. A complete set of transcripts showing all undergraduate and post-graduate coursework.
5. A copy of his/her Wisconsin teaching license or evidence of ability to obtain the required licensure.

The administrator who will supervise the certified/teaching staff member will screen the complete applicant files, select applicants to be interviewed, coordinate the interview process, and conduct reference checks with previous employers. Administrators are encouraged to use a team interview approach that involves staff and/or parents, whenever feasible. The administrator who will supervise the selected applicant shall prepare a written recommendation for employment and schedule a time for the selected applicant to meet with the District Administrator to discuss salary, benefits and contract information.

The District Administrator or his/her designee shall recommend certified/teaching personnel for employment by the Board of Education. When certified/teaching personnel are recommended, the District Administrator shall provide the Board with the name of the recommended applicant, his/her salary schedule placement, a copy of the completed application, an up-to-date resume', the employment recommendation from the administrator who will supervise the new certified/teaching staff member, and the name of the former employee who occupied the position. Application materials shall be returned to the District Administrator at the Board meeting at which the applicant is considered for employment.

When an emergency circumstance or late resignation between Board meetings warrants that an individual be immediately employed and on the job to meet the educational needs of children, the District Administrator shall be authorized to employ certified/teaching personnel. The District Administrator shall inform the Board of such action at its next regular meeting and shall provide the Board with the name of the new employee, his/her salary schedule placement, a copy of the completed application, an up-to-date resume', the employment recommendation from the administrator who will

supervise the new certified/teaching staff member, and the name of the former employee who occupied the position. The Board has statutory responsibility regarding the employment of certified/teaching personnel and will need to affirm the employment of such individuals by official Board action.

Following employment approval, the administrator who will supervise the new certified/teaching employee shall provide all other applicants with written notice informing them that the vacancy has been filled and thanking them for their interest in the Waterloo School District. All applicant files shall be returned to the District Office and retained for a period of three years.

LEGAL REF.: Chapter 111 Subchapter II Wisconsin Statutes
Sections 118.19, 118.195, 118.20, 118.24, 121.02(1)(a)
Americans with Disabilities Act of 1990

APPROVED: May 1997

REAFFIRMED: February 2005

533.1 – EMPLOYMENT OF CO-CURRICULAR PERSONNEL

Waterloo School District may appoint faculty members for co-curricular positions. The District may also seek to employ a qualified non-faculty person for the vacancy. Criteria for employment shall include, but not be limited to formal education, specialized training or knowledge, participation in the co-curricular activity or sport, prior work experience, personal qualifications, potential for growth, performance evaluations by previous or current employers, and the ability to perform the essential functions of the position.

The District Administrator or his/her designee shall supervise the recruitment of candidates for co-curricular positions that have been approved by the Board of Education and shall recommend co-curricular personnel for employment by the Board of Education.

When an emergency circumstance or late resignation between Board meetings warrants that an individual be immediately employed and on the job to permit a co-curricular activity to begin or continue on schedule, the District Administrator shall be authorized to employ co-curricular personnel. The Board would take formal action on the co-curricular employee at its next regular meeting.

CROSS REF.: Co-curricular Staff Handbook

LEGAL REF.: Chapter 111 Subchapter II Wisconsin Statutes
Sections 118.19, 118.195, 118.20, 118.24, 121.02(1)(a)
Americans with Disabilities Act of 1990

APPROVED: May 12, 1997, June 11, 2012

537 – PROFESSIONAL STAFF DEVELOPMENT OPPORTUNITIES

The Board is dedicated to providing the best educational programs and learning opportunities to students. As the Board strives to provide quality education to students, it recognizes the need to not only hire the most qualified, competent, and dedicated administrators and staff but also provide on a continuous basis, comprehensive opportunities for professional involvement, growth and renewal. This will be accomplished through an annually established district plan which has been jointly determined by administration and staff.

The Board believes that all professional employees on their own must seek and carry out ongoing self-directed activities such as professional reading, membership in area, state and/or national professional organizations, service on area, state and/or national educational committees, etc.

APPROVED: December 1990

REVISED: April 2005

538 – SUPERVISION AND EVALUATION OF PROFESSIONAL STAFF

In order to ensure a high quality of professional performance and instructional programs in the Waterloo School District, the Board shall require regular evaluations of all professional staff members. The administration, with involvement of the professional staff, shall develop evaluation procedures which will serve a dual purpose:

1. To provide a sound basis for improvement; and
2. To provide a measure of professional staff effectiveness.

Building principals shall have the primary responsibility for supervising and evaluating professional staff performance.

All professional staff evaluations shall be based on written position descriptions and shall be in compliance with provisions of the current Faculty Handbook and state law.

CROSS-REF.: Faculty Handbook
S121.02(1)(q) Wis. Stats.

APPROVED: December 1990

REVISED: April 2012

543 – EMPLOYMENT OF SUPPORT STAFF PERSONNEL

The Waterloo School District shall seek to employ qualified individuals for all support staff vacancies. Criteria for employment shall include, but not be limited to formal education, specialized training or knowledge, prior work experience, personal qualifications, potential for growth, performance evaluations by previous or current employers, and the ability to perform the essential functions of the position.

The District Administrator or his/her designee shall supervise the recruitment of qualified candidates for all support staff positions that have been approved by the Board of Education. District office personnel will post and publish all vacancies, coordinate the application process and create an applicant file for each applicant who completes a District application form by the application deadline.

The administrator or supervisor who will supervise the support staff member will screen the completed applicant files, select applicants to be interviewed, coordinate the interview process, and conduct reference checks with previous employers. Administrators and supervisors are encouraged to use a team interview approach that involves staff when deemed appropriate. The administrator or supervisor who will supervise the selected applicant shall prepare a written recommendation for employment and schedule a time for the selected applicant to meet with the District Administrator to discuss hours, wage and benefits information.

The District Administrator or his/her designee shall recommend support staff personnel for employment by the Board of Education. When support staff personnel are recommended, the District Administrator shall provide the Board with the name of the recommended applicant, his/her classification and wage placement, a copy of his/her application, the employment recommendation from the administrator or supervisor who will supervise the new support staff member, and the name of the former employee who occupied the position. Application materials shall be returned to the District Administrator at the Board meeting at which the applicant is considered for employment.

When an emergency circumstance or resignation between Board meetings warrants that a position be filled in order to continue meeting the educational needs of children or operational needs of the District, the District Administrator shall be authorized to employ support staff personnel. The District Administrator shall inform the Board of such action in an informational agenda item at its next regular meeting and shall provide the Board with the name of the new employee, his/her classification and wage placement, a copy of his/her application, the employment recommendation from the administrator or supervisor who will supervise the new support staff member, and the name of the former employee who occupied the position.

Following employment approval, the administrator or supervisor who will supervise the new support staff employee shall provide all other applicants with written notice informing them that the vacancy has been filled and thanking them for their interest in the Waterloo School District. All applicant files shall be returned to the District Office and retained for a period of three years.

Americans with Disabilities Act of 1990

APPROVED: May 1997

REAFFIRMED: February 2005

548 – SUPERVISION AND EVALUATION OF SUPPORT STAFF

In order to ensure a highly qualified and competent support staff in the Waterloo School District, the Board shall require regular evaluations of all support staff members. Evaluation procedures will serve a dual purpose:

3. To provide a sound basis for improvement; and
4. To provide a measure of support staff effectiveness.

Building principals and department supervisors shall have the primary responsibility for supervising and evaluating support staff performance.

All support staff evaluations will be based on written position descriptions and will be in compliance with provisions of the Support Staff Handbook and state law.

CROSS-REF.: Support Staff Handbook

REVISED: April 2012

600 SERIES – FISCAL MANAGEMENT

654 – INVESTMENT OF DISTRICT FUNDS

The Board recognizes that due to the timing of receipts and disbursements of funds, the District may, from time to time, have funds which are not needed to meet immediate operating expenses. The Board considers the temporary investment of such funds to be a critical element of sound fiscal management and authorizes an investment program for the purpose of securing maximum yield of interest revenue to supplement other revenues in fiscal support of the District's educational programs. All interest earned from such investments shall be deposited to the respective fund from which the money was deposited.

The investment program shall be administered in a manner that will ensure:

1. That there is a continuous process of temporary investment of all funds which are not needed to meet the District's immediate operating expenses.
2. That an open system which utilizes bids and/or quotes to obtain a fair market yield on all investments and facilitates deposit and withdrawal of funds that will maximize earnings for the District will be used.
3. That all District investments will be in compliance with state and federal laws.
4. That no aggregate deposit in excess of \$500,000 shall be permitted in any one depository, unless said depository furnishes the District with written proof of collateral specifically designated to protect District deposits which exceed the FDIC and FSLIC insured limit.
5. That financial institutions within the District receive an opportunity to compete for District investments.

The Board authorizes the Business Manager to manage all activities associated with the investment of District funds in such a manner as to accomplish the objectives of this policy. The Business Manager shall be further authorized to execute, under the supervision of the District Administrator and in the Board's name, any or all documents related to the investment program in a timely manner and to confer with consultants regarding investment decisions when necessary. The Business Manager and District Administrator shall countersign all documents which authorize the transfer of District funds to interest-bearing investments.

The Business Manager is authorized to utilize any of the following investment options without prior Board approval:

1. Bonds or other securities that have the principal and interest guaranteed by the federal government or Wisconsin municipality.

2. Local Government Pooled Investment Fund.
3. Wisconsin School District Liquid Asset Fund.
4. Certificate of deposits with financial institutions insured by FDIC or FSLIC.
5. Interest-bearing savings or checking accounts with financial institutions insured by FDIC or FSLIC.
6. Repurchase agreements with financial institutions that collateralize District funds with securities or insure them under FDIC or FSLIC.

The annual Audit Report of the District shall include a summary of cash and investments statement.

LEGAL REF.: Sections 66.0603 Wisconsin Statute
 67.11(3)

APPROVED: May 1996

REVISED: March 2005

662.3 – GENERAL FUND BALANCE

The Waterloo School District acknowledges a fiscal need for maintaining an operating reserve in its General Fund to:

1. Provide the District with adequate working capital sufficient to meet its cash-flow requirements and minimize annual short-term operational borrowing during each fiscal year operating cycle,
2. Function as a safeguard to fund unanticipated expenses that the District might incur or to fund unrealized revenue, but shall not be considered available to meet recurring operational expenses, and
3. Demonstrate fiscal responsibility that will result in a high credit rating and reduce District borrowing expenses.

In recognition of these needs, the Board of Education shall strive to build and maintain a general fund balance at a level equivalent to at least the amount of three months of the operating expenditures of the general fund. The District shall strive to establish operating budgets that will add sufficient funds each year to attain and/or maintain this level in the general fund balance.

The District shall report its fund balance in accordance with generally accepted accounting principles. The District shall classify fund balance into the following categories: non-spendable, restricted, committed, assigned and unassigned.

Non-spendable funds may include categories such as inventories (e.g. food service), prepaid expenses, long-term receivables, scholarship dollars, and any amounts that are contractually committed.

Restricted funds are the designated spendable portions of the special revenue trust funds, debt service fund, capital projects fund, food service fund, and the community service fund.

Committed funds are funds designated for a specific purpose. The Board of Education may commit funds by a majority vote during a posted, open meeting. Committed funds shall be used exclusively for the designated specific purpose, unless the Board of Education decides to change the commitment.

Assigned funds are also funds designated for a specific purpose, but the intent or decision to assign those funds can be made by either the governing body or by an official who acts as the body's designated authority. For example, if an emergency repair were needed, the District Administrator could assign the fund balance for the purpose of remedying that repair.

The Board of Education authorizes either the District Administrator or the Business Manager to assign fund balances, as well as directs them to assign needed funds to maintain the District's cash flow needs and to cover the cost of unsettled labor agreements.

Unassigned funds are amounts available for any purpose. Any general fund resources not of the other four categories shall be deemed unassigned.

Whenever current year expenditures exceed revenues in any fund, the unassigned fund balance followed by the assigned fund balance and finally the committed fund balance, if needed, will be used to eliminate the deficit.

LEGAL REFERENCE: Governmental Accounting Standards Board (GASB) Statement 54

CROSS REFERENCE:

APPROVED: July 2003

REVISED: June 2011, August 2013

664 – CASH IN SCHOOL BUILDING

All money collected by District employees or student organizations is to be safeguarded at all times. Under no circumstances are collected monies to be left overnight in any classroom or taken home. Cash collected by employees or student organizations and kept overnight shall be deposited in the district designated night depository.

All money collected by school district employees and by student organizations shall be properly receipted, accounted for, and deposited on the date of collection in accordance with established procedures.

Complete records of all transactions shall be kept for the purpose of supporting audits by the District and/or the District's auditing firm.

LEGAL REFERENCE: Wisconsin Statutes 120.14(1)

CROSS REFERENCE: Policy 375, Student Fund Raising Activities
Policy 376, Student Activity Funds Management
Procedure 664.1, Money Handling Guidelines/Procedures

APPROVED: July 2003

REAFFIRMED: January 2005

664.2 – NON-SUFFICIENT FUND CHECKS

The Waterloo School District Board shall permit individuals to use personal checks for the transaction of business with the District. Personal checks may not, however, be used to receive cash.

If any check is returned because of non-sufficient funds, collection efforts will be in accordance with established procedures. After the second non-sufficient fund check has been received from an individual, the District will require cash payment for the remainder of the school year.

LEGAL REFERENCE:	Wisconsin Statutes	Section 943.24 Section 403.414(7)
	Chapter 278	City of Waterloo Ordinance
CROSS REFERENCE:	Procedure 664.2 Handling Non-Sufficient Fund Checks	
APPROVED:	July 2007	

665 – FRAUD PREVENTION AND REPORTING

The District expects all employees, Board of Education members, consultants, vendors, contractors and other parties maintaining any business relationship with the District to act with integrity, due diligence and in accordance with all applicable laws, District policies and procedures in matters involving District fiscal and property resources. The District is entrusted with public dollars and no person connected with the District should do anything to erode that trust.

The District Administrator or designee shall be responsible for developing and maintaining internal controls designed to prevent and detect fraud, financial impropriety or fiscal irregularities within the District. Every member of the District's administrative and supervisory team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her areas of responsibility.

LEGAL REF.: Sections 19.41 Wisconsin Statutes
 19.59
 120.12(1)
 946.10
 946.12
 946.13

CROSS REF.: Policy 376 Student Activity Funds Management
 Procedure 376 General Guidelines for Activity Accounts
 Procedure 665 Fraud Reporting Procedure

APPROVED: December 2007

672 – PURCHASING POLICY

The policy of the Board will be to acquire equipment, services and supplies at the minimum possible cost, taking into consideration the best interests of the school district. The District Administrator, or his/her designee, shall serve as the purchasing agent for the school system and shall develop the necessary procedures to implement this policy. The following guidelines are established with regard to purchasing:

A. General Guidelines

1. In awarding purchases or contracts for services, the District Administrator, or his/her designee, shall consider the following: (a) price; (b) quality of product; (c) service, delivery and maintenance of the product; (d) suitability of product; (e) conformance to needs and specifications; (f) past performance to the school district; and (g) vendor reliability.
2. All purchases from all funds under District control and responsibility are to be made after proper written documentation is secured to support such purchases, excluding purchases of a minor or emergency nature.
3. A fully operative purchase order system shall be used as a means of budgetary control.
4. Vendor competition is encouraged whenever possible. A conscious effort shall be made to consider Wisconsin-based companies.
5. Whenever possible, local businesses shall be considered when making a purchase.
6. All expenditures from the Capital Projects Fund shall be presented to the Board for approval.
7. Sufficient amounts must have been budgeted in appropriate accounts and sufficient funds must be available in said accounts, or line item transfer approval must be given by the building principal/function administrator or the District Administrator.
8. Under no circumstances may school district staff, private individuals, or non-school organizations purchase items through District purchasing to avert sales tax, obtain special school price discounts or gain other personal advantage.

B. Purchasing Authority

1. Supervisors and administrators are authorized to purchase, in a single transaction from his/her budget, any item, group of items, or service costing up to \$1,500.
2. The District Administrator, or his/her designee, is authorized to purchase, in a single transaction, any item, group of items, or service costing up to \$5,000.

3. Board of Education approval is required to purchase, in a single transaction, any item, group of items, or service costing in excess of \$5,000.

C. Non-Negotiated Purchases

Non-negotiated purchases can be made when there is only one viable supply source, provided the amount does not exceed formal bidding requirement limitations.

D. Informal Quotations, Written Quotations, Formal Sealed Bids, or Negotiated Contracts

1. Informal quotations, written quotations or formal sealed bids are not required for:
 - a. Instructional textbooks, books, tapes, films, workbooks, educational kits, periodicals and audiovisual materials.
 - b. Replacement parts for existing equipment where the value of the replacement parts is estimated to be less than 50% of the total value of the equipment.
 - c. Cooperative Educational Service Agency (CESA) and other intergovernmental contracts.
 - d. Maintenance contracts of at least one year's duration where the maintenance is to be performed on a routine or as-needed basis on specific equipment.
 - e. Personal Service contracts.
 - f. Used equipment (including demonstrators) where a definite cost advantage can be demonstrated.
 - g. Any purchase (except energy conservation measures) under \$500.
2. At least two (2) Informal Quotations are required to purchase, in a single transaction, any item, group of items, or service, costing between \$500 and \$2,000. Informal quotations may be obtained in the form of written or verbal price information provided by a vendor, secured in person by telephone, through published pricing, or through a written quotation. An Informal Quotation Form (Exhibit 672(1)) shall be completed to document the informal quotations received, and shall be attached to the purchase order.
3. Three (3) Written Quotations are required to purchase, in a single transaction, any item, group of items, or service costing between \$2,000 and \$10,000. Independent written quotations must be prepared by the vendors and must identify the full cost of the item, group of items, or service. The written quotations shall be attached to the purchase order and retained until the audit for the fiscal year has been completed.

4. Formal Sealed Bids are required (Procedure 672.1) to purchase, in a single transaction, any item, group of items, or service costing in excess of \$10,000. The District Administrator, or his/her designee, shall prepare a written summary of the formal sealed bids received from the vendors and have both the bid summary and original bids available when the Board considers awarding the bid. The bid summary and bids shall be retained until the audit for the fiscal year has been completed.
 - a. The Board retains the right to reject any and all bids, to use its judgment in awarding bids, and to redo the bidding process when deemed necessary.
 - b. The Board retains the right to waive the formal sealed bid process (except for energy-saving performance and group health care benefits provider contracts) when it is determined to be in the best interests of the District. A specific alternative to the formal sealed bid process must be approved by the Board in advance of implementing the alternative.

E. Bond Requirements

1. Bid Bond
 - a. A Bid Bond shall be required of all bidders on building construction, renovation and repair projects in excess of \$10,000. The bid bond shall be issued by a surety company licensed to do business in Wisconsin or in lieu of a bond, a cashiers check shall be made out to the District for 5 percent of the total bid amount. The bid bond or cashiers check shall be included with the bid when the bid is submitted to the District to protect the District from loss incurred if:
 - 1) the accepted bidder withdraws the bid or
 - 2) the accepted bidder fails to enter into a performance contract with the District.
2. Performance and Payment Bond
 - a. Successful bidders on building construction, renovation or repair projects with a contract amount of \$10,000 or less shall not be required to file a Performance and Payment Bond with the District.
 - b. Successful bidders on building construction, renovation or repair projects with a contract amount that is more than \$10,000 and not greater than \$50,000 shall be required to file a Performance and Payment Bond with the District. The Board of Education may waive the Performance and Payment Bond

requirement if the request for bids is structured to elicit two bids from each contractor, one with and one without a performance and payment bond and the Board waives the bond with a two-thirds majority vote prior to awarding the contract. The Board shall:

- 1) consider the financial stability of the prime contractor, the experience of the prime contractor, the total value of the contract, the total value of the contract to be performed, and the cost savings available to the District by waiving the Performance and Payment Bond.
 - 2) be obligated to guarantee payments to any project subcontractor and all parties with claims for labor or supplies on the project when the Board waives the performance and payment bond requirement.
- c. Successful bidders on building construction, renovation or repair projects with a contract amount that exceeds \$50,000 shall be required to file a Performance and Payment Bond with the District. The bond shall be issued by a surety company licensed to do business in Wisconsin and shall guarantee that the contractor(s) will:
- 1) faithfully perform in accordance with the terms of the construction contract and
 - 2) pay subcontractors and suppliers for all labor and materials used for the construction project.

F. Emergency Purchases

The District Administrator, or his/her designee, shall be authorized to waive normal purchasing policy provisions when emergency circumstances exist which might seriously interfere with the operation of the school district or jeopardize the health or safety of students, employees, or members of the public who enter District facilities. Emergency purchases shall be reported to the Board within two working days.

LEGAL REF.: WI Stat. Sections 120.13(5) and (33), 66.0133, 66.0901, 779.14(1m) 946.13

APPROVED: August 1994

REVISED: January 1997, January 1998, September 1998, March 2005, September 2005

690 – DISPOSAL OF ASSETS

Furniture, equipment and supply items no longer needed by the District are to be disposed of by making them available on a reasonable basis to any non-profit organization in quantity lots or by periodically holding public sales. Public notice will be given concerning details for the disposition of these items. Non-saleable items will be sold for salvage or destroyed.

Textbooks, library books and other instructional materials no longer needed by the District may be disposed of by recycling, incinerating, sale or scrapping. Requests from organizations or individuals for any of such materials will be considered, with first priority being given to non-profit organizations.

Obsolete materials shall be disposed of in accordance with established procedures.

Any sale of property belonging to and no longer needed by the District shall be authorized by the District's annual meeting. All monies received from the sale of these items or salvage materials will be deposited in the General Fund.

LEGAL REFERENCE: Wisconsin Statutes 120.10(12)
120.12(1)

CROSS REFERENCE:	Policy 672	Purchasing Policy
	Policy 740	Material Resources Management
	Policy 830	Facility Utilization

APPROVED: January 2004

REAFFIRMED: January 2005

700 SERIES – SUPPORT SERVICES

720 – SAFETY PROGRAM

A long-range plan, which maintains District-operated facilities to the level of the standards established for safe and healthful facilities shall be developed, adopted, and implemented by the Board. The Board shall comply with all regulations, codes, and orders of local, state and federal agencies which regulate safe and healthful facilities.

The facilities shall be inspected at least annually for potential or demonstrated hazards to safety and health and hazardous conditions shall be corrected, compensating devices installed or special arrangements made to provide for safe and healthful facilities. Maintenance procedures and custodial services shall be conducted in such a manner that the safety and health of persons using the facilities are protected.

The Building and Grounds Supervisor shall serve as school safety coordinator for the District.

LEGAL REF.:	Sections 118.07 Wisconsin Statutes
	118.09
	118.10
	120.12
	121.02(1)(I)

APPROVED:	December 1990
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REAFFIRMED:	January 2005
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722 – ACCIDENT REPORTS

All accidents and injuries to either students or staff occurring on school grounds or while at school sponsored activities shall be reported immediately to the school office. A written accident report must be filed with the building principal.

Accident reports will be reviewed annually by the safety coordinator, building principals and school nurse so that systematic accumulation of school accident and injury data can be used by administrative staff upon which to base:

1. Regular evaluation of safety program efforts.
2. Changes in building structures and facilities or procedures to improve the school environment.
3. Strengthened organizational and administrative management of the safety program.

APPROVED: December 1990

REVISED: March 2006

731.1 – LOCKER ROOM PRIVACY

The Waterloo School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

4. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
5. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
6. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

LEGAL REF: Wis. Stats 120.13(35), 175.22, 942.09, 995.50.

CROSS REF: 443.8 Student Use and Possession of Electronic Equipment
Waterloo High School Parent/Student Handbook
Waterloo Intermediate/Middle School Parent/Student Handbook

APPROVED: August 2008

740 – MATERIAL RESOURCES MANAGEMENT

The Business Manager shall have overall responsibility for asset management in the district, including the receipt, warehousing, inventory and disposal of all district supplies and equipment.

Supplies and equipment shall be received at the district, school or maintenance offices and delivered in accordance with established administrative procedures.

Inventories of district property shall be maintained. All items purchased with a value of \$500 or greater and a life of three years or more shall receive a tag containing a bar code symbol and the identifying words "Waterloo School District."

All fixed assets as identified below and their estimated useful life must be entered into the district's fixed asset accounting system. Donated items will be reported at fair market value. For depreciation purposes only, the salvage value of assets is estimated to be immaterial. Therefore, assets will be depreciated at 100% of cost. The "half-year" convention will be utilized whereby one-half year's depreciation is recorded in both the year of acquisition and the year of disposition.

<u>Fixed Asset</u>	<u>Capitalization Threshold</u>	<u>Estimated Useful Life</u>
Buildings	\$25,000	50 years
Building Improvements	\$10,000	20 years
Site Improvements	\$10,000	10 – 20 years
Licensed Vehicles	\$10,000	10 years
Furniture and Equipment*	\$2,000/\$7,500	5 - 10 years
Computer & related technology*	\$2,000/\$7,500	5 years
Library and/or textbooks*	\$2,000/\$7,500	7 years

*The capitalization threshold for these items is \$2,000 or more for an individual item or \$7,500 for grouped items (all like items valued at less than \$2,000 and purchased in a year).

LEGAL REFERENCE: Governmental Accounting Standards Board Statement #34

CROSS REFERENCE: Policy 672 Purchasing Policy
 Policy 690 Disposal of Assets
 Policy 830 Facility Utilization

APPROVED: January 2004

REAFFIRMED: January 2005

742 – OFF-SITE USE OF EQUIPMENT/FURNITURE

Instructional school equipment may be removed from the school only by staff who need to use it for examination and/or development of instructional programs for school use.

No individual shall be allowed use of district owned equipment (including media equipment and computers) or furniture for personal use.

District property other than computers and maintenance equipment may be loaned to service organizations or businesses located within the School District.

Off-site usage of equipment/furniture shall not interfere with the normal school operation.

Permission for removal of District property must be obtained from persons responsible for the care and control of said property. Documentation must be kept showing dates, locations and purposes of all off-site usage.

Users shall be responsible for the safe return of all equipment and furniture. Any loss or damage happening during the time outside of school will be the user's responsibility to repair or replace to the satisfaction of the persons granting usage approval.

APPROVED: March 1992

REAFFIRMED: January 2005

751 – PUPIL TRANSPORTATION SERVICES

In the Waterloo School District, access to school bus transportation is a privilege, not a right. Eligibility for District-provided transportation is limited to students who meet one or more of the following criteria:

1. Reside 2.0 miles or more from school in a manner as required by Wisconsin Statutes.
2. Reside less than 2.0 miles from school in areas that have been designated as hazardous transportation areas by the sheriff of Dane, Jefferson or Dodge counties and have received DPI approval as such.
3. Reside less than 2.0 miles from school and are in early childhood through third grade.
4. Reside within the District and have an Individual Education Plan (IEP) that requires transportation services.

Students attending private schools located within the District or up to five miles outside the District boundary lines shall be eligible for transportation privileges in the same manner as students attending the public schools. The District recognizes its legal authority to provide for parents/guardians an alternative transportation contract per State Statute 121.54, 121.55 and 121.555 where it is in the best interest of the District.

Eligible students will be transported from and to the nearest point where private driveways intersect with town, county, state or federal roads. In the case of dead end roads, the Board will determine the advisability of their use as bus routes. The Board reserves the right to request that students collect at prearranged points in order to reduce the number of stops and save time. Bus stops in all cases will be arranged consistent with good safety practices and efficient operational procedures.

The responsibility for the daily operation, enforcement, and administration of the pupil transportation system shall be delegated from the School Board to the District Administrator. The District Administrator shall also act as liaison between the administrative staff, bus contractor, and citizens of the district in resolving transportation problems that might arise in the implementation of transportation policies.

Each school principal is delegated the responsibility for the safety and discipline of the students from the time they board the bus until they leave the bus for home. They are also responsible for such other areas as outlined in the Pupil Transportation Services Handbook.

The bus contractor is responsible for insuring that vehicles and drivers used in transporting pupils follow the rules and regulations adopted by the Federal Government, the Wisconsin Motor Vehicle Department, the School Board and negotiated Bus Contract. The responsibility of the principal for the safety and discipline of pupils shall be delegated to the bus contractor, and subsequently the bus driver, when pupils are in transit, unless the pupils are accompanied by a chaperon or other competent adult in charge.

LEGAL REF.: Sections 115.76(5) Wisconsin Statutes
121.51 - 121.57
1994 Annual Meeting Minutes

APPROVED: October 1991

REVISED: August 1996, May 1997, April 1999

REAFFIRMED: January 2005

754 – TRANSPORTATION IN PRIVATE VEHICLES

Waterloo School District students who participate in District-sponsored activities held outside the District shall be transported to and from these events in District-provided transportation with the exception of the specific circumstances listed below.

1. If a single participant advances in an activity facilitated through the Gifted and Talented Program, the principal may grant prior written permission for the student to be transported to and/or from the event by his/her parent(s)/guardian(s).
2. If a student is participating in more than one District-sponsored school activity on a given day, the principal may grant prior written permission for the student to be transported to and/or from the events by his/her parent(s)/guardian(s).
3. Although this practice is discouraged, a parent/guardian may obtain permission to transport his/her child(ren) home from a District-sponsored activity by completing a *Return Transportation Agreement*, Exhibit 754.10, in the presence of the coach or activity director.
4. If a District employee or parent/guardian wants to transport students other than his/her own children to and from a District-sponsored activity, the individual must complete a *Request for Authorization to Transport in Private Vehicle*, Exhibit 754.12, and provide the District with the following information:
 - a. A Certificate of Insurance naming the Waterloo School District as a co-insured when the vehicle is used to transport District students to and from District-sponsored activities.
 - b. A copy of the driver's record, certified by the Department of Motor Vehicles, showing that the driver has not been convicted of reckless driving, operating a motor vehicle under the influence of an intoxicant or controlled substance, or any of the offenses enumerated under Wis. Stats. 343.03 within the past two year.
 - c. A photocopy of the driver's license, showing the driver to be at least 21 years of age.

This policy does not affect transportation to and from educational experiences, such as YOST, Youth Options and Supervised Work Experience, for which the District assumes no transportation responsibilities.

LEGAL REF.:	Wis. Stats. 121.53 (1)(2), 121.55, 121.555 (1)(a)(2)(a)(c)(d)
CROSS-REF.:	Policy 751-Pupil Transportation Services and Procedure Exhibit 754.10-Return Transportation Agreement Exhibit 754.12-Request for Authorization to Transport in Private Vehicles
APPROVED:	July 1993
REAFFIRMED:	January 2005
REVISED:	December 1998, June 2006, July 2008

760 – FOOD SERVICE MANAGEMENT

The school lunch program is an integral part of the total education program and as such shall be governed by the same principles and type of control as any other division of the school system.

The Waterloo School District shall provide lunches through participation in the National School Lunch Program. The District Administration shall enter into an agreement with the Department of Public Instruction and the federal government for participation in such child nutrition programs.

As required for participation in the National School Lunch Program, the school district will:

Make a school lunch meeting federal regulations available for all students

Offer free and reduced price lunches to eligible students who apply and who meet the federal income guideline.

The District Administration is responsible for the management of the school lunch program

The Waterloo School District may also participate in other food programs such as: Food Distribution Program, Elderly Lunch Program and the nutrition education and training program.

Food services programs shall be reviewed annually.

The Waterloo School District shall not discriminate in school-sponsored food service programs. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Sections 115.34, 115.343, 115.345, 115.347 Wisconsin Statutes
 118.13
 120.10(16)
 120.13(6), (10)
 PI 9.03(1) of the Wisconsin Administrative Code

CROSS REF.: Student Discrimination Complaint Procedures

APPROVED: September 1993

REVISED: March 2005

761 – DISTRICT SCHOOL FOOD SERVICE ACCOUNT COLLECTION

Parent(s)/guardian(s) of students are required to pay for meals and milk in advance and maintain a positive “family account” balance. It is the responsibility of the parent(s)/guardian(s) to keep track of the balance in their family account and make timely payments to the school to avert a negative balance. Payments for meals and/or milk should be made to the classroom teacher, in the school offices, in the drop boxes provided in the high school lobby, by the intermediate/middle school office, and in the elementary school office, or online through Skyward Family and Student Access. No money will be taken in the line or by the kitchen staff. Money needs to be deposited by 8:30 a.m. to be credited for that day’s purchases.

LOW BALANCE NOTICE:

The District Office will review family accounts on a daily basis. When a family account drops below \$10.00, an account statement will be sent home with the child (grades PK-6) to the parent(s)/guardian(s) indicating the balance. Students in grades 7-12 will be notified of low balance account at the register. Parents of students PK-12 also have the option of having account balances emailed.

Students who do not have sufficient funds in the family account will receive a reimbursable lunch for up to three days at the current price. After that time, the District will not provide food service until there are sufficient funds in the account to pay for the reimbursable lunches of students covered by the account. If the family account has a balance of \$5.00 or below, a student will not be allowed to charge ala carte purchases.

PAST DUE ACCOUNTS:

The District may file a claim with small claims court or utilize the services of a collection agency and/or legal counsel to secure the collection of unpaid food service debt that is thirty or more days past due. Any charges associated with a small claims court filing or fees charged by a collection agency shall be added to the unpaid debt due the District. The District will delay such action when a parent/guardian agrees to and makes timely payments in accordance with an alternative payment plan to eliminate the debt.

CROSS REF.: Policy 760 Food Service Management

APPROVED: September 1999

REVISED: April 2005, June 2006, October 2013, April 2014, August 2014

771 – USE AND DUPLICATION OF COPYRIGHTED MATERIALS

The District directs its students and staff to comply with the federal copyright law.

Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Unauthorized reproduction or use of copyrighted materials by District employees or students is illegal and unethical. Violations of the copyright law may result in criminal penalties, civil suits and/or disciplinary action. Individuals violating provisions of the copyright law or this policy assume all liability for the action.

The administration is directed to provide appropriate notice and inservice to enable staff to comply with the provisions of this policy.

LEGAL REF.:

	Wisconsin Statutes	Section 895.46
		Section 943.70
	Federal Copyright Law [17 U.S.C.]	

APPROVED: January 2010

800 SERIES – SCHOOL-COMMUNITY RELATIONS

802 – SCHOOL VISITORS

The Board of Education encourages all citizens of the Waterloo School District to visit school facilities in accordance with reasonable procedures that have been established to ensure that such visits do not disrupt the educational environment or endanger the safety of students or staff. When citizens visit the schools they can assist the Board with evaluation of school programs, help determine needs, and support Board of Education efforts to continuously improve education in the Waterloo School District.

The Board of Education believes that parent(s)/guardian(s) who have students attending the Waterloo Public Schools have a special responsibility to keep themselves informed about the day-to-day operations in the schools. School principals shall encourage parents and guardians to visit the schools and shall promote a spirit of mutual cooperation between home and school that will benefit students. Additionally, school principals shall make an effort to ensure that parents/guardians of school students are aware of the school visitor policy and procedure by direct communication to homes, in the course of working with parent organizations and by discussion at other school meetings.

A school visitor shall not be permitted to interrupt during classroom time unless the school principal grants permission. A school visitor shall not be permitted to visit any student who is not his/her child, unless permission for such a visit is granted in advance by that student's parent/guardian. Pre-school children and students from other schools shall not be permitted to visit schools while classes are in session, unless special permission is granted in advance by the school principal.

Except for persons attending scheduled school programs, all persons who visit the Waterloo Public Schools, during the school day, shall report to the respective school office upon arrival, sign in, announce the nature and purpose of the visit and obtain a visitor pass before proceeding to their destination.

APPROVED: March 2000

CROSS-REF.: Procedure 802.1

REVISED: April 2005

810 – SCHOOL-COMMUNITY RELATIONS

The Waterloo School District believes that a positive relationship between the school and community is an essential element of an effective school system. Collaboration among family, school and community is essential for meeting the needs of all students. Therefore, the District shall make a consistent effort to blend the best educational practices with community educational expectations to maximize student achievement.

To realize optimum student learning and achievement, family involvement and support is critical. The District shall make a conscientious effort to maintain and generate new ways to strengthen the partnership between home and school.

The District also endorses and promotes the concept of educational partnerships with business, industry and government that can enhance educational opportunities and experiences for Waterloo students.

The District believes that open and honest communication between the school and the community it serves is fundamental to generating the support necessary to meet the needs of all students. The District is committed to keeping its citizens regularly informed about its policies, programs, accomplishments and challenges and shall provide opportunities for citizens to share thoughts and suggestions. The Board of Education may, when deemed appropriate, appoint broad-based advisory committees to review and consider key issues.

APPROVED: December 1999

REAFFIRMED: February 2005

811.1 – PARENTAL INVOLVEMENT

The Board of Education recognizes that parent involvement and support for learning are critical components in the learning process. The Board recognizes that there are many ways that parents can become involved in the education of their children and shall encourage parental involvement that will help all children succeed and learn.

The District seeks to increase parent involvement by providing a wide variety of opportunities for parents to participate and support their child's education. To encourage parent involvement District personnel, at all levels, shall:

1. Encourage parent volunteer participation.
2. Work to build collaborative partnerships among parents, parent groups and the school.
3. Initiate and foster regular, two-way, meaningful communication between parents and schools.
4. Respect diversity and differing needs of families by:
 - a. Providing information in the language spoken by parents to the greatest possible extent.
 - b. Demonstrating sensitivity to religious and ethnic heritage and background.
5. Seek out meaningful ways for parents to be actively involved at the school.
6. Assist parents in learning how to support their children academically, emotionally, and socially.
7. Provide opportunities for interested parents to serve on advisory committees.
8. Help families connect with resources that provide enrichment and support.
9. Provide for parental involvement as required by the Elementary and Secondary Education Act and the Individuals with Disabilities Education Act.
 - a. Annually review and evaluate the effectiveness of current ESEA Plan and Parent Involvement Policy in achieving objectives and contributing to school improvement with parents of students served in Title I programs, and through other parents forums (such as PTO meetings), when possible and appropriate. The evaluation will include identification of barriers to parent involvement, especially barriers to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or belong to a racial or ethnic minority.
 - b. Involve parents in the development of the Title I portion of the ESEA and parent-school compact.
 - c. Coordinate and integrate parental involvement strategies with other local programs, such as Head Start and Even Start.
 - d. Coordination, technical assistance and other support through the District's Title I teacher and the principal of schools receiving Title I funds. The District shall make a concerted effort to involve parents and foster a strong home-school partnership. The District will revise this policy when determined necessary by parents and district at the annual joint meeting.

LEGAL REFERENCE: Elementary and Secondary Education Act

CROSS REFERENCE: Policy 810, School Community Relations

APPROVED: June 2003

REVISED: February 2004, March 2010

821.5 – DISTRICT USE OF SOCIAL MEDIA

The official District website serves as the primary authorized Internet-based presence of the School Board and District for the electronic posting and provision of public information about the Board and the District.

As a secondary resource for electronically providing routine public information about the District, the District Administrator may approve the establishment of one or more District accounts through third-party electronic social media applications. Any such account(s) shall be maintained in a manner consistent with the following requirements, as well as any other standards or rules that the District Administrator or his/her designee may establish:

1. The primary purpose of any District social media account established pursuant to this policy shall be the communication of information from and about the District to school families and the larger community, including communications issued for public relations purposes.
2. At the discretion of the District Administrator, the District may choose to use its social media account(s) to include District announcements of the activities and accomplishments of any groups that have been organized primarily to support a school-related purpose, such as parent-teacher organizations and booster clubs, provided that the same standards apply to all such groups when similarly situated. The non-school events, activities, or accomplishments of third-party groups or organizations that are not organized primarily to support a school-related purpose shall not be advertised or promoted through any District social media account(s).
3. The District's social media account(s) for public communications shall include the display of the District's name; and, where technologically feasible, the main account page or specific communications sent through the account shall include the URL of the official District website and the telephone number of the main administrative office of the District.
4. When providing information through any District-sponsored social media account held on a third-party electronic social media application, the individual responsible for managing the account is encouraged to consider whether it is practical to use the social media account to redirect users who are seeking information to the official District website (e.g., using an electronic link) in order to obtain that information.
5. To the extent consistent with the District's policies and notices regarding student directory data and other student records, pictures of individually-identifiable students engaged in school-related activities may be posted or displayed through a District-sponsored social media account provided that the student(s) in the pictures are not also identified by name in the posting or display. Any time the District wishes to post or use any student directory data that identifies students by name through a District-sponsored social media account, the District shall first obtain the advance written consent of the student's parent or guardian (or the adult student, if at least 18 years old).
6. The District's social media account(s) for public communications shall not make use of any private or closed networks or groups. Any member of the public interested in accessing the

information the District provides through its public information social media account(s) shall be permitted to have such access.

7. To the extent any social media application allows the account holder to offer a public posting option to users other than the account holder (i.e., a feature in which information can be posted by non-District users and displayed through the account for access by other public users), such a feature shall not be enabled in connection with the District account.
8. A District-sponsored social media account established through this policy shall not be relied upon to establish compliance with the requirements for giving public notice of Board meetings or the meetings of other governmental bodies that fall under the purview of the Board or District. Any notice of such meetings that may be provided through a District-sponsored social media account shall be considered exclusively supplemental in nature.
9. Prior to approving the establishment and use of any District-sponsored electronic social media account under this policy, the District Administrator shall ensure that there is a plan in place for managing the records created or maintained through the account.

In the event that the District Administrator approves the establishment of a District social media account(s) for public communications pursuant to this policy, the District Administrator shall inform the Board of that decision.

Except for District-sponsored social media accounts that have been approved pursuant to this policy, no District employee, member of the Board, or other person acting as an agent of the District shall establish any account, site, page, blog or other similar presence on a third-party website or on any other third-party electronic social media application that purports to represent, or that a member of the public would be likely to reasonably believe represents (e.g., due to the manner in which information is presented), an official or authorized account, site, page, blog or other similar presence of the full Board, the District, any District school, or any District-sponsored program or activity (e.g., athletic teams).

This policy is not intended to address the use of the District's internal technology networks and email system, the District's password-based electronic student information system, the instructional use of the Internet, or the use of specific websites or applications for direct instructional or other internal purposes (e.g., staff development). Those issues are governed by separate policies, rules and/or administrative directives.

LEGAL REFERENCE: Sections 19.31 to 19.37
Section 118.125

CROSS REFERENCE: Policy 363 Acceptable Use of Technology, Social Media Posting Guidelines

APPROVED: January 2016

823 – ACCESS TO PUBLIC RECORDS

Public records and documents of the District shall be subject to release, inspection and reproduction as required by law. All requests for the release, inspection and/or reproduction of the public records of the District shall be directed or referred to the District's official legal custodian.

The legal custodian of the public records of the District shall be the District Administrator. He/she shall execute all duties and responsibilities of the District pursuant to Wisconsin's public records and property law. He/she shall be responsible for the timely response to any request for access to and release of the public records of the District, the conditions under which records may be inspected, and the collection of costs for the location or reproduction of such records.

The Board shall adopt a fee schedule to cover the actual, necessary and direct cost incurred in locating a document or in providing any person with a reproduction of any of the records of the District. The schedule shall be reviewed annually by the Board and adjusted as the need arises.

District records shall be retained and preserved by the official legal custodian as required by all applicable laws and no record shall be destroyed without the prior written approval of the custodian. No record of the District shall be destroyed after the receipt of a request for such record until after the request is granted, until any dispute concerning the request has been completely and finally resolved or as otherwise provided by law.

All District employees shall be informed in writing that the District Administrator has been designated the official legal custodian of the public records of the District. The employees shall further be informed of the duties of the official legal custodian and shall also be made aware of the other requirements and provisions of this policy.

The Board shall adopt a notice as part of the official District procedure in responding to requests for the release, inspection or reproduction of the records and property of the District. The notice is intended to provide all necessary information that might be required by a member of the public in order to obtain access to the records and property of the District. Any questions in regard to the notice shall be directed to the official legal custodian of the records of the District. The notice may be modified from time to time by Board action, but absent such modification, the decisions of the official legal custodian of the records of the District shall be in conformity with its provisions.

Copies of the notice shall be prominently displayed in appropriate locations throughout the District and a copy shall be made available to any member of the public upon a request for inspection or reproduction.

LEGAL REFERENCE:	Wisconsin Statutes Chapter 19, Subchapters II and IV Wisconsin Records Retention Schedule for School Districts
CROSS REFERENCE:	Procedure 823.01, Procedures for Accessing Public Records

APPROVED:
REVISED:
REAFFIRMED:

Exhibit 823.01
April 2003
March 2004
February 2005

830 – FACILITY UTILIZATION

It is the goal of the Waterloo School District to have its facilities utilized by the residents of the school district. While school district functions shall have priority for the use of school facilities, community groups and organizations are encouraged to use them also. It should be recognized, however, that certain areas such as offices, shops, technical education facilities, climbing wall, etc., may not be rented. Use of computer labs and technical education facilities is limited to organizations that provide certified instructors and/or trained technical support personnel.

Permission to use district facilities will not be issued for inappropriate activities. These include but are not limited to the following:

1. Activities other than civic, social, recreational, or educational
2. Activities which would be detrimental to the safety, health or well-being of the participants
3. Activities which would be in conflict with city ordinances or state or federal laws

The Board of Education shall have the final authority to refuse the use of certain school facilities when it determines it would be in the best interest of the community to do so but the Waterloo School District is committed to a policy of nondiscrimination on the basis of sex or sexual orientation, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, physical, mental, emotional or learning disability or handicap, political affiliation, color, arrest or conviction record, military status, homelessness or any other factors provided for by state or federal laws and regulations. Discrimination complaints shall be processed in accordance with established procedures.

Persons using district facilities shall agree to indemnify the school district for any and all damage by any person or persons attending the activity and indemnify the school against any and all liability and any damages to any person or persons.

Facility users shall also assume full responsibility for any unlawful act(s) committed in the use of such facilities.

District established rules regarding facility utilization and pool area utilization must be adhered to.

APPROVED: July 1991

REVISED: September 1996, September 1998, April 2005

831 – TOBACCO USE ON SCHOOL PREMISES

The Waterloo School District Board of Education believes that it is the responsibility of public schools to provide a safe and healthy environment for all students, staff and the community and that all persons, while on school property or in school buildings, must act as positive influences for students.

It is the intention of the Board to provide a smoke and tobacco-free environment. Smoking or other use of any tobacco products, including electronic cigarettes, is prohibited at all times in or on the premises and vehicles owned by the Waterloo School District or located on school property in the Waterloo School District. This prohibition shall include other property rented, controlled or used during school sponsored/supported functions. It shall further include contracted transportation vehicles while traveling to and from school sponsored/supported functions.

This prohibition applies to all persons – students, employees, independent contractors, members of the general public and any other individual on school premises.

Building principals shall be responsible for disseminating information regarding this policy to students.

LEGAL REF.: Section 101.123 Wisconsin Statutes
120.12(20)

CROSS-REF.: Policy 524 Tobacco Use by Staff on School Premises

APPROVED: August 2014

881.1 – INTER-LIBRARY LOAN POLICY

The Waterloo School District Library participates in a resource-sharing network with the Waterloo Public Library, which is part of the Mid-Wisconsin Federated Library System. With this connection we are able to access information beyond what is available in the school library.

The library relies on resource sharing and inter-library loan programs:

1. to extend access to information and material not normally acquired
2. to foster inter-library cooperation and resource sharing
3. to extend budget funds as effectively as possible

No library has either the space or resources to anticipate and purchase everything patrons find useful. However, inter-library loan activities will not be used as a replacement for ongoing collection development.

The following guidelines shall be followed when handling inter-library loan requests:

1. Every effort will be made to meet patron needs with district collections before beginning the outside inter-library loan process.
2. Loaning and borrowing of material will be at the discretion of the school library staff as stated in Wisconsin Statute 43.72 (3).
3. Patrons will be personally responsible for all materials borrowed for them and will need to pay replacement costs for all materials that are lost and/or damaged while in their possession and to pay all late fines for materials not returned on time.
4. All library services will be revoked for patrons with fees and/or fines until replacement costs and/or fines are repaid.

The Waterloo School District library media centers will not loan the following:

1. Library resources in current and recurring demand which have extensive holds and waiting lists at the requested library media center.
2. Reference materials, equipment, and licensed computer software.
3. Materials on reserve for individual, group or class use.

The library participates in resource sharing with any library without charge for the Inter-library Loan Services.

The Waterloo School District shall follow guidelines as stated in the Wisconsin Statutes 43.72 – Inter-library Loans.

LEGAL REF: Section 43.72 Wisconsin Statutes

APPROVED: June 2005

883.1 – RELATIONS WITH BOOSTER/SUPPORT GROUPS

Booster/support groups, although not affiliated directly with the school district, contribute positively to the total curricular and co-curricular program offerings in the Waterloo School District. Some of the strongest support for curricular and co-curricular programming comes from community organizations, business and industry and individuals who contribute valuable time and resources to the district.

The District encourages a strong and healthy relationship with all booster/support groups. It is understood these groups are advisory and have no direct control over school activities, school personnel or students. Support from such organizations is encouraged as a means of involving and strengthening the public in the activities within the goals and objectives of the Waterloo School District. District staff shall support these organizations by cooperating and providing leadership, facilities, or other aid to assist them in helping provide support for curricular and co-curricular programming.

School boards are given authority in state law to review, accept and use monies from individuals or groups that support programs or activities sanctioned by the school district.

The Waterloo School District shall not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons. Discrimination complaints shall be processed in accordance with established procedures.

Consideration whether a gift will be approved is determined by reviewing at least (but not limited to) the following criteria:

- a. The purpose of the gift must be consistent with the objectives of the school district.
- b. The gift must not add unnecessarily to other costs.
- c. Gifts shall not add to staff load.
- d. Gifts should not start a program the Board of Education may be unwilling or unable to continue.
- e. Students/staff will not be denied use of the gift on any discriminatory basis.
- f. Gifts shall not be given directly to an individual student or staff member.
- g. Gifts should be financial in nature with the school district making all purchases following established procedure. An exception may be made when the gift is a piece of equipment presently owned by an organization which it wishes to donate to the district.

APPROVED: July 1992

REAFFIRMED: February 2005