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## **PROCEDURE 112.1 – GENERAL DISCRIMINATION COMPLAINT**

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 and Section 504 or in some way discriminates on the basis of race, religion, sex or sexual orientation, age, national origin, handicap, marital status, political affiliation, ancestry, color, arrest or conviction record, military status or any other factors provided for by state and federal laws and regulations, he/she may bring forward a complaint to the Administration Office at 813 North Monroe Street, Waterloo, WI 53594 (920) 478-3633.

This procedure is for use by employees, and where applicable, by parents/guardians or residents of the district as a means of resolving alleged noncompliance with the district's nondiscrimination policy. Grievances involving students shall be processed in accordance with procedures included in the "Student" section of the Board's policy manual.

### **Informal Grievance Procedure**

Any person who believes he/she has a valid basis for complaint shall discuss his/her concern with the district administrator and, if necessary, file a written statement within five (5) business days of the incident. The district administrator shall investigate the complaint or cause to have the complaint investigated and reply to the complainant in writing within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures as outlined below.

### **Formal Grievance Procedure**

**STEP 1:** A written complaint including resolution sought of the grievance shall be prepared by the complainant, signed and presented to the district administrator or his/her secretary within five (5) business days of receipt of the written reply to the informal complaint. The person receiving the complaint shall sign, date and number the complaint form. The original copy shall be retained by the district administrator and one (1) copy shall be returned to the complainant.

The district administrator shall further investigate the grievance and reply to the complainant in writing within five (5) business days of receipt of the written complaint. The reply shall be forwarded to the complainant by certified mail.

**STEP 2:** If the complainant remains unsatisfied, he/she may appeal the district administrator's decision to the Board of Education in writing. The signed, written statement must be filed with the Board within five (5) business days of receipt of the district administrator's response. In an attempt to resolve the grievance, the Board shall meet with the concerned party(ies) and their representatives within fifteen (15) business days of receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the District Secretary to each concerned party within ten (10) business days of this meeting by certified mail.

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

**STEP 4:** Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Driver, 8th Floor, Chicago, Illinois 60606.

APPROVED: December 1990

**EXHIBIT 112.12 – RIGHT OF APPEAL FORM**

**WATERLOO SCHOOL DISTRICT  
813 NORTH MONROE STREET  
WATERLOO, WISCONSIN 53594  
(920) 478-3633**

I have received written determination by the school board of my complaint alleging violation of s. 118.13, Wis. Stats. I understand that I have the right to appeal a negative determination to the state superintendent within 30 days and that to make such an appeal I would contact the following:

Complaint Officer  
Wisconsin Department of Public Instruction  
125 South Webster Street  
P.O. Box 7841  
Madison, Wisconsin 53707-7841

Signature of complainant \_\_\_\_\_ Date \_\_\_\_\_

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

The Waterloo School District is committed to a policy of nondiscrimination on the basis of sex or sexual orientation, age, race, 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. 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.

Distribution: Original copy - district administrator  
1st copy - complainant

**CROSS REF.:** Procedure 112.1  
**APPROVED:** December 1990

## **EXHIBIT 112.13 – PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY**

It is the policy of the Waterloo School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational or other program or activity because of the person's sex or sexual orientation, race, 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 as required by section 118.13 of the statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973 (handicap).

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

Inquiries regarding the interpretation or application of this policy should be directed to:

District Administrator  
Waterloo School District  
813 North Monroe Street  
Waterloo WI 53594  
(920) 478-3633

## **PROCEDURE 171.2 – AGENDA PREPARATION AND DISSEMINATION**

The district administrator, in consultation with the Board President, shall prepare all agendas for meetings of the Board.

Any person desiring to have an item placed on the agenda shall notify the district administrator seven (7) days prior to the meeting. The inclusion of these items shall be subject to the discretion of the district administrator.

The agenda, together with minutes of the previous meeting and other supporting materials, shall be given to each member of the Board at least three (3) days prior to the meeting.

LEGAL REF.:           Section           19.84           Wisconsin Statutes

APPROVED:                 May 1990

REAFFIRMED               September 2004

## **PROCEDURE 171.3 – AGENDA FORMAT**

(Order of Business)

The Waterloo Board of Education shall conduct its regular meetings in the following order:

1. Meeting Called to Order
2. Roll Call
3. Verification of Proper Meeting Notices
4. Approval of Agenda
5. Approval of Minutes
6. Presentations to the Board
7. Board Committee Reports
8. Administrative Reports
9. Correspondence
10. Approval of Bills and Vouchers
11. Public Input\*
12. Unfinished Business
13. New Business
14. Adjournment

\*The Board allows public input on agenda items to occur at the time the agendaed matter is addressed by the Board. Earlier public input on items not on the agenda will be limited, and will not be responded to by the Board other than noting potential future discussion options. The Board does not allow discussion of personnel matters during public input.

**APPROVED:** October 1990

**REVISED:** June 1994; January 1996; October 2004; July 2006

## **EXHIBIT 185.1 – COMMITTEE**

### **CURRICULUM COMMITTEE**

This committee consists of three Board members who shall work with the appropriate administrative team members regarding courses of study, programs, textbook selection, long-range curricular plans, and especially major program changes.

It shall meet with the appropriate administrative team members at least one time a year to be apprised of the district's current curriculum and to discuss any recommendations related to curricular offerings or course revisions.

### **BUILDING AND GROUNDS**

The committee shall consist of three Board members. The duties of the Building and Grounds Committee shall be to:

- a. Work cooperatively with the Administrator and Building and Grounds Supervisor to monitor that district's facilities are adequately maintained and kept in safe condition.
- b. Develop and maintain a five-year plan for maintenance.
- c. Review and make recommendations regarding building projects.

### **FINANCE**

The committee shall consist of the Board treasurer and two other Board members. The Administrator and Business Manager shall serve as advisory staff to the committee.

The Finance Committee shall meet at least one time a year with the Administrator and Business Manager to refine and implement enhancements to the business and financial operating procedures.

### **POLICY**

This committee shall consist of three Board members. The duties of the Policy Committee shall be to:

- a. Work cooperatively with the District Administrator to review, update and keep current the District's policies.
- b. Review administrative procedures and exhibits, which accompany policies when required by law or requested by a Board Member or the District Administrator.

### **PERSONNEL**

These committees shall consist of three Board members each who will work with the District Administrator, the Business Manager, other administrative staff members, and outside consultants, as deemed necessary to negotiate contracts with Waterloo Education Association and Waterloo Associate School Support Personnel.

APPROVED: February 1993

MODIFIED: December 2004

## **PROCEDURE 342.21 – HOMEBOUND INSTRUCTION**

There are two types of Homebound Instruction: homebound instruction for students with exceptional educational needs (EEN) and homebound instruction for non-EEN students. The following procedures shall be used for all homebound instruction:

The student's parent or guardian will initiate the request for homebound instruction through completion of a district provided "Request for Homebound Instruction" form. The completed "Request for Homebound Instruction" form shall be presented by the student's parent or guardian to the principal of the school where the student is enrolled.

Upon receiving the "Request for Homebound Instruction" form, the principal will provide a "Physician's Statement" form to the student's parent or guardian. In order for the District to consider providing homebound instruction, a completed "Physician's Statement" form is required and must be returned to the principal of the school where the child is enrolled by either the parent or guardian or the physician.

The principal in the case of a non-EEN student, upon receiving both the request form and the physician's statement, shall call a meeting of the student's classroom teachers, the school guidance counselor and other appropriate personnel to determine the educational needs of the student and procedures for the carrying out of homebound instruction with the student.

The principal in the case of an EEN student shall forward both the request form and completed physician's statement form to the Director of Special Education, who will then proceed in accordance with legal requirements and the District's established individual educational plan team procedures.

The principal, Director of Special Education, and/or individual educational plan team will then meet with the student's parent or guardian to present the District's proposed written educational plan for the student's homebound instruction.

The principal or Director of Special Education will then forward the request form, the completed physician's statement, and the proposed student's educational plan for Homebound Instruction to the District Administrator for final approval.

The principal, in the case of homebound instruction for a non-EEN student or the Director of Special Education, in the case of an EEN student, shall be responsible for:

Arranging the student's Homebound Instruction correspondence courses or other courses of study approved by the Board of Education if appropriate and notifying the District Administrator and business office of the plan and procedures to be followed.

Selecting a homebound instructor and notifying the District Administrator and business office of who the homebound instructor is to be, the number of hours to be worked per week and the approximate time duration of homebound instruction for the student.

Conducting an initial meeting with the homebound instructor to discuss and/or establish weekly hours of work, approximate length of time in terms of weeks, months, etc., homebound instruction with the student will be carried out, recordkeeping procedures to be followed, communications within school and the student's teachers to discuss the written educational plan for the student's homebound instruction. At the completion of the initial meeting, the principal or Special Education Director will direct the homebound instructor to the district business office to complete appropriate payroll and tax forms.

Monitoring the student's homebound instruction progress through periodic meetings with the homebound instructor, the student's teachers, and/or communication with the student's parent or guardian.

The length of time homebound instruction shall be provided to a student will be decided on an individual basis. In most cases, homebound instruction will be provided in accordance with information provided on the "Physician's Statement" form. A physician's statement cannot exceed a period of thirty (30) days.

In the case of homebound instruction with a District provided instructor:

A parent, guardian or other adult must be present in the residence when homebound instruction is taking place.

The student receiving homebound instruction must be prepared and available to meet with the instructor at the scheduled times.

A suitable place for homebound instruction must be provided in the residence.

Homebound instruction should take place 2-3 hours per week for students in grades K-6 and 1-1/2 to 2 hours per week for students in grades 7-12.

Any quarter, semester or year grades to be given will be determined by the student's regular classroom teacher(s) and/or special education teacher with input from the homebound instructor.

Compensation for the homebound instructor shall be at a pre-established hourly rate. One hour of preparation time shall be allowed for every four hours of instruction time. Pre-agreed upon mileage costs will be paid according to District Policy. The homebound instructor will be required to maintain a log of instructional sessions, preparation time and mileage. A copy of the log will be submitted to the appropriate principal regardless of whether the student being serviced on Homebound Instruction is non-EEN or EEN twice each month and on dates which coincide with district payroll policies. The appropriate principal will then sign the log, thereby indicating approval for payment and then forward the log to the District business office for payment.

**EXHIBIT 342.211 – REQUEST/APPROVAL FOR HOMEBOUND INSTRUCTION**

Instructions: The front portion of this form must be completed and returned to the principal of the school where the student is enrolled before any consideration for homebound instruction can be given.

**REQUEST FOR HOMEBOUND INSTRUCTION**

Name of Student: \_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth: \_\_\_\_\_

Name of Parent /Guardian: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (ZIP)

Grade Level: \_\_\_\_\_ Sex of child: \_\_\_\_\_ male \_\_\_\_\_ female

Application is hereby made for homebound instruction for the above-named student who is a legal resident of the Waterloo School District. This request is being made in accordance with state law and Board policy which address the providing of homebound instruction for district enrolled students who are unable to attend school. Board policy which is based on state law states:

Homebound instructional opportunities may be provided to any student in the Waterloo School District who is unable to attend school for thirty (30) continuous school days or more due to mental or physical illness or injury. Exceptions to the thirty (30) continuous school days absence requirement may be made for students with exceptional educational needs (EEN). Based upon the written recommendation from the district's Director of Special Education, the district may consider approval of intermittent homebound instruction for students with EEN 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.

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, a multidisciplinary team (M-Team) will be convened to determine an exceptional educational need requiring homebound instructional opportunities. All homebound instructional opportunities shall be provided in accordance with legal requirements and established district procedures.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (ZIP)

NOTE: A completed physician statement must be on file before the request shall be processed.

Parent/Guardian Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**EXHIBIT 342.212 – PHYSICIAN'S STATEMENT FOR HOMEBOUND INSTRUCTION**

WATERLOO SCHOOL DISTRICT

**INSTRUCTIONS TO PHYSICIAN:**

Complete this form and return to the principal of the school where the child for whom Homebound Instruction is being requested attends. This Physician's Statement is required before the district will approve Homebound Instruction for any student and the form is retained by the District in the appropriate Homebound Instruction file.

**ATTENTION:**

Wisconsin Statutes S.118.15(1)(d)(5), S.115.80(3)(e), S.115.85(2)(e), Wisconsin Administrative Code PI 11.26 and Waterloo Board of Education Policy Number 342.2 address the providing the Homebound Instruction/Study for district enrolled students who are unable to attend school. Board of Education policy which is based on the statutes states:

“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.”

Name of Student: \_\_\_\_\_

(Last) (First) (Middle)

Date of Birth: \_\_\_\_\_ Sex of Child: \_\_\_\_\_ Male \_\_\_\_\_ Female  
Month / Day / Year

Name of Parent(s)/Guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (County) (State) (ZIP)

**PHYSICIAN'S STATEMENT**

1. Diagnosis/Description of Condition  
\_\_\_\_\_
2. Is the student able to attend his/her school program? \_\_\_\_ Yes \_\_\_\_ No; If no, list medical restrictions which may interfere with the educational program.  
\_\_\_\_\_
3. Will this student be:  
\_\_\_\_ Homebound – Anticipated number of days \_\_\_\_\_ Indefinitely  
\_\_\_\_ Hospitalized – Anticipated number of days \_\_\_\_\_ Indefinitely
4. Where will the student be residing during this time?  
\_\_\_\_ Home \_\_\_\_ Hospital \_\_\_\_ Other Specify \_\_\_\_\_

Physician’s Name (Print or Type)

\_\_\_\_\_



**EXHIBIT 342.213 – HOMEBOUND INSTRUCTOR’S INSTRUCTION/PAYROLL REPORT**

**WATERLOO SCHOOL DISTRICT**  
**813 North Monroe Street**  
**Waterloo, Wisconsin**  
**(920) 478-3633**

Name of Homebound Instructor: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Period: From \_\_\_\_\_ to \_\_\_\_\_

\*\*\*\*\*

Student’s Name: \_\_\_\_\_ Student’s Grade Level \_\_\_\_\_

Student’s Address: \_\_\_\_\_

Date(s) Instruction Provided:	Instruction Time:	From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Description of Instructional Activities Provided: \_\_\_\_\_

Total Hours Taught: \_\_\_\_\_

Total Hours Preparation Time (fifteen minutes per hour of instruction time) \_\_\_\_\_

Rate of Pay Per Hour: \_\_\_\_\_

Mileage: (miles traveled) \_\_\_\_\_ X \_\_\_\_\_ cent rate per mile = Total: \_\_\_\_\_

Signature of Homebound Instructor: \_\_\_\_\_

Approval of Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of District Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

For District Use Only: Salary

Social Security \_\_\_\_\_

Retirement \_\_\_\_\_

Other \_\_\_\_\_

Mileage \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

*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.*

## ***PROCEDURE 345.62 – EARLY GRADUATION PROCEDURES***

In order to graduate early, 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

REVISED:            December 2003

## **EXHIBIT 347.5 – STUDENT RECORDS - RELEASE OF DIRECTORY DATA NOTICE**

NOTICE IS HEREBY GIVEN that the Waterloo School District - City of Waterloo, Towns of Waterloo and Milford, Jefferson County; Towns of Elba, Lowell, Portland and Shields, Dodge County; and Town of York, Dane County, Wisconsin, in accordance with the U.S. General Education Provisions Act declares the following as "directory information" as provided in said act and that information relating to students may be made public if said information is in any of the following categories:

- Student's name, address, telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weights and height of members of athletic teams
- Dates of attendance
- Degrees and awards received and
- The most recent previous educational agency or institution attended by the student.

This public notice is required by law before such information can be placed in yearbooks or student directories. Any parent of any student in the district may notify the district by notifying the School District Administrator of the parent's desire that none or that specific information may not be released without the parent's consent, provided that such notification is given the district within fourteen (14) days of this publication notice.

**APPROVED:** August 28, 1989

*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.*

## **EXHIBIT 347.6 – PATIENT HEALTH RECORDS NOTICE**

**Due to the content of these files, they are considered Patient Health Care Records. As such they must be accessed and transferred in accordance with federal laws.**

The following staff member is responsible for ensuring the all relevant records are treated consistent with 118.125(2m) and 146.81 to 146.84, Wis. Stats., including those on which written, drawn, printed, spoken, visual, electromagnetic or digital information is records ore preserved, regardless of physical form or characteristics:

Pupil Services Director

The following staff member is authorized to handle records:

Pupil Services Secretary

Patient health care records maintained by the school may be released without informed consent to school district employees or agents if access to the records is necessary to comply with a requirement in federal or state law (e.g. agents who need the information to carry out specific duties relating to the identification, evaluation, placement and the provision of a free and appropriate public education to a child with a disability under state and federal special education laws).

The following school staff have access by virtue of being defined by statute at “health care providers:”

- Psychologist licensed under ch. 455
- Speech and Language Pathologist  
licensed under ch. 459 or  
licensed by the DPI

Physical Therapist  
certified under ch. 448

- Occupational Therapist or  
Occupational Therapist Assistant  
licensed under ch. 448

The following staff have access **insofar as it is needed to perform their duties**, with interpretation provided by above staff as needed:

- Licensed Special Education Teachers
- Licensed Regular Education Teachers
- Licensed Building Administration

Parents have a right to inspect or review their child’s records upon request. Pupil’s behavioral records must be shown to a parent in the presence of a person qualified to explain and interpret the records [s. 118.125(2)(b)]. If circumstances effectively prevent the parent from exercising the right to inspect and review the education records, the school must provide the parent with a copy of the records requested or make other arrangements for the parent to inspect and review the records [34 CFR 99.10(d)]. Parents who have been denied periods of physical placement with a child by a court under s. 767.24(4) do not have the right to inspect, review or receive copies of the child’s educational records [s. 118.125(2)(m) and 34 CFR 99.4]. The school district may not charge a fee for the records if the fee would effectively prevent the parent from accessing of obtaining a copy of the records [34 CFR 99.11 (a)].

**EXHIBIT 347.7 – PERMISSION TO RETAIN RECORDS**

**PERMISSION TO RETAIN SPECIAL EDUCATION RECORDS WITH IDENTIFYING INFORMATION**

According to federal law, the Waterloo School District is required to keep your special education records for five years. State law requires written permission to retain records beyond one year from the date of graduation. Without this permission, all identifiers (name, address, date of birth) will be removed from Individual Education Plans and Evaluations. *Once identifiers are removed, students cannot access their records for any reason.* All records are destroyed five years from the date of graduation.

I, \_\_\_\_\_, born on \_\_\_\_\_,  
(printed name) (date of birth)

\_\_\_\_\_ give permission for the Waterloo School District to retain my records with all identifying information until five years from the date of my graduation/withdrawal. I can request a copy of all or part of my record at any time during that five-year period.

\_\_\_\_\_ do not give permission for the Waterloo School District to retain my records with identifying information. I understand that all identifying information will be removed from my file and that the record will be retained until five years from the date of my graduation/ withdrawal. I understand that I cannot access or copy any part of these records once the identifying information has been removed.

I understand that I am not required to sign this form. If I do not do so, the Waterloo School District will remove all identifying information from my Special Education records one year from my graduation date, and will maintain these records until five years from my graduation date. This is in accordance with the Department of Public Instruction guidelines in Bulletin No. 98.02.

\_\_\_\_\_  
Signature of adult student  
(or parent, if student is not yet 18)

\_\_\_\_\_  
Date  
  
(Class of \_\_\_\_\_)

[If you have questions, please contact Ann C. Kox, Director of Pupil Services, 920-478-3633, Ext. 2001.]  
Word\H\GradInfo\PermissiontoRetainRecords.doc

## **PROCEDURE 352 - FIELD TRIPS, CO-CURRICULAR TRIPS, EXTENDED FIELD TRIPS AND FOREIGN EDUCATIONAL TOURS**

### **Field Trips**

Field trips are approved, planned educational activities that involve students in learning experiences difficult to duplicate in a classroom situation. The main criterion governing the acceptance of a proposed field trip is that it should be a valuable educational experience relating directly to the instructional program of the participating class or group. Appropriate instruction should precede and follow each field trip. Teachers must observe the following guidelines:

1. Contracted vehicles will be used for all field trips requiring transportation. The teacher/sponsor of the trip must complete a **Transportation Trip Ticket** form. Such trips shall not interfere with the regularly-scheduled transportation of students to and from school.
2. Teachers are to obtain the principal's approval for each field trip. Two weeks' prior notice of a trip must be given to ensure proper scheduling. Extenuating circumstances may be reviewed by the building principal on an individual basis. Field trip requests should be submitted in writing on the **Trip Request/Evaluation** form and an alternate date should be provided when practical. The purpose of the trip and its relation to the course of study must be stated.
3. Participants may be charged for costs for admission, meals and other incidentals; however, no student will be denied the opportunity to participate due to inability to pay. By notifying the food service department in advance of a field trip, a brown bag lunch may be provided for any student. The lunch will be recorded on the family's food service account.
4. An evaluative report (**Trip Request/Evaluation** form) will be submitted to the building principal by the participating teacher, or teachers, following an educational field trip. Repetitive trip reports will be filed at the principal's discretion.
5. The principal shall approve or disapprove field trip requests and notify the teacher based upon the following guidelines:
  - a. The experience will supplement and extend the district's instructional program.
  - b. The educational benefits derived will outweigh any loss of learning due to lost class time.
  - c. The expected experiences, including extended travel, will be appropriate to the age and experience of the students involved.
  - d. The trip, or the place to be visited, must have provisions for the safety and well-being of participants.
  - e. Field trips during school time which have as their primary purpose a recreational or entertainment purpose, even as an award or incentive, are not authorized. This does not apply to those trips planned for other than the school (instructional day) time.
6. All proposals for school-sponsored field trips shall be presented to the administration prior to any preliminary discussion with students or any public announcements.
7. Administrators and parents or legal guardians shall be provided with a trip itinerary, which provides all pertinent dates, places, and times.
8. Parent and/or legal guardian must complete and sign a **Field Trip and Co-Curricular Parental Permission** form for all field trips.

### **Co-Curricular Trips**

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 after 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.

1. All applications for co-curricular trips must be submitted to and approved by the building principal or athletic director. This does not include regular and post-season athletic competition.

2. No co-curricular field trip shall be approved unless it is under the direct sponsorship of the school district.
3. No co-curricular field trip shall be approved unless it is to be conducted under the direct supervision of personnel employed by the school district or sanctioned by the district.
4. The principal will require completed and signed **Field Trip and Co-Curricular Parental Permission** forms in advance of student participation for certain co-curricular trips of an unusual or irregular nature.
5. Transportation for athletic teams, music groups, conference activities, shall be at no cost to the student participants and be included in the specific co-curricular budget.
6. All proposals for school-sponsored co-curricular trips shall be presented to the administration prior to any preliminary discussion with students or any public announcements.

**Extended Field Trip or Foreign Educational Tour**

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 district funds.

1. All applications for **extended field trip or foreign educational tour** must first be submitted to and approved by the building principal.
2. A preliminary list of participants should be provided 30 days before departure, along with any changes which may have occurred in the information above. All later changes must be reported as they are received.
3. All proposals for **extended field trips or foreign educational tours** shall be presented to the administration prior to any preliminary discussion with students or any public announcements.
4. Participation in school-sponsored **extended field trips or foreign educational tours** shall be voluntary. No student will be subjected to real or implied retribution if he/she chooses not to participate in any extended trip.
5. Every attempt should be made to schedule **extended field trips or foreign educational tours** during vacation periods. 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.
6. Any fee charged students for a trip/tour shall not be excessive and shall have the approval of the principal. An explanation of all financial arrangements must be provided and advance planning to assure financial aid to students in need will be required.
7. Administrators and parents or legal guardians shall be provided with a trip/tour itinerary which provides all pertinent dates, places, and times.
8. The inherent nature of **extended field trips or foreign educational tours** may require a wide variety of modes of transportation. Assurance is required that all commercial carriers are bonded. When private vehicles are used, the driver of the vehicle and the vehicle itself must meet state law requirements.
9. Parents or legal guardians must sign and return to the school administration a parent consent form indicating that they understand and approve of the proposed itinerary and student rules and regulations as they apply to their children's involvement in this trip prior to departure.
10. Upon completion of any major trip/tour, chaperones will complete the evaluation portion of the **Trip Request/Evaluation** form. This form will be submitted to the building principal and shared with the Board of Education.




Parents should review the above teacher comments prior to signing this request.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date Revised 10-06

**PROCEDURE 353.1(1) – GUIDELINES REGARDING VOLUNTEER COACHES**

1. The requirements for volunteer coaches shall be as follows:
  - a. Must complete both parts (Coaching Principles and Sport First Aid) of the AESP course for Coaches Not Licensed to Teach prior to the start of the second sport season, if the volunteer is not a licensed teacher
  - b. Must complete a District Volunteer Interest Form and are subject to background check per policy 353.1
  - c. Must meet any additional qualifications established by the district
2. The qualifications desired include:
  - a. College degree
  - b. Proven reputable background working with middle and/or high school-age children
  - c. Previous playing or coaching experience in the assigned sport
3. The use of volunteer coaches must be approved by the Activities Director before they participate in any practice or game.
4. Volunteer coaches shall report to the Activities Director and applicable head coach.
5. All volunteer coaches shall be under the direct supervision of a designated contracted coach who shall be responsible for their direction.
6. Volunteer coaches are to help coaches provide better instructional services to athletes. They shall not be assigned to relieve coaches of their coaching responsibilities or to change the student-coach ratio.
7. Written assignments for all volunteer coaches shall define their function and responsibilities. Such written assignments shall be jointly established by the coach(es) to whom the volunteer coaches are to be responsible and the Activities Director.

Under no circumstances shall volunteer coaches be assigned any of the following responsibilities:

- a. Conducting daily practices
  - b. Prescribing disciplinary action relating to students
  - c. Excusing students from attendance or participation in any classroom or school-related activity
  - d. Transporting students
8. Volunteer coaches shall not:
    - a. Receive any compensation from the District for services
    - b. Treat injuries sustained by students, though appropriate first aid may be applied

- c. Assume sole responsibility for a student or group of students
- 9. The applicable head coach will make the volunteer coach aware of procedures, regulations, district policies and assigned tasks. The applicable head coach is responsible for directing and supervising the activities of the volunteer in accordance with the written assignment outlined in #7 above.
- 10. The coaches and Activities Director shall periodically review and evaluate the utilization of volunteer coaches. Any recommendation for revision of these guidelines shall be made to the district administrator.
- 11. Volunteer coaches shall be liable for their actions, the same as any citizen, if they breach their assigned responsibilities.
- 12. A signed copy of the Volunteer Code of Ethics shall be retained in the Activities Director's office.

**APPROVED:**            January 2007

# EXHIBIT 353.11 – VOLUNTEER INTEREST FORM

Waterloo School District

Name (First, Middle Initial, Last)	Day Phone	Evening Phone
Address (Street, City, Zip)		
E-Mail		
School(s) where you prefer to volunteer:	<input type="checkbox"/> Elementary (PK – 4)	<input type="checkbox"/> Middle (7 – 8)
	<input type="checkbox"/> Intermediate (5 – 6)	<input type="checkbox"/> High (9 – 12)
Date you are available to begin to volunteer:	Best days to volunteer are: _____	
	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Either	
Skills, hobbies, interests you have: (e.g., sewing, crafts, writing, music, foreign language, etc.)		

## Education

	Check all that apply	Course of Study
High School		
Technical College		
Undergraduate Degree		
Post-Graduate College		
Other (specify)		

## References

Name	Address	Phone
1.		
2.		
3.		

Have you ever been convicted of a felony or do you have any pending charges other than minor traffic violations?  
 Yes     No

Have you lived or worked out-of-state within the last three years?     Yes     No

## Applicant's Statement

<p><b>I certify that answers given herein are true and complete to the best of my knowledge. I authorize the Waterloo School District to conduct a criminal background check and investigate all statements contained in this application for volunteer services as may be necessary in arriving at a decision. In the event of being approved as a volunteer, I understand that false or misleading information given in my application or interview(s) may result in termination of my volunteer status. I understand, also, that I am required to abide by all rules and policies of the Waterloo School District.</b></p>	
Signature of Applicant	Date

## Activities for Volunteers (check all activities you would be interested in or like to hear more about):

<u>Academic</u>	<u>Exceptional Needs</u>	<u>Enrichment</u>
<input type="checkbox"/> Read with a student	<input type="checkbox"/> Work with underachievers	<input type="checkbox"/> One-on-one mentor

<ul style="list-style-type: none"> <li><input type="checkbox"/> Assist in science</li> <li><input type="checkbox"/> Assist in math</li> <li><input type="checkbox"/> Help students use IMC resources</li> <li><input type="checkbox"/> Tape record textbooks for students to use as they read assignments</li> <li><input type="checkbox"/> Help in computer labs</li> <li><input type="checkbox"/> Assist students with writing/editing</li> <li><input type="checkbox"/> Help with homework</li> <li><input type="checkbox"/> Assist teacher with variety of Classroom tasks</li> <li><input type="checkbox"/> Help student with foreign Language</li> <li><input type="checkbox"/> After school programming</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with children with disabilities</li> <li><input type="checkbox"/> Help students with motor skill problems</li> <li><input type="checkbox"/> Reinforce specific skills</li> <li><input type="checkbox"/> Assist non-English-speaking students in expanding their vocabulary/conversation</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be a pen pal</li> <li><input type="checkbox"/> Help with arts and crafts</li> <li><input type="checkbox"/> discuss careers, training opportunities</li> <li><input type="checkbox"/> Describe personal participation in political campaigns and local history</li> <li><input type="checkbox"/> Describe life as experienced in another era</li> <li><input type="checkbox"/> Assist in fine arts</li> <li><input type="checkbox"/> Play musical instrument</li> <li><input type="checkbox"/> Demonstrate hobbies, pioneer crafts, and special interests</li> <li><input type="checkbox"/> Co-curricular coaching/advising</li> </ul>
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Other ways I could help:

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## **EXHIBIT 353.12 – CODE OF ETHICS FOR VOLUNTEERS**

### **Maintain Confidentiality**

In your role as volunteer, you may read and hear information about students that is *confidential*. It may be the result of classroom or achievement tests, attendance data, financial or personal family information, social or behavioral actions or other interactions. There may be times that a staff member may need to share confidential information with you or a student may tell you something in confidence. You may hear conversations between students and teachers, students and students, or between district personnel. All these things are confidential and should never be discussed with others who do not have a legitimate need to know. (If you suspect a child is being abused or neglected, this should be reported immediately to the building administrator.)

Parents, friends or community members may, in good faith, ask you questions about the progress or problems of a student knowing that you are a volunteer. Discussion of individual students, teachers, or staff, or their actions and/or their abilities, is considered a breach of professional conduct and the student's right to privacy.

### **Be Reliable**

Remember that students and staff members depend on, and appreciate, your presence. If you find you will be running late, please contact the school.

### **Promote Positive Character Development**

All faculty, staff, administrators, board members, and school volunteers serve complementary roles in promoting positive character development. In schools, as in families, children care about our values because they know we care about them.

1. Volunteers serve as **caregivers** – respecting students, helping them succeed at the work of school, treating each student as having worth and dignity, and enabling students to gain a first-hand appreciation of the meaning of ethics by being treated in an ethical way.
2. Volunteers serve as **role models** – ethical persons who demonstrate a high level of respect and responsibility both inside and outside the classroom.
3. Volunteers serve as **mentors** – providing guidance through explanation, storytelling, encouragement of positive behavior, and corrective feedback – especially one-on-one correction.

### **Practice Open and Positive Communication**

Address any concerns or issues promptly and productively. You may contact the classroom teacher or the building principal to express your concerns. Communication is the key to establishing good relationships that benefit everyone.

I agree to follow the procedures for volunteers as outlined above. I understand that my volunteer status may be revoked for failure to follow the Code of Ethics for Volunteers.

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **PROCEDURE 375 – STUDENT FUNDRAISING ACTIVITY APPROVAL**

The following guidelines shall be adhered to:

1. Student organizations shall be required to submit requests for fundraising activities which extend into the community to the administration by the end of September. Student organizations shall be limited to a maximum of three (3) such fundraising events per calendar year. Additional or late requests may be approved by the Board based only on demonstrated emergency needs.
2. Student fundraising activities which extend into the community shall be approved only if the request is in accordance with Board policy and established procedures. Any violation of Board policy or established procedures may result in the denial of future fundraising requests.
3. If a parent or other group fundraising activity involves direct student solicitation or student participation, the group should submit an informational sheet to the building principal for approval.
4. Usual fundraising activities in the school shall be authorized by the building principal in accordance with the following procedure:
  - a. The advisor of the student organization or student group shall submit a written request to the building principal justifying the reasons for the raising of funds. The request shall list the items to

be sold, the period of time (e.g., days, time of day) the items are to be sold and the purpose for which the funds shall be used.

- b. The written request shall be submitted to the building principal at least two (2) weeks prior to the date the fundraising is to take place.
  - c. If approved, the written request shall be signed by the building principal and returned to the advisor. A copy shall also be provided to the district administrator.
5. Building principals have a responsibility to equalize approved fundraising procedures among organizations to avoid, as nearly as possible, unfair advantages for only a few organizations or clubs in the district.
  6. Advisors to student organizations and building principals have a responsibility to ensure that fundraising activities follow the recommendations established in the Waterloo School District Wellness Policy and Procedures.
  7. At the beginning of the school year, a school calendar listing all known student fundraising activities, including those extending into the community and usual activities in a school shall be prepared by the administration.
  8. Parent and other groups are encouraged to place their fundraising activities on the school calendar to avoid conflicts in scheduling.

**APPROVED:** November 1981

**REVISED:** November 2006

### ***PROCEDURE 376 – GENERAL GUIDELINES FOR ACTIVITY ACCOUNTS***

1. Each school-sponsored student organization shall have three officers (president, secretary and treasurer). The officers shall be three different members who are members of the current student body. It is the president's responsibility to prepare a list of the officers and provide it to the building principal on an annual basis and as changes occur. Failure to provide this list within 30 days of any change may lead to disbandment of the activity and all assets will be disposed of in accordance with item 13 below, exclusive of the two year waiting period.
2. The activity account is processed through an interest bearing checking account so that interest is earned on the average daily balance. Interest earned is credited to the interest account and used to fund the costs of maintaining the account. Excess interest will be distributed annually as of August 31<sup>st</sup> to various groups based upon the prior fiscal year's average monthly balances.

If sufficient funds warrant, they may be invested in an appropriate instrument and the interest credited to the interest account.

3. A student activity account purchase order shall be completed for all purchases. The purchase order must have the signature of the advisor, activity secretary or treasurer, and either a building principal or building secretary.
4. Upon receipt of the invoice, the advisor must complete the Request for Payment form and submit it to the activity account bookkeeper.
5. Release of activity account funds requires two authorized signatures. Authorized signatures are those of a building principal, designated building secretary, district administrator or business manager.
6. Failure to follow the above procedures and guidelines may result in the principal's refusal to pay specific bills. This will result in the individual making the purchase being responsible for paying the respective bill.
7. Either the advisor or appropriate officer shall remit, on a daily basis, any collected funds and the reconciliation sheet to the building secretary and identify the source of the funds. The building secretary will issue a receipt to the organization and shall deposit the funds into the school district depository within 24 hours.
8. No activity account shall be permitted to run with a deficit without prior approval of the building principal and a written assurance from the advisor and appropriate officer that such deficits will be reimbursed by a specific date. The building secretary and district business manager shall be notified of these agreements.

9. Activity account funds shall be considered school district funds and not funds belonging to individuals of the organization since the funds are raised in the name of a school sponsored activity under school supervision. Individual activity account funds shall not be returned to individual students upon graduation or departure from the school district. Such funds shall remain with the organization or for the operation of the organization or class. The activity account for the respective class shall be maintained for a period of twelve months to ensure that all bills and expenses related to the class are paid. After the twelve-month period, any remaining assets are to be used for scholarships, donations to the school or other such uses, as designated by the advisor and the principal.
10. Bank charges to the district for NSF checks attempted to be deposited to an activity fund will be charged to the respective organization. The District will charge the check writer a \$25 service charge which is inclusive of any respective bank service charges. Upon collection of these fees, the organization will be reimbursed for the bank service charge and the remainder credited to the interest account to cover administrative charges.
11. Monthly audit reports will be completed by the building secretary and shall be forwarded to organization advisor, building principal, and the District business manager for review.
12. Annually by October 15<sup>th</sup>, a meeting will be held by the building principal(s) to clarify activity accounts with all advisors.
13. Activity accounts that remain inactive for a period of two years, shall forfeit any remaining fund balance to the District's General Fund. This procedure may be waived upon written approval of both the building principal and the district administrator.

## **PROCEDURE 421.1 – EARLY ADMISSION TO 4 Year or 5 Year KINDERGARTEN**

- I. Early Admission to 4 year Kindergarten or 5 year Kindergarten
  - A. The parent/guardian of a child who will be three years old on or before the statutory 4 year kindergarten entrance date or who will be four years old on or before the statutory 5 year kindergarten entrance date may make written application for early admission to 4 year or 5 year kindergarten to the elementary school principal. The written application shall be submitted prior to March 1, preceding the school year for which early admission is requested, and shall state specific reasons supporting the request.
  - B. The elementary school principal shall schedule an individual conference with the child's parent(s)/guardian(s) prior to April 1, to:
    1. Discuss the specific reasons for the parent(s)/guardian(s) requesting early admission.
    2. Review the procedures and criteria that will be used to determine eligibility for early admission to 4 year kindergarten or 5 year kindergarten.
    3. Obtain written parent/guardian permission for a readiness evaluation.
  - C. The elementary school principal shall arrange to have the child's readiness for and potential benefit from early admission evaluated. The evaluation shall assess the child's emotional stability, social maturity, intellectual ability, physical development and ability to perform 4 year or 5 year kindergarten work. The evaluation shall be provided by the District, at no cost to the child's parent(s)/guardian(s), and each evaluator shall submit a written evaluation and recommendation regarding early admission to 4 year or 5 year kindergarten to the elementary school principal. The evaluation shall include, but not be limited to:
    1. An informal assessment of the child's social, emotional, pre-academic and cognitive development as demonstrated at the District child development day screening.
    2. An observation of the child in his/her learning environment.
    3. A psychological assessment of the child's intellectual potential.
    4. A social developmental study and assessment of the child's adaptive behavior.
  - D. The elementary school principal shall assess the information contained in the written evaluation reports and obtained through the parental/guardian interview and determine if the child meets the following District standards for early admission to 4 year or 5 year kindergarten:
    1. The child demonstrates a superior level performance, which is generally considered to be 1.5-2 years above chronological age expectancy or two standard deviations above the mean on a given nationally normed individual intelligence test administered by a school psychologist to assess the child's overall intellectual potential.
    2. The child demonstrates social/emotional development and maturity which reflect a functional level considered to be superior for his/her age.
    3. The child demonstrates the ability to perform at academic skill levels which are 1.5-2 years above chronological age expectancy.
    4. The child's educational welfare and future will be best served by a six-week trial placement in 4 year or 5 year kindergarten.
  - E. The elementary school principal will schedule a conference to be held with the child's parent(s)/guardian(s), prior to July 1, to explain his/her decision regarding the request for early admission to 4 year or 5 year kindergarten. School personnel who conducted readiness assessments will attend the conference to review and interpret the testing and assessment results. Following the conference, the principal will forward a written decision to the parent(s)/guardian(s) which states whether early admission to 4 year or 5 year kindergarten is approved or denied.
  - F. The parent(s)/guardian(s) may appeal the decision of the elementary school principal, by submitting a written appeal to the District Administrator within seven (7) calendar days of receipt of the written decision from the elementary school principal.

- G. The District Administrator shall consider all evidence and either affirm or overturn the elementary school principal's decision in writing to the parent(s)/guardian(s) within seven (7) calendar days of receipt of the written appeal.
- H. The parent(s)/guardian(s) may appeal the decision of the District Administrator, by submitting a written appeal to the Board of Education within seven (7) calendar days of receipt of the written decision from the District Administrator. The Board of Education has final authority to approve or deny early admission to 4 year or 5 year kindergarten. The parent(s)/guardian(s) will be advised of the Board meeting date at which a final decision will be rendered.
- I. Approval for conditional early admission to 4 year or 5 year kindergarten shall be for a six-week trial period, during which the child will be observed and assessed by professional school staff in group learning situations to determine the appropriateness of the 4 year or 5 year kindergarten placement. At the conclusion of the six-week trial period, the 4 year or 5 year kindergarten placement will become permanent, unless the elementary school principal provides the parent(s)/guardian(s) with written notice that the placement has been determined to be inappropriate. The parent(s)/guardian(s) may appeal the decision of the elementary principal by following the procedures specified in F., G., and H. above.

**APPROVED:** December 1990

**REVISED:** December 1992, February 1997, July 2004

## ***PROCEDURE 424.1 – PROCEDURES FOR STUDENTS TRANSFERRING FROM PUBLIC, PRIVATE OR PAROCHIAL SCHOOLS AND HOME-BASED EDUCATIONAL PROGRAMS***

### **I. Elementary/Middle School Levels (K-8)**

- A. Parent(s)/guardian(s) of student(s) must notify the appropriate building principal(s) of intent to enroll student(s).
- B. Parent(s)/guardian(s) must complete registration form, emergency form, record of immunizations and illnesses and, if appropriate, provide proof of basic physical examination.
- C. Parent(s)/guardian(s) must provide official transcript or other records of academic accomplishments including grade placement information, attendance documentation, level of academic achievement, subjects enrolled in/completed and standardized aptitude/achievement test records from the previous school(s) or provide written permission for the Waterloo Schools to request such transcript/records from the previous school(s) or provide written permission for the Waterloo Schools to request such transcript/records from the student's previous school. If academic transcript/records are not available or do not contain appropriate information upon which to make a placement and/or programming decision, the student may be administered nationally standardized achievement tests and/or district-developed criterion-referenced tests.
- D. Transfer students may be administered an academic survey test encompassing the areas of reading decoding, math and spelling. The purpose of this test shall be to assist in classroom instructional placement and programming.
- E. It shall be the general practice at the elementary/middle school level that:
  - 1. When a student transfers from an accredited Wisconsin public, private or parochial institution or a school recognized by the Department of Public Instruction, the student shall be placed in his/her grade level at the time of transfer.
  - 2. When a student transfers from a public, private or parochial institution outside of Wisconsin that is accredited by one of the six regional accrediting agencies recognized by the United States Office of Education, from a school that is part of a school district that includes at least one school accredited by one of the six regional accredited agencies recognized by the Office of Education or from a school recognized by its State Department of Education, the student shall be placed in his/her grade level at the time of transfer.
  - 3. When a student transfers from a home-based or non-accredited private or public school and/or no official transcript or records of academic accomplishments exist, the building principal shall determine the student's appropriate grade placement.

The information the building principal shall use to determine the student's grade placement includes any or all of the following:

- a. The results of district academic achievement testings.
- b. A review of the student's educational records, including evidence of academic achievement and/or academic work.
- c. The results of an interview of the student, conducted by a guidance counselor, a school psychologist or an administrator.
- d. The results of an interview of the student's parent(s)/guardian(s) conducted by the principal or the principal's designee.

## II. High School Level (9-12)

- A. Parent(s)/guardian(s) or student(s), if 18 years of age, must notify the building principal of intent to enroll student(s).
- B. Parent(s)/guardian(s) or student(s), if 18 years of age, must complete registration form, emergency form, record of immunizations and illnesses and, if appropriate, provide proof of basic physical examination.
- C. Parent(s)/guardian(s) or student(s), if 18 years of age, must provide official transcript or other records of academic accomplishments, including grade placement information, attendance documentation, level of academic achievement, subjects enrolled in/completed, credits earned and standardized aptitude/achievement test records from the previous school(s) or provide written permission for the Waterloo Schools to request such transcript/records from the student's previous school.
- D. When a student transfers from an accredited Wisconsin public, private or parochial institution or a school recognized by the Department of Public Instruction, the student shall be placed in his/her grade level at the time of transfer and shall be given a course schedule/assignment similar to the previous school attended and appropriate to the Waterloo High School course sequence.
- E. When a student transfers from a public, private or parochial institution outside of Wisconsin that is accredited by one of the six regional accrediting agencies recognized by the United States Office of Education or from a school that is part of a school district that includes at least one school accredited by one of the six regional accrediting agencies recognized by the Office of Education, the student shall be placed in his/her grade level at the time of transfer and shall be given a course schedule/assignment similar to the previous school attended and to the Waterloo High School course sequences.
- F. When an official transcript or other records of academic achievement are available, the building principal and/or his/her designee shall complete an evaluation by:
  1. Determining the courses taken and passed (grade D- or better) at previous school(s). Students are awarded credit for all courses passed at previous school(s). All courses passed from previous school(s) are entered on the student's Waterloo transcript as "transfer" courses.
  2. Determining the relationship between courses taken at previous school(s) and state and local graduation requirements. Transfer students must meet state graduation requirements plus local graduation requirements based upon the grade level in which they enter to be awarded a diploma from Waterloo High School. Transfer students are expected to follow grade level subject requirements of the school from which they transferred and the subject requirements for Waterloo for only those years attended at Waterloo.
  3. Determining the number of credits the student is ahead or behind as per normal credit status at Waterloo High School and the number of credits the student will need for graduation from Waterloo High School. The number of credits will not necessarily be the same as that required of students who have been continuously enrolled at Waterloo High School but will be based upon the grade level when the student transferred to Waterloo. For students transferring from schools that have non-Carnegie type systems, the value of the transferring credits will be determined on a ratio conversion to the Waterloo system.
  4. Determining transfer course grade values for purposes of establishing grade point average (GPA) and rank in class at Waterloo High School. All transfer course

grades will be converted to the Waterloo grading system and no honor grading credit will be given.

<b>WATERLOO HIGH SCHOOL Grade Point Values</b>		
<b>Regular Courses (9-12)</b>		
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

5. When grades are reported in numeric values, the following chart will be used to convert such to letter grades. The student's GPA will then be determined.

<b>LETTER GRADE CONVERSION</b>	
A	95 - 100
A-	93 - 94
B+	91 - 92
B	87 - 90
B-	85 - 86
C+	83 - 84
C	79 - 82
C-	77 - 78
D+	75 - 76
D	72 - 74
D-	70 - 71
F	BELOW - 70

G. When a student transfers from a home-based or non-accredited private or public school and/or no official transcript or records of academic accomplishments exist, the building principal and/or his/her designee shall determine appropriate grade placement and programming aspects for the student by:

1. Evaluating all courses that the parent(s)/guardian(s) or student state have been taken. Courses taken through on-site, correspondence, etc. from accredited institutions will be automatically accepted for credit, with grades received evaluated according to the Waterloo grading system. If courses taken from accredited institutions have a credit awarding system different from Waterloo, the transferring credits will be made on a ratio conversion to the Waterloo system. For all other courses, written course curriculums plus course instruction time, evaluation procedures and evidence of student course attendance and achievement must be provided if consideration is expected to be given to the awarding of credit. In establishing grade values for courses accepted from non-accredited institutions, the student shall take the Waterloo semester exam(s) for said course(s). Then the student will be given a course grade the same as the exam grade received. For courses the student took which are not offered at Waterloo High School, an exam will be developed and grading standards created by a faculty committee with input from the parent(s)/guardian(s) or student(s), if 18 years of age, regarding course content. Courses and grades from accredited institutions and those received from testing are entered into the computer as "transfer" courses and an official student transcript is initiated as is a student grade point average (GPA) and rank in class.
2. Comparing courses accepted with state and local graduation requirements. Students must meet state graduation requirements plus local graduation requirements

based upon the grade level in which they enter to be awarded a diploma from Waterloo High School.

3. Determining the number of credits the student is ahead or behind as per normal credit status at Waterloo High School and the number of credits the student will need for graduation from Waterloo High School. The number of credits will not necessarily be the same as that required of students who have been continuously enrolled at Waterloo High School but will be based upon the grade level when the student transferred to Waterloo High School.

### **III. Elementary/Middle School/High School (K-12)**

A. Each transfer student shall have a forty-five school day probationary period during which the student shall be expected to demonstrate classroom academic skills commensurate with the student's placement. If during this time school officials determine the placement needs to be revised, the principal may make a placement revision.

B. In the event parent(s)/guardian(s) or student(s), if 18 years of age, is not satisfied with placement and/or transcript/records evaluation, an appeal may be made to the district administrator. The appeal shall be in written form and made within ten school days of placement and/or transcript/records evaluation. The district administrator shall respond in writing within five school days regarding his/her conclusions and decision. Should parent(s)/guardian(s) or student(s), if 18 years of age, not be satisfied with the decision of the district administrator, a written appeal may be made to the Board within ten school days of the district administrator's decision. The decision of the Board shall be final.

**APPROVED:** March 14, 1994

**REVISED:** December 2003

## **PROCEDURE 425.1 – FULL-TIME OPEN ENROLLMENT PROCEDURES**

### **ANNUAL DETERMINATIONS OF SPACE AVAILABILITY**

- A. If the School Board establishes any annual space availability limitations for nonresident open enrollment, state law requires such determinations to be made at a January Board meeting prior to the start of the regular application period to which the limitations will apply. Accordingly, the administration shall prepare and present recommendations on space availability to the Board such that the Board is able to adequately consider the information and make a timely determination.
- B. At a minimum, any annual determination of space availability shall involve at least a declaration of the District-wide number of nonresident open enrollment applications that the District intends to accept in conjunction with the subsequent regular application period, broken down (1) by grade (although two or more grades may be combined and treated as a single grade); and (2) by any established special education program or service that has identifiable space limitations. However, in any year in which the Board establishes a space limitation in any grade/program/service, the Board's determination of space availability may also indicate, at the Board's discretion in light of its assessment of the relevant factors, that no space limitations are needed in certain other grades/programs/services.
- C. The general process of determining the number of available spaces by grade and program will involve establishing projected total capacities and then subtracting the projected number of occupied spaces from the total capacities.
1. Any projected future increase (or decrease) in the number of resident students who will be entitled to attend school in the District shall be reasonably incorporated into the District's count of "occupied" spaces.
  2. Because the District guarantees space for open enrollment applications that are submitted by currently-attending students during the regular application period, such currently-attending students, to the extent possible, will be included in the count of "occupied" spaces so that the spaces expressly designated as being "available" for open enrollment applicants will be in addition to the already-occupied and guaranteed spaces.
- D. In formulating recommendations to the Board regarding space availability, the administration shall consider and incorporate, to the extent applicable, the following elements of the Department of Public Instruction's (DPI) administrative rules:
1. If the Board establishes any annual space-availability limitations, then on or after the first Monday in February, the District is not permitted to reduce the number of spaces that the Board declared to be available for open enrollment.
  2. If the Board establishes any annual space-availability limitations, and except for any applications that are approved to accommodate applicants who are guaranteed approval under Board policy, the District may not approve more applications that were submitted during the regular application period than the number of spaces that the Board designated as available for open enrollment until after the statutory deadline for providing initial notice of acceptance or denial (i.e., the first Friday following the first Monday in June). After such deadline, additional applications may be approved as outlined in the DPI rule and in a manner consistent with Board policy.
- E. The effect of establishing annual space availability limitations on current-year alternative applications. 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 procedure for the following school year, then the District shall not approve any alternative applications for the current school year that are submitted after the date of the January school board meeting. Board policy identifies how any annual space availability limitations established by the Board in January affect alternative applications that are received in the subsequent school year.
- F. The effect of a Board decision to establish no annual space availability limitations in a given year. If the Board has taken no action in January to limit the number of spaces that will be available for applications that are submitted under the regular application procedure for the following school year, then the District may approve alternative applications for the current school year that are submitted after the date of the January school board meeting. In addition, to the extent prohibited by state law and the DPI's administrative rules, the Board will not deny any regular open enrollment applications received in the subsequent regular application period due to lack of space.

### **APPLICATIONS SUBMITTED DURING REGULAR OPEN ENROLLMENT APPLICATION PERIOD**

#### **A. Nonresident Student Open Enrollment Applications**

##### **1. Submitting and Receiving Applications**

- a. The parent(s) or guardian of a student who wishes to attend school in the District as a nonresident

open enrollment student may apply online from the DPI website(<http://dpi.wi.gov/sms/psctoc.html>) or submit the required application to 813 N. Monroe St. Waterloo, WI. The application may include a request to attend a specific school or program offered by the District. The application shall be submitted no earlier than the first Monday of February and no later than the last weekday in April of the school year immediately preceding the school year in which the student wishes to attend.

- b. District staff shall affix a date stamp (or a written and initialed date) to all paper applications upon receipt. Although the District may make an effort to allow an applicant to revise an incomplete application, it is the applicant's sole responsibility to ensure that his/her application is complete and timely. Any applications received prior to or after the deadline dates, other than those submitted pursuant to the alternative application procedures specified in state law, are to be returned to the applicant with a notice of the proper application dates.
- c. The District shall send a copy of any paper application received to the student's resident school board and to the DPI by the end of the first weekday following the last weekday in April. For applications filed online, these notifications are made automatically.

## **2. General Application Review; Approval/Denial Dates**

- a. Upon receipt of the application, it will be forwarded to the District Administrator or his/her designee. Staff shall review all of the applications using the acceptance/denial criteria outlined in Board policy, and determine which school or program, if any, the nonresident student could attend the following year if accepted.
  - (1) School and non-special education program assignments will be made after the random selection of applications by grade in any year when applicant interest exceeds grade-based space availability.
  - (2) Prior to assigning an open enrollment applicant to a school or program, the District may give preference in attendance at a school or program to residents of the District who, on a timely basis, have been identified for or expressed interest in the particular school/program.
- b. If the application relates to a student with a disability and the District has received a copy of the nonresident student's individualized education program (IEP) on a timely basis (or, if a current IEP is not available, the most recent IEP or special education evaluation that is available), the District shall provide an estimate of special education costs to the student's resident district by the third Friday following the first Monday in May.
- c. If the District receives notification that the student is not attending the resident school district named on the application, the District may request the school or school district of attendance to provide any of the records or information about the student's special education or disciplinary status that would otherwise be provided by the resident school district.
- d. No regular-period application that was submitted on a timely basis shall be accepted or denied by the District before May 1. The District will notify all regular-period applicants, in writing, whether their application has been accepted or denied on or before the first Friday following the first Monday in June. All notices of acceptance shall identify the specific school or program that the student may attend in the following school year. All notices of denial shall identify the reason(s) the application was denied, information about the appeals process, and, if applicable, the student's number on any waiting list(s). If the application was denied because the special education costs constitute an undue financial burden, the notice of denial shall also include such additional information about that determination as is required by the DPI.

## **3. The Method of Random Selection Used When There are More Applications than Spaces; Creation of Waiting Lists**

- a. If there is sufficient space available in the relevant grades/programs to approve all of the timely open enrollment applications that the District has received during the regular application period, regardless of whether some of the applications may be denied due to the application of other District acceptance/denial criteria, the random process identified in this section will not be used and no grade-based or program-based waiting lists will be created or maintained.
- b. If there are more regular-period applications than spaces available for a particular grade or special education program/service, then the following selection procedure shall be used:
  - (1) Unless the District determines that the application will be denied under some other applicable criteria (i.e., other than space availability), the District will accept the applications of all students who are guaranteed space under Board policy. Eligible currently-attending students will be accepted without reducing the number of spaces that have been designated as "available" for open enrollment, while eligible siblings of currently-attending students will be assigned to and reduce the number of available spaces.

- (2) All remaining timely applications (i.e., all applications not guaranteed space under District policy), regardless of grade-level and even if the application is potentially subject to denial under other applicable acceptance/denial criteria, will be subject to a random selection process with respect to space availability. As the first step in that process, and in the presence of at least two staff members, a random order of consideration will be established using one of the following methods:
- The individual applications will be listed and an electronic random number generator will assign a number to each application. The applications shall then be ordered numerically according to the random numbers, with the lowest number being the first-considered application and the highest number being the last-considered application.
  - Each application will be assigned a number, and the numbers will be randomly drawn/selected (e.g., using a lottery-type system). The applications will be listed by student name/number in the order in which they are randomly selected, with the first-selected number being the first-considered application and last-selected number being the last-considered application.
- (3) If, after approving the applications of all students who are guaranteed approval there is no grade-based space left in the District (i.e., all grades are full), then all remaining applications shall be placed on grade-based waiting lists, retaining the order of consideration established above (but within the applicable grade-based list). Applications denied for any additional reason (i.e., at least one reason in addition to a lack of available space) will be removed from the waiting lists before applicants are notified of their position on any waiting list. The grade-based waiting lists will thereafter be administered as described below.
- (4) If, after approving the applications of all students who are guaranteed approval there is remaining space available in one or more grade(s), the District will proceed to consider each of the applications in the order established through the random process described above. As each application is considered, and if no other basis exists for denying the application, the application will either be assigned to an available space and accepted or placed upon the appropriate waiting list(s) and denied, as indicated in the steps below.
- (5) If the District reaches a student's application in the numerical list and if there is no space available in the relevant grade for that student, the application shall be denied due to lack of available space (and for any other reason(s) that may be applicable), but the student's application will be placed on the relevant waiting list(s) in the order of consideration, subject to the following:
- If such an application is denied due to lack of space AND for at least one other reason, then the application shall be removed from the waiting list(s) before the initial waiting lists are finalized and applicants are notified of their position on the waiting lists; and
  - If the student is a student with a disability, then before considering another applicant, the District will consider the availability of and any applicable space limitations for the special education program/services required for the student. If the District does not offer the program/services, that determination will serve as an independent reason for denying the application. If the required program/services are offered in the District, then the following procedures shall apply:
    - If space is available, the District will assign the student to the special education space, holding the space for the student as he/she waits to be selected from the grade-based waiting list. However, if the program and services required for the student involve a stand-alone special education program such that assigning the student to the appropriate program would not require assigning the student to a grade-based space, then the student's application shall be removed from the grade-based waiting list and, provided that the student's application will not be denied under any other criteria, the application is eligible for approval and the District will give immediate consideration to any sibling-applicants of the student, as further described below in these procedures.
    - If space is not available, the application will be denied due to lack of special education space, and the District will place the student's application on a special education waiting list. However, if the program and services required for the student involve a stand-alone special education program and assigning the student to a regular education classroom/program would clearly be an inappropriate placement, the student will be removed from the grade-based waiting list and need only wait for the special education space.

- (6) If the District reaches a student's application in the numerical list and if there is a space available in the relevant grade for that student, all of the following shall occur prior to consideration of the next applicant on the ordered list:
- The student shall be assigned to the available space, pending the application of remaining approval/denial criteria.
  - If the student is a student with a disability, the District will consider the availability of and any applicable space limitations for the program/services required for the student.
    - If the District does not offer the program/services, such determination will serve as an independent reason for denying the application, and the grade-based space tentatively assigned to the student will be released and made available to another applicant.
    - If the required program/services are offered in the District and space is available, then the student shall be assigned to that special education space pending the application of the remaining approval/denial criteria. If the required special education space is not available, then the student will be added to the appropriate special education waiting list and the grade-based space assigned to the student will be held for the student. However, if it is clear that the special education program and services required for a student under this paragraph involve stand-alone special education such that assigning the student to the relevant special education program would not require assigning the student to a grade-based space, then the grade-based space tentatively assigned to the student will be released and made available to another applicant.
  - Provided that the District has concluded that there is space available for the student whose application is under consideration and that such student's application will not be denied pursuant to any of the other applicable acceptance/denial criteria, the District shall give immediate consideration to the application(s) of any remaining sibling-applicants in the same family who applied for open enrollment at the same time and whose application has not yet been considered. If there is a space available for the sibling (looking first at the student's grade and then, if applicable, at special education spaces), then the sibling shall be assigned to the space(s) pending an analysis of all applicable remaining approval criteria. However, if there are no remaining spaces available to accommodate the sibling's application, then the sibling's application shall be denied due to lack of available space (and for any other reason(s) that may be applicable), but the sibling's application will be placed next in line on the relevant waiting list(s).
- (7) Before finalizing the assignment of space, the list of applications that will be accepted, and the initial waiting lists, the District will consider whether any application that has tentatively been assigned to any space or placed on any waiting list is subject to denial due to the application of any criteria other than a lack of grade-based or special education space. If so:
- Any such application that has tentatively been assigned to an available space will be denied for those separate reason(s), and the space tentatively assigned to the application will be assigned to an applicant who is listed first on the applicable waiting list.
  - Any such application that was tentatively placed on a waiting list shall be denied for both the space availability reasons and for those separate reasons(s) and removed from the waiting list before applicants are notified of their position on the waiting lists.
- (8) For any otherwise-eligible applicant who is a student with a disability who has been assigned a grade-based space but who is on a special education waiting list, or vice-versa, the student will initially receive notice of denial due to lack of available space, but the District will hold the space (either general or special education) that has been assigned to the student until either a space on the other waiting list becomes available for the student (at which point the student will be notified that he/she may attend school in the district) or the District reaches the end of the period for which it maintains waiting lists (at which point the space that has been held for the student shall be assigned to the next applicant, if any, on the applicable waiting list).
- (9) After completing the above steps, the assignment of available spaces will have been completed and the initial open enrollment waiting lists will be considered finalized. Appropriate and timely written notices of acceptance or denial will be provided to all applicants and the waiting lists will be administered as described below.
- (10) Exception when Space Limitations Exist only in Special Education. If there is sufficient space available, by grade, to accommodate all of the timely applications received during the regular application period, but space limitations exist in one or more special education areas, the random process described above may be limited to special education and to the creation of special education waiting lists.

#### 4. Administration of Waiting Lists

- a. As any spaces become available, applications that have not been denied for any reason other than lack of space will be accepted from the waiting list(s). The District may accept students from a waiting list until September 1.
- b. Parents and guardians will be notified in writing if a space becomes available, including notification of the school or program to which the student has been assigned and the procedures and date by which the parent or guardian must notify the District if the student will attend school in the District. Verbal notice may be provided to the parent or guardian who submitted the application, but verbal notice will be confirmed through a written communication.
  - (1) If the District notifies a parent or guardian of acceptance on or after 10 days prior to the last Friday in June, the parent or guardian shall have 10 calendar days to respond to the placement offer provided the student is also in attendance by the third Friday in September; otherwise, the parent or guardian must respond to the notice no later than the last Friday in June.
  - (2) If the parent or guardian does not respond in the allotted time, the student's application will be placed at the end of the waiting list and the space will be offered to the next student on the waiting list.
- c. For any applicant who is a student with a disability who has been assigned to both a grade-based waiting list and a special education waiting list, if the student is selected from one such list but not from the other(s), the District will hold the space which became available for the student on a list until either a space on the other waiting list(s) becomes available for the student (at which point the student will be notified that he/she may attend school in the district) or the District reaches the end of the period for which it maintains waiting lists (at which point the space that has been held for the student shall be assigned to the next applicant, if any, on the applicable waiting list).
- d. To simplify the administration of the waiting lists, the District may contact the parent or guardian who submitted the application to determine whether they wish to voluntarily be removed from the waiting list(s). If the parent or guardian indicates that they would like to be removed, the District will provide written confirmation of the decision/action to the parent or guardian.

## 5. Parent Notification and Enrollment

- a. The nonresident student's parent(s) or guardian(s) shall notify the District Administrator or designee of the student's intent to attend school in the District in the following school year on or before the last Friday in June following receipt of the notice of acceptance, except as noted above for nonresident students accepted for enrollment from a waiting list.
- b. Annually by July 7, the resident district school boards shall be notified of the names of the students from the resident district who will be attending school in the District the following school year. For students accepted for open enrollment from the waiting list after July 7 that choose to attend school in the District, this resident school district notification will be provided as soon as possible after getting confirmation of such attendance from the student's parent or guardian.
- c. The District will take the steps necessary to properly enroll a student who chooses to attend school as a nonresident open enrollment student.
- d. Student Records. The District will limit its requests for student records (or information from student records) and its sharing of records with the resident district to the records and information that may be lawfully requested or disclosed under applicable law and DPI rules.

## B. Resident Student Open Enrollment Applications

1. Upon receipt of any paper copy of a resident student's application to attend a school or program in another public school district, school office staff shall affix a date stamp (or a written and initialed date) and forward it to the District Administrator or his/her designee for review and processing.
2. By the first Friday following the first Monday in May, the District shall provide the nonresident school district(s) to which the student applied appropriate notice of the resident student's special education and/or disciplinary status, including providing copies of any records that the District is permitted/required to release. If the applicant does not attend school in the District and the District has no records for the student, the District will notify the nonresident school district(s) of the student's non-attendance.
3. All applications, those received online and paper applications, shall be reviewed by District staff using the acceptance/denial criteria outlined in Board policy. If the application is denied, the applicant and the nonresident school board shall be notified, in writing, that the application has been denied. This notification shall be made on or before the second Friday following the first Monday in June. The notice shall include the reason(s) for the denial and information about the appeals process. If the application was denied because the special education costs constitute an undue financial burden, the notice of denial shall include such additional information about that determination as is required by the DPI.

4. Special Procedure for Resident Open Enrollment Students Not Enrolled in the District. To the extent necessary to allow for the appropriate accounting of the District's student membership and appropriate state aid transfers, students who reside in the District but who have been enrolled in a private school or home-based private educational program and students who did not reside in the District at the time of applying for full-time open enrollment in another school district must formally enroll in the District prior to attending school in another public school district under the full-time open enrollment program.
5. Student Records. The District will limit its requests for student records (or information from student records) and its sharing of records with the nonresident district to the records and information that may be lawfully requested or disclosed under applicable law and DPI rules. The District shall ensure that the records of a resident student who accepts open enrollment and elects to attend school in a nonresident district are sent promptly to the nonresident district.

#### **APPLICATIONS SUBMITTED UNDER ALTERNATIVE OPEN ENROLLMENT PROCEDURES**

A. **Reason(s) for Alternative Application** – A parent or guardian of a student who wishes to attend school in a nonresident school district may submit an open enrollment application that is in addition to or in lieu of any application(s) submitted in connection with the regular open enrollment application period if the application is for the current school year, the student meets one of the following criteria, and the parent or guardian identifies and describes the criteria that the student meets in the application:

1. The resident school board determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within 30 days of the resident school board's determination.
2. The student is or has been a homeless student in the current or immediately preceding school year.
3. The student has been the victim of repeated bullying and harassment and all of the following apply: (a) the student's parent or guardian must have reported the bullying or harassment to the school board or designee under a bullying/harassment complaint process; and (b) in spite of action taken by the board or designee the repeated bullying and harassment continues.
4. The place of residence of the student's parent or guardian and of the student has changed as a result of military orders. The application must be made within 30 days of the date on which the military orders changing the place of residence were issued.
5. The student moved into Wisconsin. The application must be made within 30 days after moving into the state.
6. The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent. The application must be made within 30 days after the student's change in residence.
7. The student's attendance in a school in the nonresident school district is considered to be in the best interests of the student. The application must explain the reasons for requesting this exception and why attendance at the nonresident school district is in the best interests of the student.

#### **B. Application Review and Approval Process**

1. When the District receives an open enrollment application that has been submitted under the alternative open enrollment criteria outlined above, whether it is submitted by a nonresident student or a resident student, the date any paper application was received shall be affixed to the application (or otherwise recorded) and the application shall be forwarded to the District Administrator or his/her designee for review and processing.
  - a. If the application involves a nonresident student seeking to attend school in the District under open enrollment, the District will:
    - (1) Immediately send a copy of any paper application received by the District to the student's resident school district, or, if applicable, the student's anticipated resident school district;
    - (2) Work with the resident district (or the anticipated resident district) identified in the application to determine where the applicant is currently attending school, and to determine from which school the District will receive any relevant special education records (e.g., the student's current IEP) and/or disciplinary records (e.g., expulsion records). If the applicant is not currently attending school in the resident district, the District will request such records from the school or school district the student is attending or most recently attended; and

- (3) Within 10 days after receiving the student's current IEP, or, if a current IEP is not available, the most recent IEP or special education evaluation that is available, provide an estimate to the resident district of the costs to provide the student with special education or related services (assuming the appropriate program is available and has sufficient space).
  - b. If the application involves a resident student who is attending, or who previously attended school in the District, then within 10 days of receiving a copy of the application, the District shall provide the nonresident school district appropriate notice of the resident student's special education and/or disciplinary status, including providing copies of any records that the District is permitted/required to release. If the applicant does not attend school in the District and the District has no records for the student, the District will notify the nonresident school district(s) of the student's non-attendance.
2. District staff shall review the application using the acceptance/denial criteria outlined in Board policy and in this rule. The District Administrator or his/her administrative-level designee is authorized to make the acceptance/denial decision for the District and to direct the sending of the appropriate notifications.
  - a. The District will deny the alternative application of a nonresident student when required by state law or DPI rule, and the District may also deny such an application:
    - (1) due to lack of available space;
    - (2) under any of the acceptance and denial criteria established in Board policy that apply to an application submitted during the regular open enrollment application period; or
    - (3) if the application relies on the best interests of the student criteria and the District determines that open enrollment is not in the student's best interests.
  - b. The District will deny the alternative application of a resident student when required by state law or DPI rule, and the District shall also deny any such application if it determines that:
    - (1) the criteria relied on by the parent or guardian to submit the application (including the "bests interests" criteria) do not apply to the student; or
    - (2) the cost of special education and related services required in the IEP for a student with a disability is an undue financial burden (except as to an applicant who the District has determined was the victim of a violent crime).
3. If the application involves a nonresident student seeking to attend school in the District, then the District will notify the applicant, in writing, whether the application has been approved or denied no later than 20 calendar days after the application was submitted. If the District fails to issue a timely notice of acceptance of a nonresident alternative application to the parent or guardian, the application is considered denied.
  - a. If the application has been denied, the notification shall include the reasons for the denial and information about the appeals process. To the extent consistent with state law and District policy, initial acceptance of an application may be subject to revocation.
  - b. If the District has approved the open enrollment application of a nonresident student, the notification provided to the applicant shall identify the specific school or program that the student may attend. A nonresident student accepted for enrollment may immediately begin attending the assigned school or program in the District and shall begin attending the school or program no later than the 15th day following receipt of the notice of acceptance (or another date mutually agreed upon by the District and the student's parent or guardian). If the nonresident student has not enrolled in or attended school in the District by the relevant deadline, the District may notify the student's parent or guardian, in writing, that the student is no longer authorized to attend school in the District.
  - c. To the extent that there is a delay in the District's receipt of any relevant disciplinary records from another school or school district, the District will attempt to review and act upon such records promptly. If necessary, the District will deny the application due to an inability to sufficiently review such records. However, to the extent permitted by DPI, the District may revisit such a denial if the relevant records/information are provided within a reasonable time period after the 20th calendar day following the submission of the application.
4. If, for purposes of the application, the District is identified as the resident school district, the District shall notify the applicant whether the application has been approved or denied in accordance with any deadlines established by state law or DPI rule. Normally, the District will issue such notifications no later than 20 days after the date that the application was submitted. In addition:

- a. It is the applicant's responsibility to provide sufficient information to enable the District to determine that at least one of the bases for an alternative application applies to the student. However, 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.
- b. If the student is a student with a disability and the District determines that the special education cost would constitute an undue financial burden, notice of denial of the application on this basis shall be provided on or before the later of (1) the 20th calendar day after the application was submitted; or (2) the 10th calendar day after the District receives the estimate of the special education costs.

If a resident student's alternative application is denied, the notification shall include the reason(s) for the denial and information about the appeals process. If the application was denied because the student's special education costs constitute an undue financial burden, the notice of denial shall include such additional information about that determination as is required by the DPI.

### **APPEALS OF OPEN ENROLLMENT DECISIONS**

The student's parent(s) or guardian(s) 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.

Adoption Date: January 2015

## **PROCEDURE 425.2 – RELEASE OF RESIDENT OPEN-ENROLLMENT STUDENTS**

### **I. Procedure for Release of Full-Time Resident Students**

- A. The parent(s)/guardian(s) of a resident student who wishes to have his/her child attend school on a full-time basis in another district shall apply directly to the nonresident district.
- B. The District Administrator will give a list of the resident students who have applied to attend school on a full-time basis in other districts to a District Screening Committee comprised of the Elementary School Principal, Middle School Principal, High School Principal and Director of Special Education not later than the first Friday in March. The Committee will screen the list of resident students who have applied to attend another district and, prior to the second Friday in March, provide the District Administrator with a list of resident students who:
  - 1. Shall not be eligible for release because:
    - a. The costs would place an undue financial burden on the District.
    - b. The requested pre-kindergarten, early childhood or school-operated day care program is a program that is not offered in the Waterloo School District or is a program that is offered in the Waterloo School District but is one for which the student is not eligible.
  - 2. Shall be given priority for release because they are currently attending school in the nonresident district to which they have applied or have a sibling who is attending school in the nonresident district to which they have applied.
  - 3. Shall be eligible for release, within the percentage of membership limit set forth in Policy 425.
- C. The District Administrator shall, prior to the third Friday in March, compare the number of students who have applied for release to attend school in other districts to the statutory limits.
- D. If the total number of eligible resident students seeking release to attend school in other districts is within the policy limit, all eligible students will be released.

- E. If the total number of eligible resident students seeking release to attend school in other districts exceeds the policy limit, the District Administrator and Screening Committee shall implement the following selection procedure:
1. First, release those eligible resident students who are currently attending school in the nonresident districts to which they have applied or have a sibling who is attending school in the nonresident district to which they have applied. If this group of students exceeds the number of students who may be released under the policy limit, the following random selection process shall be implemented:
    - a. Assign a number to each eligible resident student who has applied to attend school in another district and place the numbers in a container.
    - b. In the presence of at least one (1) Board Member, a member of the Screening Committee will conduct a blind drawing of the numbers and list each number drawn in the order it is drawn.
    - c. The drawing will be continued until all numbers have been drawn.
    - d. The results of the blind drawing will determine which resident students may enroll in other districts.
  2. Then, release the remaining eligible resident students. If this group of students and the number of students approved for release in E. 1. above exceeds the total number of students who may be released under the policy limit, the random selection process shall be implemented with this group of students.
- F. The District Administrator shall, not later than the first Friday following the first Monday in April, notify each resident student who is seeking release to attend school in another district whether or not his/her release has been approved by completing Section III of PI-9410. If the student has not been approved for release, the written notice shall specify the reason(s) for denial.
- G. When the Waterloo School District receives notice that a resident student has been accepted for enrollment in a nonresident district's open enrollment program, the respective school principal shall have the parent(s)/guardian(s) complete a "Permission to Obtain or Transfer Student Records" to ensure that the resident student's records are sent promptly to the nonresident district in which he/she will be attending school.

- H. When a resident student is approved to attend school in another district, the parent/guardian and student shall follow the regular transfer/withdrawal from school procedure.
- I. The Waterloo School District will revoke approval for a resident student's continued full-time enrollment in a nonresident school district if the resident student's IEP changes after the student has started attending the nonresident school district and it is determined that the costs of the special education program or services required by the modified IEP would place an undue financial burden on the Waterloo School District.

## **II. Procedure for Release of Part-Time 9-12 High School Resident Students**

- A. The parent(s)/guardian(s) of a resident student who wishes to have his/her child attend school on a part-time basis in another district shall apply directly to the nonresident district.
- B. The District Administrator will give a list of the resident students who have applied to attend school on a part-time basis in other districts to a District Screening Committee comprised of the Elementary School Principal, Middle School Principal, High School Principal and Director of Special Education not later than five (5) weeks prior to the scheduled start of the course(s). The Committee will screen that list of resident students and, not later than four (4) weeks prior to the scheduled start of the course(s), provide the District Administrator with a list of resident students who:
  - 1. Shall not be eligible for release because:
    - a. The costs of the requested course(s) or program would place an undue financial burden on the District.
    - b. The course(s) for which the student is (are) applying conflicts with the special education program or related services described in the student's IEP.
  - 2. Shall be eligible and approved for release to attend school on a part-time basis in another school district.
- C. The District Administrator shall, not later than three (3) weeks prior to the scheduled start of the course(s), provide written notice to each resident student who is seeking release to attend school on a part-time basis in another district indicating whether or not the District has approved his/her release.

1. If the student has not been approved for release, the written notice shall specify the reason(s) for denial.
  2. If the student has been approved for release, the notice shall specify whether or not the requested course(s) will meet Waterloo School District graduation requirements.
- D. The parent(s)/guardian(s) of a resident student (or the nonresident student, if 18 or older) who has been approved to attend school on a part-time basis in another district shall give written notice to the District Administrator, not later than 24 hours prior to the scheduled start of the course(s), indicating whether or not his/her child will be attending the requested course(s) in the nonresident district.

**Approved: January 1998**

## **PROCEDURE 426.1 – ACCEPTANCE OF PART-TIME PUBLIC SCHOOL ATTENDANCE OPTION STUDENTS**

### **I. DETERMINATION OF AVAILABLE SPACE**

- A. The Elementary School Principal, Intermediate/Middle School Principal, High School Principal and Director of Special Education shall provide the District Administrator with grade, class, program and school enrollments not later than six (6) weeks prior to the scheduled start of the next school year. The enrollment count shall include all resident and nonresident students who are enrolled for the next school year.
- B. In order to maintain the best possible learning environment in the Waterloo School District, the Board of Education has established the below listed optimum class sizes:
- |    |                             |              |      |
|----|-----------------------------|--------------|------|
| 1. | Waterloo Elementary School: | Kindergarten | - 18 |
|    |                             | Grades 1-2   | - 20 |
|    |                             | Grades 3-4   | - 22 |
| 2. | Intermediate/Middle School  | Grades 5-6   | - 24 |
|    |                             | Grades 7-8   | - 25 |
| 3. | High School                 | Grades 9-12  | - 25 |
| 4. | High School Lab Classes:    | Grades 9-12  | - 22 |
- C. The District Administrator shall determine the number of openings in each requested course by subtracting the actual enrollment from the optimum class size, no later than four (4) weeks prior to the scheduled start of the next school year.

### **II. APPLICATION PROCEDURE FOR PART-TIME K-8 PUBLIC SCHOOL ATTENDANCE**

- A. A 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 up to a maximum of two (2) non-core courses from the Waterloo School District during the ensuing school year shall submit an application to the District Administrator on the District form, Exhibit 426.11.
- B. Applications for K-8 Part-Time Public School Attendance Option shall specify the name(s) of the course(s) the student wishes to attend.
1. A parent/guardian of a resident elementary (K-4) student or intermediate (5-6) student may request to have his/her child attend a maximum of two (2) non-core courses per school year: Art, Physical Education, Music, Chorus, or Band.
  2. A parent/guardian of a resident seventh grade student may request to have his/her child attend a maximum of two (2) non-core courses per school year or term: Art, Physical Education, Choir, Band, Exploring Technology, Keyboarding or Spanish.
  3. A parent/guardian of a resident eighth grade student may request to have his/her child attend a maximum of two (2) non-core courses per school year or term: Art., Physical Education, Choir, Band, Computer Literacy, Agriculture, French, Communication.
- C. Each application for Part-Time Public School Attendance must include an official transcript or record of academic accomplishments. Include as available grade placement information, attendance documentation, level of academic achievement, subjects enrolled in/completed and standardized aptitude/achievement test scores.
- D. Applications for Part-Time Public School Attendance shall be submitted to the District Administrator, 813 North Monroe Street, Waterloo, Wisconsin 53594-1175, not earlier than ten (10) weeks or later than six (6) weeks prior to the scheduled start of the school year. Applications received prior to or after the application window shall be immediately returned to the applicant.
- E. Applications shall be dated-stamped upon receipt and examined by District Office personnel to ensure that they have been properly completed. Incomplete applications shall be immediately returned to the applicant.

- F. The District Administrator will give all properly completed applications to a District Screening Committee comprised of the Director of Special Education, Elementary School Principal, and Intermediate/Middle School Principal no later than five (5) weeks prior to the scheduled start of the school year.
- G. The District Screening Committee will screen each application and, no later than four (4) weeks prior to the scheduled start of the school year, provide the District Administrator with a list of resident Part-Time Public School Attendance applicants who have requested an age appropriate course(s) and shall be considered for acceptance, if there is space available.
- H. The District Administrator shall, not later than four (4) weeks prior to the scheduled start of the school year, compare the space available in the requested course(s) to the number of Part-Time Public School Attendance applications.
- I. If there is space available in the requested course(s) for each eligible applicant, all Part-Time Public School Attendance applicants will be accepted for attendance.
- J. If there are more eligible applicants than spaces available in the requested course(s), the District Administrator and Screening Committee shall implement the following random selection procedure:
  - 1. By requested course, assign a number to each eligible applicant and place the numbers in a container.
  - 2. In the presence of at least one (1) Board Member, a member of the Screening Committee will conduct a blind drawing of the numbers and list each number drawn in the order it is drawn.
  - 3. The drawing will be continued until all numbers have been drawn.
  - 4. The results of the blind drawing will determine which applicants are accepted for Part-Time Public School Attendance in the respective requested course(s).
- K. The District Administrator shall notify each Part-Time Public School Attendance applicant in writing of acceptance or rejection no later than two (2) weeks prior to the scheduled start of the school year.
  - 1. If the applicant is not accepted for attendance, the notice shall specify the reason(s) for denial.
  - 2. If the applicant is accepted for attendance, the notice shall also specify the course title(s), meeting location(s) and meeting time(s) for the course(s) the student will be attending.
- L. The parent(s)/guardian(s) of an accepted applicant shall, no later than one (1) week prior to the scheduled start of the school year:
  - 1. Provide the District Administrator with written notice (by completing Section VI of Exhibit 426.11) indicating whether or not the student will be attending the requested course(s) in the Waterloo School District in the ensuing school year.
  - 2. Meet with the school principal to complete all required school registration forms and receive information and documents pertinent to attending school in the Waterloo School District.
  - 3. Provide the school principal with the student's record of immunizations.
- M. Acceptance shall be valid only for the ensuing school year in which the requested course(s) is (are) offered.

### **III. APPLICATION PROCEDURE FOR PART-TIME PUBLIC HIGH SCHOOL ATTENDANCE**

- A. A parent/guardian of a resident 9-12 high school student who is enrolled in a private school or home-based educational program (or the student, if 18 or older) and wants to have his/her child take up to two (2) courses at Waterloo High School during the ensuing school term shall submit an application to the District Administrator on the District application form, Exhibit 426.11.
- B. Applications for Part-Time Public School Attendance shall specify the name(s) of the course(s) the student wishes to attend.

- C. Each application for Part-Time Public School Attendance must include an official transcript or record of academic accomplishments. Include as available grade placement information, attendance documentation, level of academic achievement, subjects enrolled in/completed and standardized aptitude/achievement test scores.
- D. Applications for Part-Time Public School Attendance shall be submitted to the District Administrator, 813 North Monroe Street, Waterloo, Wisconsin 53594-1175, not earlier than ten (10) weeks or later than six (6) weeks prior to the scheduled start of the school year. Applications received prior to or after the application window shall be immediately returned to the applicant.
- E. Applications shall be date-stamped upon receipt and examined by District Office personnel to ensure that they have been properly completed. Incomplete applications shall be immediately returned to the applicant.
- F. The District Administrator will give all properly completed applications to a District Screening Committee comprised of the Director of Special Education and High School Principal no later than five (5) weeks prior to the scheduled start of the school year.
- G. The District Screening Committee will screen each application and, no later than four (4) weeks prior to the scheduled start of the school year, provide the District Administrator with a list of resident Part-Time Public School Attendance applicants who:
1. Shall not be approved for attendance because they do not meet the established course prerequisites or have the academic preparation necessary to successfully complete the requested course(s).
  2. Shall be eligible and considered for acceptance, if there is space available in the requested course(s).
- H. The District Administrator shall, not later than four (4) weeks prior to the scheduled start of the school year, compare space available in the requested course(s) to the number of Part-Time Public School Attendance applicants who are eligible for consideration.
- I. If there is space available in the requested course(s) for each eligible applicant, all Part-Time Public School Attendance applicants will be accepted for attendance.
- J. If there are more eligible applicants than spaces available in the requested course(s), the District Administrator and Screening Committee shall implement the following random selection procedure:
1. By requested course, assign a number to each eligible applicant and place the numbers in a container.
  2. In the presence of at least one (1) Board Member, a member of the Screening Committee will conduct a blind drawing of the numbers and list each number drawn in the order it is drawn.
  3. The drawing will be continued until all numbers have been drawn.
  4. The results of the blind drawing will determine which applicants are accepted for Part-Time Public School Attendance in the respective requested course(s).
- K. The District Administrator shall, no later than two (2) weeks prior to the scheduled start of the school year, notify each Part-Time Public School Attendance applicant of acceptance or rejection.
1. If the applicant is not accepted for attendance, the notice shall specify the reason(s) for denial.
  2. If the applicant is accepted for attendance, the notice shall specify the course title(s), meeting location(s) and meeting time(s) for the course(s) the student will be attending.
- L. The parent(s)/guardian(s) of an accepted applicant shall, no later than one (1) week prior to the scheduled start of the school year:

1. Provide the District Administrator with written notice (by completing Section VI, Exhibit 426.11) indicating whether or not the student will be attending the requested course(s) in the Waterloo School District in the ensuing school year.
  2. Meet with the high school principal to complete all required school registration forms, pay required fees and receive information and documents pertinent to attending school in the Waterloo School District.
  3. Provide the school principal with the student's record of immunizations.
- M. Acceptance shall be valid only for the ensuing school year in which the requested course(s) is (are) offered.

**EXHIBIT 426.11 – PART-TIME PUBLIC SCHOOL ATTENDANCE APPLICATION FORM**

**WATERLOO SCHOOL DISTRICT**

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**I. GENERAL INFORMATION**

To be completed by the parent, legal guardian or student (if 18 or older) and submitted to the District Administrator, Waterloo School District, 813 North Monroe Street, Waterloo, Wisconsin 53594-1175, no earlier than ten (10) weeks or later than six (6) weeks prior to the scheduled start of the school year.

Student Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Male \_\_\_ Female \_\_\_

Parent/Guardian Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street/P.O. Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Private/Parochial School Student Attends \_\_\_\_\_ or Home Schooled \_\_\_\_\_

Grade \_\_\_\_\_ Race/Ethnicity:  
\_\_\_ American Indian/Alaskan Native  
\_\_\_ Asian/Pacific Islander  
\_\_\_ Black, not of Hispanic origin  
\_\_\_ Hispanic  
\_\_\_ White, not of Hispanic origin

Requested Course(s):  
1. \_\_\_\_\_  
2. \_\_\_\_\_

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**II. ACADEMIC RECORD**

This application must include an official transcript or record of academic accomplishments. Include as available grade placement information, attendance documentation, level of academic achievement, subjects enrolled in/completed and standardized aptitude/ achievement test scores.

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**III. PARENT/GUARDIAN SIGNATURE**

I hereby request permission for \_\_\_\_\_ to attend Waterloo School District to take the above-listed courses in the 20\_\_-20\_\_ school year. ***Failure to comply with the timelines specified herein negates approval for part-time public school attendance.***

\_\_\_\_\_  
Signature of Parent/Guardian (or Student if 18 or older) \_\_\_\_\_ Date \_\_\_\_\_

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**IV. PART-TIME PUBLIC SCHOOL ATTENDANCE APPROVAL/DENIAL**

To be completed by the Waterloo School District and sent to the parent/guardian no later than two weeks prior to the scheduled start of the school year.

1. The Waterloo School District has \_\_\_ approved / \_\_\_ denied your application for part-time public school attendance for the requested course,\_\_\_\_\_.  
Reason for Denial:  
\_\_\_\_\_  
\_\_\_\_\_

2. The Waterloo School District has \_\_\_ approved / \_\_\_ denied your application for part-time public school attendance for the requested course,\_\_\_\_\_.  
Reason for Denial:  
\_\_\_\_\_  
\_\_\_\_\_

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**V. CLASSROOM ASSIGNMENT**



## **PROCEDURE – 427.1 COURSE OPTIONS PROGRAM PROCEDURE**

### Application Procedure:

1. Students and parents need to fill out Course Options Application Form PI-8900 (sections 1 and 2) available on the DPI web site <http://courseoptions.dpi.wi.gov> and submit it to the Educational Institution where the student is requesting course enrollment. The application needs to be submitted to the Educational Institution a minimum of six weeks prior to the start of the course. According to the Course Option guidelines students are allowed to take up to two classes at one time. Colleges and universities may have different requirements and the student may need to submit additional paperwork to apply for more than one course.
2. The Educational Institution completes section 3 of form PI-8900 and returns a copy to both the parent/student and resident school district (Waterloo School District).
3. Waterloo School District completes section 4 of form PI-8900 and returns to the parent/student.
4. Parent completes section 6 notifying the Educational Institution and Waterloo School District whether or not the student will attend the course(s).
5. The Waterloo School District shall deny a student's application that was not submitted in the manner and within the time limits established by state law.

### Eligibility:

1. All required course work at Waterloo School District takes priority over Course Options courses. For example, if a student still needs a social studies credit in order to be eligible for Waterloo High School graduation, all course options classes need to be scheduled in a manner that does not conflict with the required course. The course(s) required for graduation take precedence over Course Options courses.
2. Course Options course(s) cannot conflict with a student's individualized education program (IEP).
3. For students open enrolled into the Waterloo School District on a full-time basis Waterloo School District will be considered the resident district for Course Options.

### Credit:

1. 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 (1) post-secondary credit earned equals one-quarter (.25) high school credit.
2. Credit earned for a course taken at another public high school or charter high school for high school credit shall be awarded as follows: one (1) high school or charter school credit equals one (1) credit.

## **PROCEDURE – 431 STUDENT ATTENDANCE PROCEDURES**

The Board believes that: (a) Regular school attendance is the best way for students to acquire the instructional continuity necessary for academic achievement; and (b) The responsibility for regular school attendance of a child rests with the child's parent(s)/guardian(s).

Potential employers of district students have repeatedly expressed the belief that attendance habits developed during school years are indicative of attendance at work. In addition, state law has established compulsory attendance for children attending school and placed the responsibility for attendance upon the parents/guardians.

In view of the above, the Board and district staff invite all parents/guardians to join in an alliance to combat the chronic problem of poor school attendance and to help keep the district's absenteeism rate at an annual average of five (5) percent or less. District personnel shall cooperate with parents/guardians in any way possible to fight absenteeism but parents/guardians must act upon their obligation to make sure their children attend school.

### **I. School Attendance Officer**

- A. The district administrator or designee shall serve as the school attendance officer for the district and deal with all matters relating to school attendance and truancy.
- B. Each school shall determine daily which students enrolled in the school are absent from school and whether that absence is excused in accordance with Board policy and established procedures. Building principals shall cause appropriate attendance records to be kept for their assigned schools.
- C. Annually, on or before June 15, the building principal shall oversee determination of how many students enrolled in each school in the district were absent in the previous year and whether the absences were excused. This information will be submitted to the district administrator who shall notify the State Superintendent of Public Instruction of the determination.
- D. The school attendance officer, or designee, shall notify the parent/guardian of a child who has been truant of the child's truancy and direct the parent/guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be made by personal service, mail or telephone call on which a written record is kept. "Truancy" means any absence of part or all of one (1) or more school days during which the school attendance officer, building principal or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.
- E. When a child becomes an habitual truant, the school attendance officer or designee shall send the child's parent/guardian a written notice by certified mail. "Habitual truant" means a pupil who is absent from school without an acceptable excuse under S.118.15 for part or all of five (5) or more days on which school is held during a school semester (S.118.16(1)(2) Wisconsin Statute).

The written notice shall include the following information:

1. A statement of the parent/guardian responsibility to cause the child to attend school regularly;
2. A statement that the parent/guardian or child may request program or curriculum modifications for the child and that the child may be eligible for the district's children at-risk program;
3. A request that the parent/guardian meet with the appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent/guardian should meet, and the person to contact to arrange a date, time or place to meet; and
4. A statement of the penalties that may be imposed on the parent/guardian if he/she fails to cause the child to attend school regularly.

F. The district administrator, in cooperation with each school attendance officer, shall visit any place of employment in the district to ascertain whether any minors are employed there contrary to state law. The district administrator shall provide the State Superintendent of Public Instruction with information regarding the attendance of any child between the ages of six (6) and eighteen (18) years who is a resident of the district or who claims or is claimed to be in attendance at a private school or home-based private educational program located in the district.

G. The school attendance officer shall contact the Department of Public Instruction (DPI) concerning all home-based private educational programs in the district to see if they have completed the required reporting forms regarding instructional program criteria.

H. The school attendance officer shall furnish student attendance information to the county welfare agency as requested for implementation of Wisconsin's Learnfare Program. Student attendance information shall only be released if appropriate "release of confidentiality" forms have been filed with the district in accordance with provisions of state law and the district's student records policy.

## II. Absences

A. Unplanned excused absences require the parent/guardian to notify the school of the reason for the absence between 7:00 a.m. and 8:30 a.m. on the each day of absence, unless the principal has approved an extended absence. If the absence is not reported, the school shall contact the parent/guardian at home or at work to determine the reason for the absence.

The school attendance officer or designee shall be empowered to excuse any student who is absent from school for any of the following reasons:

1. The student is temporarily not in proper physical or mental condition to attend school or an educational program. The district may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the child. Such excuse shall be made in writing, state the period of time for which it is valid and not exceed thirty (30) days.
2. An emergency in the immediate family which requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, optometrical or other valid professional appointments. Parents/guardians are requested to make appointments for their children during non-school hours.
4. A death in the immediate family or a funeral for a close relative.
5. Quarantine as imposed by a public health officer.

B. Planned excused absences shall require prior approval from the building principal. Request forms/procedures may be obtained from each building principal's office. The forms must be signed by the parent/guardian and returned to the appropriate building principal's office for their final approval no later than twenty-four (24) hours prior to the planned absence. Examples of excused absences include:

1. Family trips/vacations/religious holiday.
2. Attendance at special events of educational value as approved by the building principal.
3. Approved school activities conducted during class time. This does not include class field trips.
4. Special circumstances such as driver's examination, college visits, occupational interviews, court appearances, legal matters, or other parental reasons per Wisconsin Act 239.
5. Elector Registration notice.
6. Sounding taps at a military funeral.

C. All students with excused absences shall be given the opportunity to make up work missed in accordance with the following guidelines:

1. It shall be the student's responsibility to contact his/her teacher(s) to make arrangements for making up work missed during an absence from school.
2. Students shall be given the opportunity to make up work missed when they return to school.
3. Teachers shall grant students, as a minimum, a period equal to the number of days the student was absent plus one (1) to make up work missed. This provision applies to all work missed during excused absence(s).
4. Examinations missed shall be permitted to be taken at a time agreed upon by the student and teacher.

### III. Unexcused Absences/Truancy

Students who are absent from school with or without the consent of their parent(s)/guardian(s) and whose absences do not fall under the reasons listed above (e.g., missed the school bus, had car trouble, went shopping, took part in a family trip or deer hunting trip not approved in advance, overslept, worked, had a hair appointment, ran errands, had to baby-sit) may be considered unexcused/truant.

Students shall be held accountable for unexcused absences/truancies in accordance with the building level student handbook.

A student who is unexcused/truant shall not be given credit for daily classwork missed during the absence/truant period. All students with unexcused absences shall be permitted to make up examinations missed during the absence. A student shall not fail a course or subject solely as a result of unexcused absences. However, students who as a direct consequence of unexcused absences are unable to do passable work in a given course or subject may be given a failing grade in that course or subject.

### IV. Excessive Absences

When a student is repeatedly absent, it shall be the responsibility of the school to investigate the reasons for the student's attendance problem and work with the student's family to take corrective action. It shall be, however, the primary responsibility of the student's family to ensure regular school attendance. The following steps shall be taken:

1. After a student has been absent three (3) days in a term, a letter shall be sent to the student's parent(s)/guardian(s) verifying the dates of the student's absences. The parent(s)/guardian(s) shall be advised of the school policy as it relates to a student accumulating five (5) days of absences within a term.
2. After a student has been absent five (5) days in a term, a conference will be requested with the student and the student's parent(s)/guardian(s). The purpose of this meeting shall be to determine what steps must be taken to ensure that the student progresses satisfactorily in his/her classes. Furthermore, the office may request that all subsequent absences be verified by a doctor's excuse, an appointment card or other reasons approved in advance by the building principal.
3. After a student has been absent eight (8) days in a term, the student and the student's parent(s)/guardian(s) may be required to appear at a conference with the principal. The principal will hear evidence regarding the number and the nature of the absences and efforts that have been made to correct the problem. The principal will then determine what action is required to ensure regular attendance.

### V. Tardiness

A pattern of tardiness on the part of any student shall be brought to the attention of the student's parent(s)/guardian(s). If it appears that the student is negligent, appropriate disciplinary action shall be taken.

### VI. Responsibilities for Attendance

#### A. Parent(s)/Guardian(s) Responsibility

1. When a student is absent from school, his/her parent(s)/guardian(s) shall contact the school by the established time. Failure to contact the school shall result in a telephone call to the home or workplace of the student's parent(s)/guardian(s).

2. Parents/guardians shall be required to provide an explanation of absences at the time a student returns to school, or in the case of planned excused absences, at least twenty-four (24) hours prior to the absence.

B. Student Responsibility

1. Students shall be required to attend all of their scheduled classes and study halls unless they have obtained parental permission and a pass approved by the building principal or designee.
2. If a student will be absent, or is anticipating being absent, a parent or guardian will provide an explanation of the absence.

3. Students must check in and out at the school office when they leave and return to school.

C. Teacher Responsibility

1. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements shall be developed which reflect the importance of daily assignments, classroom discussion and examinations in grading students.
2. Teachers are required by law to take daily attendance in their classes and maintain a record of absences that shall be sent to the office on a daily basis.

D. Building Principal Responsibility

1. Building principals shall request from each teacher the procedures used for grading students. All grading systems throughout the district should reflect the importance of daily assignments, classroom discussion, and application in grading students.
2. Principals will maintain office records for all excused absences and the unexcused absences that occur in their school building.
3. Parents will be notified of their child's unexcused absence/truancy by mail, telephone, or personal contact no later than 2 days after the principal receives an unexcused absence report. A written record of the parent contact shall be kept by the principal.

VII. Procedure Toward Legal Referral

Prior to any legal referral of a habitual truant, school personnel must have taken the following actions:

- A. Met with the student's parent/guardian to discuss the student's truancy, or attempted to meet with the student's parent/guardian and have been refused.
- B. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and considered curriculum modifications.
- C. An evaluation may be conducted to determine whether learning problems or social problems may be a cause of the student's truancy and, if so, take appropriate action.

All of the above actions must be documented in writing.

VIII. Legal Referral

Once a child is identified as being a habitual truant and the district has completed the actions outlined in VII above, a referral may be made to the appropriate county social service agency for intake evaluation. Within forty (40) days of receipt of the referral information, the assigned intake worker shall take action.

- IX. *The District will follow the recommendation and/or orders of the respective county in which the student resides.*

**LEGAL REF.:** Chapter 48 Wisconsin Statutes  
Sections 118.125  
118.15  
118.153  
118.16  
118.162  
118.165

**CROSS REF.:** 342.3, Programs for Children at Risk  
347, Student Records  
Waterloo Elementary Parent/Student Handbook  
Waterloo Middle School Parent/Student Handbook  
Waterloo High School Parent/Student Handbook  
County Truancy Committee Reports (Dane, Dodge and Jefferson)

**APPROVED:** August 1989, September 2003

**UPDATED:** July 2007

**EXHIBIT 441.1 – STUDENT INVOLVEMENT IN DECISION-MAKING**

**WATERLOO SCHOOL DISTRICT**

**REPRESENTATIVE TO THE BOARD OF EDUCATION**

**SELF-NOMINATION FORM**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

- *I certify that I am currently enrolled as a full-time student in the 10<sup>th</sup> or 11<sup>th</sup> grade at Waterloo High School.*
- *I have attended Waterloo High School for not less than three (3) semesters prior to seeking this position.*
- *I have a cumulative grade point average of not less than 2.0 on the 4.0 grading scale.*
- *I am willing and available to serve a full-one year term, from May to April.*

On the back side of this page, write an essay titled, “Why I Would Like to be a Representative to the Board of Education.”

Date submitted \_\_\_\_\_

(Signed) \_\_\_\_\_

**Submit to the Senior High School Student Council Advisor prior to March 1 of the current school year.**

**PROCEDURE 443.1 – CODE OF STUDENT CONDUCT**

**Procedures for Removal of a Student from Class**

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

- (a) Instruct the student to go to the main office immediately. In such case, the teacher should communicate with the building administrator or office secretary.
- (b) Obtain coverage for the class and escort the student to the main office, if necessary.
- (c) Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office, if necessary.

When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student’s arrival, the student should be taken to the removal area, and the administrator or designee should speak to the student as soon as practicable thereafter. For the purposes of short-term removal, it is not necessary to obtain witnesses or to otherwise verify the student’s or teacher’s accounts of the situation.

As soon as possible, but before the start of the next school day, the teacher shall submit to the building principal or designee an accurate and concise written explanation of the reason for the removal. Such information may be submitted on a form provided by the building administrator or designee.

As soon as practicable, but within forty-eight (48) hours of the removal, the building administrator shall attempt to inform the student's parent(s)/guardian(s) that the student was removed from class. The parent(s)/guardian(s) of the student shall be sent written notice of the removal postmarked within two business days of the removal. Hand delivery is an option for providing written notice of removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the reason for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

#### 1. Short-Term Removal Area

Each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the "short-term removal area").

Students who are removed by their teachers must immediately and directly go or be taken to the main office. For the duration of the removal, the student shall stay in the short-term removal area. At the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such an alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short-term removal area. In general, students should be required to do work of an academic nature while in the short-term removal area. Such work should ordinarily be related to the work in the class from which the student was removed or may be related to the student's misconduct (e.g., writing an apology or account of the situation). In no event should students' time in the removal area be recreation or other free time.

#### 2. Duration of Short-Term Removal

Removal is a serious matter and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least the duration of the class from which she or he was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is or appears to be ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short-term removal or, where necessary, appropriate and practicable, shall take the steps to have the student sent home.

#### 3. Procedures for Long-Term Removal

Long-term removal is an extremely serious step which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident. Unlike short-term removal, the ultimate decision regarding long-term removal rests with the building administrator.

When a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher should so notify the building administrator in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and other steps taken to avoid the need for the removal; (c) the positive and/or negative impact on the removed student; and (d) the positive and/or negative impact on the rest of the class.

Upon receipt of such statement, the building administrator may, at his/her discretion, consult with the teacher and/or other District staff. It is necessary to inform and consult with the parent(s)/guardian(s) of the student and the student involved in the request for long-term removal.

Following consideration of the teacher's statement and any other information, the building administrator shall, at his/her discretion, take one of the following steps:

- (a) Place the student in an alternative education program as defined by law;
- (b) Place the student in another class in the school or in another appropriate place in the school;

- (c) Place the student in another instructional setting; or
- (d) Return the student to or retain the student in the class from which he or she was removed or proposed to be removed.

A student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parent(s)/guardian(s) of the student and/or the student shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. When possible, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parent(s)/guardian(s) and/or student as fully as possible regarding the reason for the removal, the alternatives considered, and the basis for any decision. Nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, notwithstanding the objection of the parent(s) or student.

#### 4. Discretion or Flexibility Appropriate For Individual Teachers, Administrators, and Schools

It is expected that administrators and teachers will meet prior to the implementation of this Code to arrive at a consensus regarding how its provisions should be interpreted and applied. This Code, and the procedures regarding removal, are intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Different teachers may have somewhat different views and practices regarding removal of students from their classes, either long- or short-term.

#### 5. Removal Of Students Identified as Disabled

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. Most students with behavioral disabilities that are chronic, frequent and severe will have a behavior plan, which will address (a) whether and to what extent the student would be expected to conform to the behavioral requirements applicable to non-disabled students and (b) alternative consequences or procedures for addressing behavioral issues. All IEP teams address these issues and, if necessary, this Code at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Students identified as requiring special education services under the IDEA or Section 504 may be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out-of-school suspensions as well as days of removal.

**LEGAL REF.:** Wis. Stat. 118.164

**CROSS-REF.:** Policy 447, Student Discipline

**APPROVED:** July 1999

**UPDATED:** July 2007

## **PROCEDURE 445.1 – PROCEDURES FOR STUDENT INTERVIEWS BY LAW ENFORCEMENT, SOCIAL SERVICE AND COURT-APPOINTED PERSONNEL**

The following guidelines are to be used by administrators when law enforcement officials, social service or court-appointed personnel conduct student interviews during school hours which include those times designated for school-approved activities.

### **A. Police-Initiated Interviews**

1. Whenever practicable, the time and place of interviews will be scheduled by the appropriate building administrator after prior notice from the law enforcement officer. Administrators, in consultation with the law enforcement officer, will consider the need for the student interview during regular school hours and work toward minimizing interviews that disrupt the instructional day.
2. Every effort should be made by the administrators and the law enforcement officers to minimize school disruption by:
  - a. Conducting plain clothes interviews whenever possible.
  - b. Interviewing in private, low student traffic areas.
  - c. Notifying students individually by school personnel when an interview is to be conducted.
  - d. Interviewing during non-instructional time (e.g., study hall, lunch) whenever possible.
3. The building principal or appropriate school designee may be present during the law enforcement officer interview as determined appropriate by the building principal/designee and consistent with law enforcement agency standards.
4. Notification to parents or guardians when students, who are minors, are to be interviewed by law enforcement officers in the schools is governed by the following guidelines:
  - a. **Notification defined:** The term “notification” as it is used in the procedure means a reasonable effort to contact a parent or guardian. Notification is not to be construed as obtaining permission.
  - b. **Elementary, Intermediate and Middle school students:** For all elementary, intermediate and middle school students, parents or guardians will be entitled to notification as defined above (4.a.) prior to commencing the interview, except in the case of child abuse/neglect referrals. The interview may proceed prior to notification of the parent or guardian if the situation is determined by school officials and law enforcement personnel to require immediate action or to be of a critical nature. If the interviewee is to be arrested, or is considered a suspect or, in the case of elementary students is considered a witness, subsequent contact of a parent or guardian by a school administrator or the law enforcement department is required.
  - c. **High school students:** Although prior notification of the parent or guardian is encouraged whenever possible and practicable, high school students may be interviewed without such prior notification. If the interviewee is to be arrested, subsequent contact by a school administrator and/or the law enforcement department is required.
5. In cases where the student is asked to leave the building and accompany the officer to the law enforcement station, the law enforcement department is responsible for contacting the student’s parent or guardian. Complaints regarding the removal of a student from school, or notification, should be directed to the appropriate police agency or the District Attorney.

### **B. School Initiated Interviews Involving Police**

1. When school authorities request the assistance of a police officer or make a referral to the police for investigation, parental notification is not required. If it is determined that the student will be charged or ticketed, the building principal or his/her designee will notify the parent/guardian.

### **C. Social Service or Court-appointed Personnel Initiated Interviews**

1. If an individual or group comes to the school to question a student and is not known by the district employee, the employee will request appropriate identification.
2. Approval from the building principal or his/her designee must be secured before questioning may take place.

3. If the interview relates to the investigation of possible child abuse or neglect, the student may be interviewed without contacting the student's parent/guardian. If the interview is not related to possible child abuse or neglect, a reasonable effort will be made to contact the parent or guardian.
4. The building principal or appropriate school designee may be present during the interview as deemed appropriate by the building principal/designee consistent with agency standards.

**EXHIBIT 446.01 – SEARCH DOCUMENTATION REPORT**

Student: \_\_\_\_\_ Date of Search: \_\_\_\_\_

Type of Search: \_\_\_\_\_ Locker/Coat-rack Search \_\_\_\_\_ Student Search

Reason for the Search: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Removed Items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disposition of Removed Items: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Administrative Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures:	_____	_____
	School Official	Date
	_____	_____
	Staff Witness	Date
	_____	_____
	Student	Date

**PROCEDURE 458.1 – WELLNESS PROCEDURES**

**Waterloo School District 2008-2009**

**I. The Waterloo School District will provide organized health and physical education curricula and related programs.**

***Health Education Curricula and Related Programs***

The health curriculum will educate students to develop the knowledge, attitudes, skills, and behavior for life-long healthy eating habits and physical activity. The curriculum standards and learner outcomes for health education include an emphasis on good nutrition, disease prevention, and healthy lifestyles. Health education shall be taught a minimum of 30 minutes every other week at each grade level, preschool through grade 6. The Elementary school will seek to meet the gold certification criteria outlined in the USDA’s Healthier U.S. School Challenge (see Web site at [www.fns.usda.gov/tn](http://www.fns.usda.gov/tn)).

Middle school students are required to take .5 credit of Health. High school students are required to have .5 credit of Health for graduation.

Health and Wellness Curriculum taught through <b>Classroom Studies</b>	Health and Wellness Curriculum taught through <b>Guidance</b>	Health and Wellness Curriculum taught through <b>PE</b>
4K Senses, body movements, snack routines, hand washing, health and safety	Goal-setting, social skills, decision-making, citizenship, personal safety, conflict resolution, and healthy choices	Personal health, physical activity, self esteem and social skills
K Parts of the body and their functions, senses, good health, hygiene, eating, rest, exercise, healthy relationships		
1 <sup>st</sup> What animals need to survive, good health habits and personal safety		
2 <sup>nd</sup> Parts of the nervous system and skeletal system	All items listed above plus character education	Those items listed above plus personal wellness, physical fitness, body systems and health habits and choices
3 <sup>rd</sup> The needs of animals and ecosystems and food chains and food webs		
4 <sup>th</sup> Life cycles of organisms and digestion, circulation and respiration		
5 <sup>th</sup> & 6 <sup>th</sup> Students at this level work on effective communication and personal goal setting	Effects of drugs, alcohol and tobacco on physical, social and emotional development (Too Good For Drugs curriculum). Also: the food pyramid, fast food, appropriate calorie consumption based on age/level of physical activity, food label analysis and physical activity interests	Resolving conflicts, personal health and wellness, personal fitness
7 <sup>th</sup> Grade Physical Education: Students are exposed to a variety of team, individual, aerobic, and lifetime sports. Health: Students will cover topics of family relationships, nutrition, mental health, body systems and body development from conception to old age. Also includes research paper about a disease and a unit on alcohol and other drugs.		
8 <sup>th</sup> Grade Physical Education: Students participate in a variety of sports in many areas of fitness in team, individual, aerobic and lifetime sports.		

## High School

Physical Education 9 (required): Introduces lifelong fitness planning where students participate in individual and team activities indoors and outdoors.

Physical Education 10-12 (1 credit required): Emphasizes fitness activities at the individual and team level for endurance, cardio-pulmonary, and muscular development.

Health 9 (required): Includes fitness, body systems, disease, community health, and mental-emotional health.

Current Health Topics (elective for grades 11-12): Includes topics and issues in health and health-related careers.

Nutrition and Wellness (elective for grades 10-12): Students learn to budget for, choose and prepare nutritious foods using the New Food Pyramid. Concepts of nutrition, density, calories, carbohydrates, Body Mass Index and meal planning are explored.

### ***Physical Education Curricula and Related Programs***

The physical education curriculum teaches children the importance of physical exercise and exposes students to a wide range of physical activities so that students develop the knowledge and skills to be physically active for life. The curriculum standards and learner outcomes for physical education include an emphasis on physical fitness and lifetime activities. Physical education shall be taught at all levels under the direction of a state-licensed physical education teacher.

Students in preschool through grade 6 will be provided with an opportunity for an average of at least 45 minutes of physical activity daily through physical education class and/or recess. When making decisions that include loss of recess, teachers will consider the 45-minute-per-day guideline. Students in grades 7 and 8 are required to have .5 credit of physical education per year. Students in grades 9 -12 are required to have a minimum of 1.5 credits over 4 years in order to better prepare them to pursue life-long personal fitness goals.

The District will provide additional opportunities for physical development and fitness through co-curricular sports, District fitness center access, and summer school offerings. The District will work cooperatively with community recreation organizations to provide any additional programming.

## **II. The Waterloo School District will practice and promote good nutrition through the food service program.**

The District will:

1. Provide students and staff with a quality food-service program, including well-balanced nutritional choices of food and beverages. To meet this goal, the District will continually expand and explore menu offerings based on nutritional content and student preferences. The food service program will strive to exceed the minimum nutritional guidelines required by the National School Lunch Program.
2. Assist students in making healthy choices. The food service program will work with students, staff and parents to educate consumers about proper nutrition. The food service program will offer, promote and display food items deemed high in nutritional value (such as foods containing whole grains, low sodium, high fiber, etc.). All offerings PreK-12 will meet District nutritional guidelines as described on page three of this procedure.
3. Encourage and promote participation in the school breakfast and lunch program. Breakfast items will be available through the vending machines for grades 5 – 8 before school, and a mid-morning à la carte breakfast will be available for grades 7 – 12. The food service program will work with school administration, staff, parents and students to provide information and incentives to promote participation in school breakfast and lunch. The District will provide a clean and pleasant eating environment for students and staff, with adequate space and appropriate time (recommended 20 minutes minimum for student lunch).

## **III. The total school environment will reflect the Waterloo School District's commitment to student and staff wellness.**

The District will take a lead in limiting student access to unhealthy snacks and beverages.

Parents and upper-level students are encouraged to provide healthy snacks and treats for student celebrations and other events. To promote proper nutrition, food-handling procedures and to reduce the risk to students who have severe food allergies, parents and upper-level students are strongly encouraged to provide fresh fruits or vegetables or food items that are commercially prepared with ingredients clearly listed on the package. This procedure is not intended to regulate events where parents or guardians are present, such as PTO meetings, "potluck" dinners and faculty events.

The District will explore ways to promote staff wellness in order to lead students by example. Staff will be encouraged to model the guidelines set forth for students by not drinking beverages that don't meet District

Nutritional Guidelines (following page) in front of students during the school day. During holidays and other celebratory occasions that may involve class parties, teacher teams will collaborate so that physical activity and healthy choices are promoted and festivities are limited to no more than one-quarter of any particular student's day.

Staff will continue to be encouraged to give strong consideration to the use of non-food items as part of any teacher-to-student incentive programs. Any food items used as an incentive should adhere to District nutrition standards.

All beverage vending machines available to students in school buildings during the school day are limited to water, milk and flavored milk, and juice products meeting District nutritional guidelines. Soda and artificially sweetened drinks will only be available in school facilities during concession sales at public events such as athletic contests, catered events, non-school related events, and outside of school hours.

Candy and other food items of minimal nutritional value may not be sold in school vending machines or other outlets such as a school store. Candy and other food items of minimal nutritional value will only be sold in school facilities during concession sales at public events such as athletic contests, catered events, and non-school related events held outside of school hours. Less than 50% of offerings will be of minimal nutritional value, with pricing to encourage consumption of healthy offerings. Fund-raising activities may not include candy and other food items of minimal nutritional value if they are intended for student consumption and are sold by students during the school day or on busses.

Candy is defined as any food product that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose [dextrose], high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar [sucrose], or syrup) listed as one of the first two ingredients. Food items of minimal nutritional value (USDA standards) include soda water (carbonated beverages), water ices (frozen sweetened water – e.g., Popsicles), chewing gum, and certain types of candies (hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy-coated popcorn).

#### **District Nutritional Guidelines:**

Foods and beverages sold in student vending machines, school stores, and in fund-raising activities will meet acceptable nutritional standards that consist of the following:

- Non-carbonated or sparkling water containing no calories or sugar, but may contain natural flavoring;
- Milk of any flavor or fat content, and which may also include soy beverage, rice beverage and other similar nondairy beverage;
- One-hundred percent fruit juices or fruit-based drinks that do not contain added sugar;
- An electrolyte replacement beverage that contains 42 grams or fewer of additional sweetener per 20-ounce serving;
- Food items that have no more than 30% of their total calories derived from fat and no more than 10% of their calories derived from saturated fat. Nuts and seeds are exempt due to their nutrient density and levels of monounsaturated fat.

The District will support efforts to educate administrators, teachers, students, and parents about the nutritional guidelines and how they impact children's health and academic achievement.

#### **IV. SMART Goals for 08-09**

1. Increase education about wellness, eating and snacking habits at 4K and Kindergarten levels.
  - meet with 4K and K staff about how to education parents/kids about snacks
  - at fall event (or open house) present information to parents about wellness and how to establish healthy habits early, and provide examples of snacks that are appropriate
2. Promote health and health education of all students and parents by
  - promoting non-food based celebrations in the classroom by providing viable options and suggestions
  - increasing parent awareness of guidelines for food in classrooms by providing examples and options
  - promoting foods that are not high allergen (high allergen foods include tree nuts, seafood, etc.)
  - improving the lunchroom atmosphere in the upstairs lunchroom by posting student artwork and playing soft music on occasion
  - posting Wellness Committee minutes, policy, procedures, goals etc. to the district website
  - include a wellness/nutrition article in every newsletter
  - incorporate activities for wellness (similar to activities provided during the Wellness Night in 2006) in conjunction with any PTO Family Nights in 08-09

3. Staff—the district has pursued avenues to promote staff wellness through the insurance. Other options will be discussed/pursued with staff: offering yoga, steps club, monthly drawings for participating in wellness activities, team challenges.

## **PROCEDURE 461 – ACADEMIC EXCELLENCE HIGHER EDUCATION SCHOLARSHIP**

In accordance with Board policy regarding the Academic Excellence Higher Education Scholarship, the following procedures shall be followed:

1. On or about February 1, the high school principal and counselor shall determine the eligible senior with the highest grade point average (GPA) in all subjects at the completion of three and one-half school years of high school who shall be eligible to receive the Academic Excellence Higher Education Scholarship.
2. If two or more eligible senior students have the same grade point average, the committee of high school faculty as outlined in Board policy shall be convened by the high school principal to certify, in descending rank order, the designee and alternates.
3. When convened, the committee shall use the following criteria to certify, in descending rank order, the designee and alternates from those students who have the same grade point average:
  - a. The Waterloo High School Academic Excellence Higher Education Scholarship designee shall be the eligible student who has earned the highest number of total credits in three and one-half school years of high school, excluding credits earned in Middle School courses.

*If a tie still exists . . .*

- b. The Waterloo High School Academic Excellence Higher Educational Scholarship designee shall be the eligible student who has earned the highest number of “A” grades in three and one-half years of high school, excluding all “A-“ grades and grades earned in high school credit courses taken during Middle School.

*If a tie still exists . . .*

- c. The Waterloo High School Academic Excellence Higher Education Scholarship designee shall be the eligible student who has achieved the highest score on the ACT test. The highest ACT score received by the District prior to January 31 shall be used.

*If a tie still exists . . .*

- d. The Waterloo High School Academic Excellence Higher Education Scholarship designee shall be the eligible student who has been enrolled at Waterloo High School for the greatest number of school days.

*If a tie still exists . . .*

- f. The Waterloo High School Academic Excellence Higher Education Scholarship designee shall be determined by a coin flip conducted between the remaining eligible students.
4. On or before February 25, the name of the student who is the Waterloo High School designee and the name(s) of the student (s) who are alternates shall be forwarded to the Higher Education Aids Board by the high school principal or his designee on behalf of the Board of Education.

**APPROVED:** December 1994

**CROSS-REF.:** Policy 424, Admission to School, Class, Program or Activity  
Policy 460 Student Awards and Scholarships  
Policy 461 Academic Excellence Higher Education Scholarship  
Section 39.41, Wisconsin Statutes

**REVISED:** August 1997, February 2006, February 2015 (renumbered)

**EXHIBIT 462 – TECHNICAL EXCELLENCE SCHOLARSHIP LETTER OF INTENT**

Beginning in 2015, Technical Excellence Scholarships are being awarded each year to Wisconsin high school seniors who have demonstrated the highest level of proficiency in technical education subject areas. The number of scholarships each high school offers is based on student enrollment. Waterloo High School will award one scholarship. The scholarship can only be used at a participating technical college within the state of Wisconsin. The value of the scholarship is up to \$2,250 each year and can be used for six semesters (three years). The scholarship can only be used for fall and spring semesters, not for summer or other shorter sessions.

Please read the information below and fill out the required information.

I, \_\_\_\_\_, am requesting to be considered for the Technical Excellence Scholarship.

I understand that in order to receive funds under the Technical Excellence Scholarship I must attend a Wisconsin technical college that is participating in this scholarship program, and I must be enrolled in the technical college on a full-time basis by no later than September 30, 2015.

**Student’s STATEMENT OF INTEREST in A Technical Field, Occupation, or Industry**

Describe your interest in a potential future career in any technical field, occupation, or industry that would be advanced by your participation in a post-high school education program at a Wisconsin Technical College. Be sure to identify what you have done through school, employment, or other learning or career-planning activities to demonstrate your interest. (You may attach additional sheets if needed.)

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**Additional eligibility criteria**

In order to be eligible for this scholarship, I must have attended Waterloo High School for a minimum of eight complete, continuous terms. Eligible students have been continuously enrolled in WHS since term three of their sophomore year.

Enrollment date at Waterloo High School: \_\_\_\_\_

In addition, I must also meet **at least one** of the following eligibility requirements in order to be considered for the scholarship (please check all that apply):

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>1. During high school, I have pursued structured learning in one or more Career and Technical Education pathways by earning at least 0.5 of a 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.)</b> |
| <input type="checkbox"/> | <b>2. I have participated in the Wisconsin Youth Apprenticeship Program.</b>  |

**Ranking of eligible candidates**

The Technical Excellence Scholarship (TES) will be awarded to the student who has received the highest number of points. All points will be determined by the credits and grades that have been earned as of end of the first semester of a student’s senior year.

For every 0.5 credit toward high school graduation that a student has earned in either (1) the Youth Apprenticeship Program or (2) any course in a career and technical education area (i.e., Agriculture, Business Education, Health Science, or other Technical Education), the student will receive the following points:

- 1.0 point: C-, C, C+
- 1.5 points: B-, B, B+
- 1.5 points: a course completed with no assigned letter grade (transfer credit from another school)
- 2.0 points: A-, A

**Student's Declaration and Signature:**

By signing this scholarship application, I am asking to be evaluated as a candidate for the Wisconsin Technical Excellence Scholarship. The information I have provided in connection with this application is true and complete to the best of my knowledge. I understand that the high school's designation of a student as a scholar or alternate is not a final determination that the student has met, or will meet, all applicable requirements for the receipt of the scholarship funds.

**STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**This form is due to Ms. Follmer, High School Guidance Counselor, by February 24, 2015.**

## ***PROCEDURE 512 – REPORTING HARASSMENT***

1. Any sexual or other unlawful harassment when perpetrated on any student or employee by any student or employee will be treated as harassment under Board policy.
2. Harassment may include, but is not limited to:
  - a. Verbal harassment or abuse;
  - b. Subtle pressure for sexual activity;
  - c. Inappropriate patting or pinching;
  - d. Intentional brushing against a student's or an employee's body;
  - e. Demanding favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- f. Demanding favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
  - g. Any unwelcome sexually motivated touching; or
  - h. Repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials.

### **CONFIDENTIALITY**

It is the policy of the District to keep the identity of the complainant confidential unless there are compelling reasons for disclosure. If there are compelling reasons for disclosure, the complainant shall be asked if identity can be disclosed. If the complainant wishes to keep identity confidential, and should it become impossible to process or investigate the complaint because of this, the complaint may be dismissed.

### **COMPLAINT PROCEDURES**

The District Administrator is designated by the Board as the complaint officer and is responsible for enforcing federal and state regulations concerning harassment. An informal or formal complaint may be filed with any administrator or the school social worker.

Retaliation in any form against any person filing an informal or formal complaint or toward persons participating in any investigation of alleged harassment is prohibited.

#### **Informal Complaint Procedure**

The District shall provide an opportunity for a resolution of the complaint on an informal basis. The complaint officer or his/her designee will discuss with the person alleged of harassment the type of behavior which has been offensive with the hope to sensitize the alleged offender to the effects of such behavior and to be constructive.

If the offensive behavior ceases, no disciplinary action will be taken. A confidential record of the informal procedure will be maintained by the complaint officer.

If the offensive behavior continues, the complainant is strongly encouraged to proceed with the formal complaint procedure.

#### **Formal Complaint Procedure**

Any written complaint shall be presented to the complaint officer (District Administrator, District Office, 813 North Monroe Street, Waterloo WI 53594). If the complaint officer is the person against whom the complaint is filed, the Board President shall act as the complaint officer. The written complaint should include the specific nature of the harassment and corresponding dates and also include the name, address and phone number of the complainant. The complaint shall be filed within 300 days after the alleged act(s) occurred or within 300 days of the last occurrence of an ongoing condition.

The complaint officer or person designated by the complaint officer shall thoroughly investigate the complaint. The investigating officer shall notify the person, who has been accused of harassment, and permit a response to the allegation and arrange a private meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the written complaint, if deemed necessary. The complaint officer shall give a written answer to the complaint within fifteen (15) working days after receipt of the written complaint.

Employees who are accused of harassment shall be informed that they have a right to representation if and when there is reason to believe that the nature and circumstances of the accusations could lead to disciplinary action.

If the complainant is not satisfied with the answer, a complaint may be filed with the Board within ten (10) working days after receipt of the complaint officer's written answer. The Board shall, within twenty (20)

working days, conduct a hearing in executive session at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complaint within ten (10) working days following completion of the hearing.

Employees who feel they have been harassed by another employee may file a complaint with (1) the Equal Employment Opportunity Commission (EEOC), ([www.eeoc.gov](http://www.eeoc.gov)) or Wisconsin Department of Workforce Development, Equal Rights Division ([www.dwd.state.wi.us/er](http://www.dwd.state.wi.us/er)).

**EXHIBIT 512.1 – HARASSMENT REPORT FORM**

PERSON FILING COMPLAINT: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of person you believe harassed you: \_\_\_\_\_

Have you addressed your concern with the person(s) who you are accusing of this harassment? \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: What force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; what did you do to avoid the situation, etc. (Attach additional pages if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_  
has harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

RECEIVED BY:

\_\_\_\_\_

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. 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.

**APPROVED:** March 1992

**REVISED:** February 2004

## **PROCEDURE 524.1 – TOBACCO PRODUCTS USE**

The success of the Board policy prohibiting use of tobacco products depends upon the consideration and cooperation of both smokers and non-smokers. All individuals share in the responsibility for adhering to and enforcing the policy. This procedure expands on the content of the policy to assist persons in complying with it and to assist in its orderly implementation.

### **Prohibited Materials**

Prohibited tobacco products shall include all tobacco base materials, whether for smoking or chewing, generally referred to as cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, etc.

### **Prohibited Areas and Times**

The use of tobacco products is prohibited in/on:

- All school-owned buildings, grounds and vehicles at all times.
- All school leased, controlled or used buildings and grounds during activities in which the school participates or for school-sponsored or supported functions, including preparatory and closing times.
- All school provided transportation vehicles including contracted, leased or arranged-for vehicles, while traveling to and from school-sponsored or supported events and activities in which the school participates.

### **Special Postings**

Successful compliance is dependent on adequate reminders of the policy. To assure such, the following communication steps will be taken:

- “Tobacco-Free School” or “Tobacco-Prohibited Facility” signs will be posted by the Supervisor of Building and Grounds at prominent locations at the primary entrances to the main school building.
- A copy of the policy and any clarifying explanations will be included in school handbooks and staff handbooks.

### **Cessation Assistance**

The District shall distribute, as appropriate, to students and staff literature and related materials dealing with tobacco use cessation when such is provided at no cost and of adequate quantity to the District. The District shall not participate in the costs of nor permit paid or excused absences for persons to attend cessation clinics, courses, etc.

### **Student Violations**

Upon confirmation of any violation of the policy, the student shall be subject to disciplinary procedures as outlined in the parent/student or co-curricular handbooks.

### **Staff Violations**

The following enforcement procedures are applicable to all District personnel and shall complement the disciplinary procedures of any Staff Handbooks:

- 1<sup>st</sup> Offense: On confirmation of a first violation, a verbal warning will be given to the employee by the immediate supervisor with a written anecdotal record of such warning placed in the employee’s personnel file for one year from the date of issuance. The employee shall also be informed of consequences of future violations.
- 2<sup>nd</sup> Offense: On confirmation of a second violation, a written reprimand will be given to the employee by the immediate supervisor and a copy of the reprimand, signed by the employee, will be retained in the person’s personnel file for one year from the date of issuance. The employee shall also be informed, in writing, of the consequences of future violations.
- 3<sup>rd</sup> Offense: On confirmation of a third violation, the employee shall be referred to the Building Principal, District Administrator, or the Board, as appropriate, for disciplinary action which could include a one-day suspension without pay and would include a written reprimand placed in the employee’s personnel file. The employee shall also be informed, in writing, of the consequences of future violations.
- All subsequent violations will be considered insubordination, and policies and procedures for suspension and dismissal will be followed.

### **Visitor Violations**

The general category of “visitor” shall include, but not be limited to, event spectators, citizens, service personnel, sales representatives, and other individuals not directly related to the immediate operations of the school system or its sponsored functions. For these individuals, the following procedures shall apply:

- 1<sup>st</sup> Offense: Visitors who are observed using any tobacco product shall be informed of the prohibition policy and asked to refrain from such use by the Building Principal, Event Sponsor or designee. If the individual fails to comply with the request, that person will be asked to leave the building, premises or function.
- 2<sup>nd</sup> Offense: On confirmation of a second violation, the individual will be requested to leave the building, premises, or function by the Building Principal, Event Sponsor or designee. The violator will be sent a letter of explanation by the District Administrator.
- 3<sup>rd</sup> Offense: On confirmation of a third violation, the individual will be ordered to leave the building, premises or function by the Building Principal, Event Sponsor or designee, and the matter will be referred to the police.

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

**CROSS-REF.:** Policy 524

**APPROVED:** August 1990

**REVISED:** July 2007, April 2012

## **PROCEDURE 527.1 - EMPLOYEE GRIEVANCE PROCEDURE**

### Purpose

The purpose of this procedure is to provide for the exclusive internal method for resolving grievances concerning discipline, termination and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

### Definitions:

- A. Grievance: A “grievance” is defined as a timely written complaint, submitted according to the procedures identified herein, concerning employee discipline, employee termination or workplace safety.
- B. Grievant: A “grievant” may be any employee of the District.
- C. Day: The term “days” as used in this Section shall mean regularly scheduled workdays unless otherwise indicated.
- D. Receipt of Written Communication: A grievant is deemed to be in receipt of a written communication from the District regarding a grievance, including a denial of the grievance at any stage of the process, as of the date the communication is either personally delivered to the grievant, sent to the employee’s school district email address, or sent by mail to or left at the employee’s mailing address of record with proof of such delivery.
- E. Discipline: Discipline is defined as a suspension [unpaid or paid] or a written reprimand.
- F. Termination: Termination is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination shall not include a voluntary retirement, voluntary resignation, nonrenewal of contract under § 118.22, Wis. Stats. or § 118.24, Wis. Stats., separation from employment as a result of a reduction in force, or a non-reappointment of an extra-curricular assignment.
- G. Workplace Safety Definition for Grievance Procedure: In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety. For purposes of that procedure, the following guidelines shall apply:
  - 1. A grievance can be filed over workplace safety only if the safety of at least one employee is involved (as opposed to the safety of students or visitors).
  - 2. The issue must concern the safety of a person (e.g., not the “safety” of one’s vehicle or other personal possessions).
  - 3. The grievance must be filed by the affected employee(s) (i.e., one employee may not file on behalf of another).
  - 4. The individual(s) filing the grievance must propose a specific remedy.
  - 5. The issue and proposed remedy must be under the reasonable control of the District.

### Time Limits

The time limits set forth in this procedure shall be considered as substantive, and failure of the grievant(s) to file and process the grievance within the time limits set forth in this procedure shall be deemed a waiver and a settlement of the grievance. The number of days indicated at each level should be considered a maximum.

As described in Step 2 of the process below, the failure of the administration to provide a written response to the grievance by the established deadline for such a response operates as, and shall be treated the same as, a written denial of the grievance.

The time limits specified may, however, be extended by the mutual consent of the District and the grievant(s). The parties may, through mutual consent, agree to start the grievance at a higher step if the grievance involves termination and is initially filed in a timely manner pursuant to the timelines set forth below.

### Grievance Processing Procedure

Grievances shall be processed in accordance with the following procedure:

Step One - Informal Resolution: An earnest effort shall first be made to settle the matter informally between the employee and the immediate supervisor. A grievance may be initiated through an informal meeting and discussion with the immediate supervisor, the employee and, if the employee chooses to be represented, the employee's designated representative. The informal meeting and discussion shall occur within fifteen (15) days after the facts upon which the grievance is based first occurred. The grievant(s) shall be required to state the purpose of the discussions and event(s) upon which the discussions are based. The immediate supervisor shall notify the grievant(s) and (if

applicable and appropriate) the representative of his/her answer within ten (10) days. If the matter cannot be resolved or if no answer is provided in the above timeframe, the grievant(s) may file a written grievance.

Step Two - Written Grievance: If the grievance is not resolved at Step One, the grievant(s) shall file a written grievance with the immediate supervisor within ten (10) days of the response in Step One above or if no response is provided within ten (10) days of the deadline for the response. The written grievance shall include the facts upon which the grievance is based, the issues involved and shall focus on discipline, termination or workplace safety issues alleged to be violated and the relief sought. The grievance shall be signed and dated by the grievant(s). The immediate supervisor shall respond to the grievance in writing within ten (10) days. However, if there is an ongoing investigation related to the subject matter of the grievance, the immediate supervisor shall have until ten days after completion of the investigation to respond to the grievance. If the matter cannot be resolved or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the District Administrator.

The failure of the administration to provide a written response to the grievance by the established deadline for such a response operates as, and shall be treated the same as, a written denial of the grievance.

If the grievant's immediate supervisor is the District Administrator, the grievant(s) shall skip Step Three and proceed directly to Step Four if he/she is not satisfied with the response of his/her immediate supervisor at Step Two (or if no answer is provided in the above time frame).

Step Three - Appeal to District Administrator: If the grievance is not resolved at Step Two, the grievant(s) may appeal the written grievance to the District Administrator within ten (10) days after the response at Step Two or if no response is provided within ten (10) days of the deadline for the response. The District Administrator shall meet with the grievant(s) and/or the employee's designated representative and the principal or immediate supervisor within ten (10) days after receiving the written grievance. The District Administrator shall respond to the written grievance within ten (10) days of the meeting or at a later date as determined by the District Administrator if further investigation is warranted. The District Administrator shall indicate in writing the disposition of the grievance and forward it to the grievant(s) and (if applicable and appropriate) the grievant's representative. If the matter cannot be resolved or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the impartial hearing officer.

Step Four - Appeal to Impartial Hearing Officer: If the grievance is not resolved in Step Three, the employee must notify the District Administrator, within ten (10) days after receipt of the District Administrator's answer or if no response is provided within ten (10) days of the deadline for the response, if he or she intends to process the grievance to an impartial hearing officer.

This step of the process is available only if the alleged violation of District policy involves discipline, termination, or workplace safety.

If there is a dispute over the timeliness or the ability to use the grievance procedure on the issue, the Administration shall have the discretion to bifurcate the hearing for the purpose of deciding those issues (i.e. address whether the grievance was filed in a timely manner before hearing the merits of the grievance or address whether the content of the grievance is properly before the impartial hearing officer).

In the event a grievance proceeds to a hearing before an impartial hearing officer, the District Administrator or designee shall identify an impartial hearing officer consistent with minimum requirements set forth by the Board in Procedure 527.2. The role of the hearing officer shall include adherence to the following:

1. A hearing officer must agree to comply with all relevant laws and with all applicable Board policies and District procedures to the extent not inconsistent with the law, including laws and policies covering public records, personnel records, and student records.
2. An impartial hearing officer shall neither add to, delete from, or modify any Board policies or administrative rules or regulations, although it shall be within the purview of a hearing officer to reach a conclusion that a given policy, rule or regulation violates applicable law (subject to an appeal of such a conclusion to the Board).
3. In reaching conclusions based upon his/her factual findings, an impartial hearing officer is not to substitute his/her independent judgment for the judgment of the District provided that the hearing officer determines that the District's conclusions and any action taken by the District were lawful and reasonable under all of the facts, circumstances, and applicable standards. However, a hearing officer may state in his/her decision that he/she believes an alternative conclusion would have been more reasonable and explain the basis for making such a determination. An employee

may appeal such a decision to the Board and request that the Board consider adopting the hearing officer's alternate conclusion(s) or resolution.

Step Five – Appeal to Board of Education: If the grievance is not resolved at Step Four, the grievance may be appealed to the School Board within ten (10) days after the decision at the prior step. Either the administration or the grievant(s) may appeal an impartial hearing officer's decision to the Board. The Board's decision is final and may not be appealed. All Board actions throughout this process shall comply with requirements of Wisconsin's Open Meetings Law.

Within twenty-five (25) days after the appeal to the Board has been filed, the parties shall exchange written briefs with each other and submit them to the Board. Within ten (10) days after written briefs have been submitted, both parties shall exchange reply briefs with each other and submit them to the Board. Within twenty-five (25) days after receiving the reply briefs, the Board shall review the hearing officer's decision.

On appeal from Step Four, the hearing officer's factual findings and conclusions of law shall have distinct standards of review. The Board shall accord some deference to the hearing officer's findings of fact but (1) may modify any such findings if, after consulting with the hearing officer, the Board concludes that the most reasonable view of the record calls for modification of one or more of the findings; or (2) may remand the case to the hearing officer for further factual development and (if necessary) revised conclusions of law. In terms of conclusions of law and mixed questions of fact and law, the Board shall apply a *de novo* standard of review, meaning that the hearing officer's findings shall be accorded no deference.

The Board shall render a written decision that affirms, reverses, or modifies the decision of the hearing officer (or, if applicable, of the District Administrator). Such decision shall be rendered in a timely manner and shall be sent to the administration, the grievant(s), and (if applicable) the grievant's representative. The Board's decision is final and may not be appealed. All Board actions throughout this process shall comply with requirements of Wisconsin's Open Meetings Law.

#### Grievant's Right to Representation

Any grievant(s) may be represented at all stages of the grievance procedure by a representative(s) of his/her own choosing.

#### Consolidation of Grievances

Grievances of the same type, and with similar fact situations, may be consolidated at the discretion of the Administration.

**CROSS REF.:** Policy 527 Employee Grievances  
Policy 527.2 Impartial Hearing Officer Selection

**APPROVED:** September 2011

## **PROCEDURE 527.2 - IMPARTIAL HEARING OFFICER SELECTION PROCEDURES**

In the event an employee grievance related to employee discipline, termination or workplace safety proceeds to a hearing before an impartial hearing officer, the District Administrator or designee shall identify an impartial hearing officer consistent with the following minimum requirements:

1. The hearing officer shall be (1) an attorney who is licensed to practice in the state of Wisconsin; (2) a current or former school administrator who remains licensed by the Department of Public Instruction as either a district administrator or a principal, provided the person demonstrates to the satisfaction of the District Administrator sufficient familiarity with the procedures for conducting a fair and impartial hearing or (3) such other individual deemed qualified by the School Board provided the Board, upon recommendation by the District Administrator, affirmatively approves such individual's alternative qualifications prior to the person serving as a hearing officer.
2. If the hearing officer is an attorney, that individual may be an attorney who (or whose firm) represents the District in some other capacity only if (1) there is no evidence of bias toward either party; and (2) the attorney, or another attorney from the same firm, is not representing the District in any capacity in connection with the grievance in question.
3. The hearing officer shall not be an employee of the District.
4. Due to their background and experience, hearing officers may be identified based on their suitability to hear grievances over particular issues. (e.g., an individual may be deemed well-qualified to hear a grievance over a "workplace safety" issue or perhaps well-suited for grievances other than a grievance over a "workplace safety" issue.)
5. The hearing officer assigned to any pending grievance must be available to hear the case and render a decision in a timely manner. To the extent that the District has compiled a list of two or more potential impartial hearing officers who the District deems qualified to serve as a hearing office with respect to any pending grievance, the District Administrator or designee may use a rotational system, random drawing, or similar system to identify the hearing officer who will be contacted first and asked about his/her availability. However, the failure to use such a system shall not be deemed an error unless the individual selected as the hearing officer fails to satisfy the statutory requirement of impartiality.

**CROSS REF.:** Policy 527 Employee Grievance  
Procedure 527.1 Employee Grievance Procedure

**APPROVED:** September 2011

# EXHIBIT 533.11 – HEAD COACH EVALUATION FORM

## WATERLOO SCHOOL DISTRICT Waterloo School District Athletics (REVISED 7/26/06)

<b>COACH:</b>	<b>SPORT:</b>	<b>SCHOOL YEAR:</b>
<b>EVALUATOR:</b>		<b>DATE:</b>

**PERFORMANCE RATING:**

1. Exceeds Job Requirements    2. Meets Job Requirements    3. Needs Improvement    4. Not Applicable

**Rating**      **General**

- \_\_\_\_\_ 1. Begin practice on the opening day allowed by the WIAA and compete in maximum number of contests (if scheduling allows) – this includes games/competitions that extend beyond normal season.
- \_\_\_\_\_ 2. Maintain current CPR and first aid certification.
- \_\_\_\_\_ 3. Teach good sportsmanship and ethical conduct by example and instruction; be firm and fair in the treatment of athletes.
- \_\_\_\_\_ 4. Submit all required reports, lists or forms, and inventory of equipment and uniforms to the Activities Director within two weeks of the conclusion of the sport.
- \_\_\_\_\_ 5. Formulate objectives for the upcoming sports season.
- \_\_\_\_\_ 6. Assume supervisory control over the entire program, communicating with all assistants to clarify program philosophy, program continuity, skills, guidelines and other pertinent information necessary to provide a coordinated program.
- \_\_\_\_\_ 7. Keep abreast of new ideas and techniques by attending clinics and workshops and reading in your field.
- \_\_\_\_\_ 8. Be knowledgeable of current rules and regulations concerning your sport and attend the required WIAA Rules Interpretation meeting.
- \_\_\_\_\_ 9. Communicate any transportation needs to the Athletic Director prior to start of season, and communicate any changes to the Athletic Director as soon as possible or at least two weeks prior to any change.
- \_\_\_\_\_ 10. Develop a monthly practice schedule for use of buildings in conjunction with the Activities Director-avoiding Sundays, holidays, and regularly scheduled faculty meetings.
- \_\_\_\_\_ 11. Prepare and submit news releases or announcements to the Activities Director for release to the local paper, including statistics and/or scores.
- \_\_\_\_\_ 12. Report any Code violations to the Activities Director and Principal and make recommendations for revisions of the Code.
- \_\_\_\_\_ 13. Develop the budget in conjunction with the Activities Director, and submit and monitor all budget expenditures in compliance with District guidelines.
- \_\_\_\_\_ 14. Maintain a cooperative relationship with other coaches, faculty, administration, parents and the student body.
- \_\_\_\_\_ 15. Fulfill all other responsibilities as assigned by the Activities Director or Principal.

**Pre-Season**

- \_\_\_\_\_ 1. Make sure all of your athletes have physical cards/alternate year cards turned in, fees paid and signed co-curricular code prior to practicing and/or participating in any event.
- \_\_\_\_\_ 2. Attend pre-school Co-Curricular Code Meeting; review with the participants all regulations of the Co-Curricular code.
- \_\_\_\_\_ 3. Conduct a systematic issuance of school equipment, uniforms, etc
- \_\_\_\_\_ 4. Complete eligibility list and maintain regular communication with the Athletic Director’s office in regard to the eligibility of the participants.
- \_\_\_\_\_ 5. Select and instruct team managers.
- \_\_\_\_\_ 6. Report transportation needs to the Activities Director.

**A. During Season**

- \_\_\_\_\_ 1. Review the office Daily Attendance Ledger to verify that students are eligible for practice or contests pursuant to the Co-Curricular Code.
- \_\_\_\_\_ 2. Organize, plan and schedule structured practice sessions regularly with a goal of developing the athlete’s greatest potential.
- \_\_\_\_\_ 3. File a discipline report with Activities Director when appropriate; comply with disciplinary decisions resulting from Co-Curricular Code violations.
- \_\_\_\_\_ 4. Instruct players on rules, rule changes, new ideas, and techniques; emphasizing safety and injury prevention procedures.
- \_\_\_\_\_ 5. Instruct participants in proper care and maintenance of uniforms, equipment and facilities.
- \_\_\_\_\_ 6. Provide the Activities Director with copies of all general correspondence and bulletins sent to athletes and/or parents and keep an updated roster in the Athletic Director’s office.
- \_\_\_\_\_ 7. Review and adhere to District school bus transportation rules and regulations and accident reporting procedures.
- \_\_\_\_\_ 8. Directly supervise or designate supervisor of dressing rooms and lock up equipment at the close of each practice or contest. Make sure that the locker rooms are neat and clean after each practice and/or contest.
- \_\_\_\_\_ 9. Accompany and/or direct the individual/team and assistant coaches in all home and away contests.
- \_\_\_\_\_ 10. Supervise participants and ensure their proper discipline at practices, home and away games, and while en-route and at the site of all contests.
- \_\_\_\_\_ 11. At the conclusion of all practice sessions and home and away contests:
  - Make sure that all participants have made transportation arrangements.
  - Remain at school until all participants have left the premises.
  - Assume responsibility for building security.

**D. End of Season**

- \_\_\_\_\_ 1. Arrange for the systematic return of all school equipment no later than two weeks after the end of the

season and hold each student responsible for the return of all District equipment and uniforms.

- \_\_\_\_\_ 2. Arrange for the cleaning and storing of equipment and uniforms.
- \_\_\_\_\_ 3. Provide Activities Director with recommendations for student awards.
- \_\_\_\_\_ 4. Recommend additions/improvements for care and maintenance of facilities.
- \_\_\_\_\_ 5. Maintain records of team and individual accomplishments. Turn in a season summary to the Activities Director.

Comments by Activities Director \_\_\_\_\_

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Comments by Coach \_\_\_\_\_

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Goals for Next Year \_\_\_\_\_

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Signature of Athletic Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Coach \_\_\_\_\_ Date \_\_\_\_\_

## **EXHIBIT 533.12 – ASSISTANT COACHE/MS COACH EVALUATION FORM**

**WATERLOO SCHOOL DISTRICT (REVISED 7/25/2006)**

COACH:	SPORT:	SCHOOL YEAR:
EVALUATOR:		DATE:

### PERFORMANCE RATING:

1. Exceeds Requirement   2. Meets Requirement   3. Needs Improvement   4. Not Applicable

### Rating      General

- \_\_\_\_\_ 1. Begin practice on the opening day allowed by the WIAA and complete in maximum number of contests (if scheduling allows)—this includes games/competitions that extend beyond normal season.
- \_\_\_\_\_ 2. Maintain current CPR and first aid certification.
- \_\_\_\_\_ 3. Complete the American Sport Education Program, if a non-faculty coach.
- \_\_\_\_\_ 4. Teach good sportsmanship and ethical conduct by example and instruction; be firm and fair in the treatment of athletes.
- \_\_\_\_\_ 5. Submit all required reports, lists or forms, and inventory of equipment and uniforms to the Head Coach (or Middle School A.D for middle school activities) within two weeks of the conclusion of the sport.
- \_\_\_\_\_ 6. Develop a monthly practice schedule for use of buildings in conjunction with the Activities Director--avoiding Sundays, holidays, and regularly scheduled faculty meetings.
- \_\_\_\_\_ 7. Communicate any transportation needs to Athletic Director prior to start of season, and communicate any changes to the Athletic Director as soon as possible or at least two weeks prior to any change.
- \_\_\_\_\_ 8. Prepare and submit news releases or announcements to the Activities Director for release to the local newspaper, including statistics or scores.
- \_\_\_\_\_ 9. Maintain a cooperative relationship with other coaches, faculty, administration, parents and student body.
- \_\_\_\_\_ 10. Be knowledgeable of current rules and regulations concerning your sport and attend the required WIAA Rules Interpretation meeting.
- \_\_\_\_\_ 11. Ensure that out-of-season activities are in accordance with WIAA guidelines.
- \_\_\_\_\_ 12. Be aware of coaching related organizations; keep abreast of current techniques and new ideas related to the sport.
- \_\_\_\_\_ 13. Report any alleged Code violations to the Head Coach, Activities Director and Principal; based on experience, make recommendations for necessary revisions of the Code.
- \_\_\_\_\_ 14. Fulfill all other responsibilities as assigned by the Head Coach, Activities Director or Principal.

### Pre-Season

- \_\_\_\_\_ 1. Make sure all of your athletes have physical cards/alternate year cards turned in, fees paid and signed co-curricular code prior to practicing or participating in any event.
- \_\_\_\_\_ 2. Attend Co-Curricular Code meeting or view video; review with the participants and adhere to all regulations of the Co-Curricular Code.
- \_\_\_\_\_ 3. Conduct a systematic issuance of school equipment, uniforms, etc.
- \_\_\_\_\_ 4. Select and instruct team managers.

**During Season**

- \_\_\_\_\_ 1. Review the office Daily Attendance Ledger to verify that students are eligible for practice or contests pursuant to the Co-Curricular Code.
- \_\_\_\_\_ 2. Organize, plan and schedule structured practice sessions regularly with a goal of developing the athlete's greatest potential.
- \_\_\_\_\_ 3. File a discipline report with Activities Director when appropriate; comply with disciplinary decisions resulting from Co-Curricular Code violations.
- \_\_\_\_\_ 4. Instruct players on rules, rule changes, new ideas, and techniques, emphasizing safety and injury prevention procedures.
- \_\_\_\_\_ 5. Instruct participants in proper care and maintenance of uniforms, equipment and facilities.
- \_\_\_\_\_ 6. Provide the Head Coach and Activities Director with copies of all general correspondence and bulletins sent to athletes and/or parents
- \_\_\_\_\_ 7. Review and adhere to District school bus transportation rules and regulations and accident reporting procedures.
- \_\_\_\_\_ 8. Directly supervise or designate supervisor of dressing rooms and lock up equipment at the close of each practice or contest. Make sure that the locker rooms are neat and clean after each practice and/or contest.
- \_\_\_\_\_ 9. Supervise participants and ensure their proper discipline at practices, home and away games, and while en-route and at the site of all contests.
- \_\_\_\_\_ 10. At the conclusion of all practice sessions and home and away contests:
  - Make sure that all participants have made transportation arrangements.
  - Remain at school until all participants have left the premises.
  - Assume responsibility for building security.

**End of Season**

- \_\_\_\_\_ 1. Hold each student responsible for the return of all District equipment and uniforms.
- \_\_\_\_\_ 2. Provide Head Coach or Activities Director with recommendation for student awards.

**Comments by Activities Director** \_\_\_\_\_  
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**Comments by Coach** \_\_\_\_\_  
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**Goals for Next Year** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Activities Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Coach** \_\_\_\_\_ **Date** \_\_\_\_\_

## **PROCEDURE 537.1 – PROFESSIONAL STAFF DEVELOPMENT PROCEDURE**

For sponsored District-wide activities, the District Administrator with assistance from other administrators and teachers as appropriate shall establish a professional staff development/in-service committee. The committee shall be comprised of representative members from the following groups:

1. District and/or building level administrators
2. Building level classroom teachers
3. Particular program area specialists or coordinators

Committee members shall be recruited on a volunteer basis and may be reappointed from year to year.

The responsibilities of the committee shall be to:

1. Annually determine District, administrative and staff professional development needs through a needs assessment process which involves securing suggestions and recommendations from all administrators and staff.
2. Annually develop a professional staff development plan which outlines specific activities to be sponsored by the District and assist as necessary in the implementation of said District-sponsored activities.
3. Annually monitor and evaluate the District's professional staff development plan and District-sponsored programs and activities.

Beyond sponsored District-wide activities, small group District-wide or building level professional staff development programs and activities shall be planned and implemented under the direction of the committee, administrators, specialists or coordinators.

In addition, administrators, small groups or individual staff members shall, as deemed appropriate, be provided approval to participate with prior building principal and District administrative approval in out-of-District conferences, workshops, seminars, etc., at District expense.

**APPROVED:** December 1990

**REVISED:** April 2012

## **PROCEDURE 538.1- WATERLOO MAINTENANCE AND IMPROVEMENT OF INSTRUCTION PLAN**

### Introduction

The primary purpose of teacher supervision and evaluation is to improve teacher instruction to students. The basic philosophy of the Waterloo Maintenance and Improvement of Instruction Plan (hereafter referred to as “the Plan”) for teachers is to identify, expand and improve upon the skills of all instructional staff.

In order to identify Districtwide expectations for all teachers, the following performance criteria have been identified. These expectations are to be viewed as required competencies that all teachers employed by the Waterloo School District should possess.

### Legal Responsibility

Evaluation of teachers is the legal responsibility of the School District’s administrative staff.

### Purpose of the Waterloo Maintenance and Improvement of Instruction Plan

1. Improve educational opportunities for all students through the improvement of the teaching/learning process.
2. Provide teachers and administrators with knowledge and understanding of the expectations required.
3. Identify individual teacher strengths and weaknesses in order to develop a plan to overcome the identified weaknesses and capitalize on teacher strengths and provide specific and continued feedback.
4. Contribute to professional growth through the encouragement of continued professional improvement.
5. To maintain a highly qualified, competent staff.

### Procedures for the Plan

1. In this District, the plan includes formative evaluation to be used in the development of a summative evaluation.

2. Classroom visitations and observations for formative evaluations can be either announced or unannounced.
3. There will be a formative evaluation report given to each teacher at the time of the principal/teacher conference following formative evaluation.
  - a. There will be a description of the class being observed.
  - b. General comments will be made as they relate to the instructional responsibility section of the performance expectation.
  - c. Other areas of teacher expectations may be discussed if they are having an influence on the teacher's effectiveness.
  - d. Strengths, weaknesses and recommendations will be identified.
4. A summative teacher evaluation report will be given.
  - a. New-to-the-district teachers in their first five years of employment in the district will receive a minimum of one summative evaluation yearly. This evaluation will be based on no less than two formative evaluations.
  - b. Continuing teachers with five or more years of district experience being evaluated in any given year will receive at least one summative evaluation. This evaluation will be based on at least one formative evaluation.
  - c. Summative reports will recognize that a teacher "needs improvement," "meets performance expectations," "exceeds performance expectations," or the item is "not applicable." If "needs improvement" has been marked, the administrator will include a brief recommendation in the "comment" section. Recognition for "exceeds performance expectations" may be given in the comment section.
5. Recommendations given are intended for teacher improvement.

#### Explanation of Terms Used in the Plan

1. Formative Evaluation. This type of evaluation is used to document information about a teacher's strengths and weaknesses in order to improve individual performance. Input is taken from day to day observations, from within and outside of the classroom, shared memos and conferences.
2. Summative Evaluation. A broad sample of information about a teacher's overall performance (including formative evaluation). The summative evaluation encompasses criteria beyond classroom activities which are enumerated in the District's performance expectations for teachers. Teachers receiving a "needs improvement" rating in a summative evaluation will have the formative evaluations where these deficiencies were discussed attached as supportive documents to the summative evaluation.

Each item in the summative evaluation form will require a check mark to indicate the evaluator has considered the three performance expectations that are available. The summative evaluation form does not provide for an "overall" performance rating. In addition, this process and the form do not provide for the weighing of one particular area of performance over another. It should be understood that all areas of performance are of equal importance. Few evaluations will exceed performance expectations in all areas. In addition, when "needs improvement" is indicated, the identified problem(s) must be corrected.

3. Teacher Response. If a teacher elects to respond to either a formative or summative evaluation, a signed copy of such response will be attached to either the formative or summative evaluation forms.
4. Definitions for the Rating Scale on the Summative Evaluation Form. "Meets performance expectation" scale represents the minimum standard for the District as a condition of employment. This rating is not to be construed as average but rather it covers a wide range of satisfactory abilities. Performances marked "needs improvement" and/or "exceeds performance expectations" listed on the summative evaluation form may include a brief explanation by the evaluator. "Not applicable" indicates that the evaluator has not observed the criterion or that the criterion is not applicable at the time.

#### Performance Expectations for Classroom Teachers

The performance rating of “needs improvement” indicates the teacher is functioning at a level below an acceptable standard in the area indicated. Any item listed in this category on the summative evaluation form may be given a written comment by the evaluator.

Enclosed in this guide is the document describing what is expected of Waterloo School District classroom teachers. All teachers should become familiar with and have an understanding of these performance expectations. A yearly review of expectations by building level principals will make teachers aware of expectations.

**REVISED: April 2012**

## **PROCEDURE 664.1 – MONEY HANDLING GUIDELINES/PROCEDURES**

The establishment of procedures for money handling is necessary to assure the proper handling of district funds, including student activity funds, and to safeguard against loss. **These procedures are also designed to protect employees from allegations of mishandling district funds and to maximize interest revenues by investing district funds in a timely manner.**

“District funds” is defined as all money collected from parents, students or organizations for any purpose, including fundraisers, during the course of conducting school business. **ALL** district funds must be deposited into a district bank account.

### **GENERAL STAFF RESPONSIBILITIES**

1. Collection of money.
  - a. Inform payer to make all checks payable to Waterloo School District.
  - b. Inspect each check received to ensure its completeness and accuracy. Return check to payer for appropriate correction if necessary.
  - c. Safeguard all funds collected. Do **NOT** keep money in your room overnight or remove it from the building under any circumstances.
  - d. Make no disbursements from any cash received.
  - e. **NEVER** commingle district funds with personal funds.
2. Cash Receipts List
  - a. For field trips, instrument rentals, fines, fees and other activities, which require the specific recording of amounts received from individuals, a cash receipts list shall be prepared.
  - b. Forms are available in your school office or the Business Office.
3. Deposit preparation – **ACCURACY IS VERY IMPORTANT!**
  - a. Count and identify cash and checks, and band separately.
    - If you have a large number of coins, you may use the coin counter in the Business Office or High School Office.
  - b. Completely fill out a deposit form, which is available in your school office or the Business Office.
4. Turn in collections, deposit form and cash receipts list (if applicable) to your school office **DAILY** for deposit. Do not turn money in to the Business Office directly unless your building office is closed.

### **SECRETARY RESPONSIBILITIES**

1. Staff Collections (Verification of staff deposits / submission to Business Office)
  - a. Recount money to ensure that amount turned in matches that reported on the deposit form.
  - b. Reconcile any discrepancies. Both the staff member who submits money and the secretary who reconciles the submittal must initial any change made to the deposit form.
  - c. Sort cash by denomination, with bills all facing the same way.
  - d. Count total cash received and make a calculator tape by denomination.
  - e. Sign and date deposit form and submit with cash to Business Office.
2. Office Collections
  - a. Inform payer to make all checks payable to Waterloo School District.
  - b. Inspect each check received to ensure its completeness and accuracy. Return checks to payer for appropriate correction if necessary.
  - c. Make no disbursements from any cash received.
  - d. **NEVER** commingle district funds with personal funds.
  - e. Receipt **ALL** monies collected at the time of receipt.
    - Issue original receipt to parent, student or organization.
    - If necessary to void a receipt, mark it “VOID” and forward to the Business Office with the deposit. If the receipt has been torn out of book, then **mark it “VOID.” DO NOT throw away any of the copies.**
  - f. Prepare money for delivery to Business Office
    - Count and make a calculator tape of total cash received by denomination.
    - Band all currency neatly with bills face-side up and facing the same way.
    - Make a calculator tape of all checks received. Band checks neatly by amount in ascending order, and place calculator tape on top.
    - Completely fill out a deposit form.
  - g. Deliver all money, deposit forms, and related receipts to Business Office daily.
    - Do **NOT** send deposits containing cash through the interoffice mail.
    - Do **NOT** keep money in office overnight or remove it from the building under any circumstance.

### **ACTIVITIES DIRECTOR / DESIGNEE RESPONSIBILITIES**

**GATE RECEIPTS** – Activities Director, or his/her designee, is responsible for assigning counters for each applicable event.

1. Gate receipts must be counted and recorded on a deposit form and deposited in a locked bag in the bank's night depository the same day of the event.
2. Do **NOT** keep money in your room overnight or take it home with you under any circumstances.
3. Inform the Business Office that a bag has been dropped off in the night depository so Business Office staff can retrieve, recount and deposit the gate receipts on the next business day.

#### BUSINESS OFFICE RESPONSIBILITIES

1. Office Collections
  - a. Verify that the amount of cash and coins turned into the office matches the amounts reported on the deposit form by recounting them. Reconcile any discrepancies.
  - b. Safeguard any monies turned in to the office until a deposit can be made at the bank.
  - c. Make deposits to bank daily.
  - d. Issue receipts to the secretaries.
  
2. GATE RECEIPTS
  - a. Retrieve gate receipts deposited in the bank's night depository on the next business day.
  - b. Verify that the amount of money matches the amount reported on the deposit form; reconcile any discrepancies.
  - c. Prepare the deposit and deliver it to the bank.
  - d. Issue receipt to the Activities Director.

**APPROVED:**            January 2004

## **PROCEDURE 664.2 – HANDLING NON-SUFFICIENT FUND CHECKS**

If a personal check is returned because of non-sufficient funds (NSF), the following apply:

1. The check shall be submitted to the bank for payment at least twice. The District shall charge a \$25 fee, which includes the bank charge to the District.
2. The party concerned shall be called and asked to correct the matter. The caller will make note of the conversation.
3. If no response from the maker of the NSF check is given within five workdays of the initial call, a certified letter shall be sent to the individual concerning the non-sufficient fund check. District personnel shall allow ten workdays for a response regarding the matter.
4. If the matter regarding the check is unresolved after step three, the District Administrator has authority to either dismiss the matter or pursue options for collection. These options include, but are not limited to, filing a police report pursuant to the applicable City of Waterloo ordinance (Chapter 278), pursuing the matter in small claims court, or submitting the matter to a collection agency.
5. Names of repeat offenders will be placed on a confidential list to be distributed to the appropriate school building with instruction to accept no further checks from those named.

**APPROVED:** July 2007

## ***PROCEDURE 665 – FRAUD REPORTING PROCEDURE***

Any District employee who suspects fraud, impropriety or irregularity in relation to District fiscal or other resources shall report his/her suspicions immediately to his/her supervisor and the District Administrator, who shall be responsible for initiating necessary investigations. In the event the concern or complaint involves the District Administrator, the concern shall be brought to the attention of the Board.

The investigation shall be conducted in coordination with legal counsel and other internal or external departments and agencies as appropriate. Investigations shall be conducted in a manner that protects the confidentiality of the parties and the facts. All employees involved shall keep information about the investigation confidential.

**CROSS REF.:** Policy 376 Student Activity Funds Management  
Procedure 376 General Guidelines for Activity Accounts  
Policy 665 Fraud Prevention and Reporting

**APPROVED:** December 2007

**EXHIBIT 672.1 - INFORMAL QUOTATION FORM**

Two (2) informal quotations are required to purchase, in a single transaction, any item, group of items, or service costing between \$500 and \$2000. 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.

**This Informal Quotation Form must be completed and attached to any purchase order which totals between \$500 and \$2000.**

A. Item(s) to be Purchased:

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B. Vendor/Company

C. Price

1.	<hr/> <hr/> <hr/>	<hr/>
2.	<hr/> <hr/> <hr/>	<hr/>
3.	<hr/> <hr/> <hr/>	<hr/>
4.	<hr/> <hr/> <hr/>	<hr/>

D. Purchase Order # \_\_\_\_\_

\_\_\_\_\_  
Administrator/Supervisor Signature

\_\_\_\_\_  
Date

**EXHIBIT 742.1 – EQUIPMENT LOAN REQUEST FORM**

WATERLOO SCHOOL DISTRICT

Organization Requesting Equipment \_\_\_\_\_ Date of Request \_\_\_\_\_

Organization Representative \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

ITEM(S) REQUESTED	SERIAL NUMBER	CONDITION OF EQUIPMENT
_____	_____	_____
_____	_____	_____
_____	_____	_____

DATE(S) EQUIPMENT TO BE LOANED \_\_\_\_\_ DATE EQUIPMENT WILL BE RETURNED \_\_\_\_\_

I have inspected all equipment to be borrowed and agree with the condition as indicated above. Further, if there is loss or damage to any equipment, I agree to pay for the repair or replacement. The school authority whose signature appears below will determine the cost of repair/replacement of equipment.

\_\_\_\_\_  
 School District Representative (Date) Signature of Borrower (Date)

A security deposit of 10% of the actual cost of the equipment borrowed will be required.  
 This deposit will be returned at the time all borrowed equipment is returned to the lender.

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**RETURN OF EQUIPMENT**

Organization Returning Equipment \_\_\_\_\_ Date of Return \_\_\_\_\_

Organization Representative \_\_\_\_\_

ITEM(S) RETURNED	SERIAL NUMBER	CONDITION OF EQUIPMENT
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMENTS: \_\_\_\_\_

**ASSESSMENT FOR DAMAGES:**

List the damages of the equipment: \_\_\_\_\_ Amount: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 School District Representative (Date) Signature of Borrower (Date)

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.

**PROCEDURE 751 – BUS TRANSPORTATION**

- I. Responsibility for the Transportation System
  - A. The responsibility for the operation of the school transportation of pupils rests with the School District.
  - B. The responsibility of students using school buses rests with the parents or guardian until the students actually board the bus for school and after the students get off the bus on a return trip.
    - 1. Misbehavior of any kind will not be tolerated.
    - 2. Pupils who misbehave can be denied the privilege of riding on the bus.
- II. Special Transportation Trips

- A. Transportation will be provided for student groups only if said trip had previously been listed as a planned budgetary expenditure or if special arrangements have been made with the principal and there is money in the budget.
- B. Any overnight trip must be approved by the Board of Education prior to signing up students.
- C. The building principals or athletic director must approve all requests for special transportation prior to the time that the bus contractor is notified.
- D. All requests for special trips must be submitted to and received by the bus contractor no later than three school days before the trip is to begin. In addition, the Pep Club must also give specific requirements by 1:00 on the day of the activity. All requests for transportation will be accepted on a first come basis, except activities scheduled on a regular basis.
- E. In case of cancellation, the bus contractor must be notified at least twenty-four hours prior to the scheduled departure time. Failure to notify the bus contractor will result in the activity being charged for the bus service even though it was not used.
- F. Standards of conduct on co-curricular trips shall be established by the building principals and bus company and enforcement lies with the chaperon supervising the trip.

- G. Students making a co-curricular trip must return on the same bus unless the parent/guardian in the presence of a District employee signs a statement indicating that they will be transporting their child.
- H. Money collected to cover the cost of transportation must be turned over to the building principal forty-eight hours prior to the scheduled event.
- I. If a bus on a trip deviates from the designated point requested, the driver will note these deviations or stops on the trip ticket and the same will be initialed by the chaperon.
- J. Each month the bus contractor will bill the school district directly for special transportation. In turn, each activity will be charged to the appropriate account or the activity billed for their usage of the bussing.
- K. Transportation of Citizens to Co-Curricular Activities:

The Waterloo School District will provide the opportunity for transportation of citizens to co-curricular activities whenever transportation for such activities is provided to pupils and space is available. Transportation of students will receive priority.

Citizens provided transportation under this policy shall comply with all applicable school rules and with the directives of the chaperon. Noncompliance may result in the denial of transportation or other sanctions, as appropriate.

A fee sufficient to reimburse the district for the cost of providing such transportation shall be paid by the persons transported.

### III. Regular Bus Transportation

#### A. Bus routes and schedules

1. All school bus routes and schedules will be approved by the District Administrator. Parents/guardians will be notified by newspaper, telephone and personal contact as appropriate no later than one week prior to the start of the school year. Routes will be posted as follows:
  - a. In school buses to which they pertain
  - b. In the office of the District Administrator
  - c. In the office of the contractor

Generally the length of time any one student would be required to remain on the bus, proximity of bus stops to students' residences, safe practice in bus operation, school schedules and other factors ensuring safety and reasonableness of operation shall be used to determine the routing of each bus and the location of pick-up and discharge points.

Should permanent changes in routes or scheduling become necessary during the school year, parents/guardians of students affected will be notified before the change takes effect.

2. Routes will be scheduled to minimize the number of times a bus must turn around, especially on heavily traveled roads or in hazardous areas.
3. Neighborhoods, country roads should be on the same route to minimize mileage. Attendance areas will be scheduled together.
4. The bus will cover all through roads past patrons' homes that have children attending Waterloo School District.
5. School buses shall not travel on private roads without District approval.

#### B. Bus Stops

1. The concept of first on, first off shall be implemented whenever possible.
2. Grades 4 year kindergarten through fourth will be picked up at home if the distance from the main through road is at least 1/4 mile.

3. Grades five through twelve will be picked up at home if the distance from the main through road is at least 1/2 mile.
4. Suitable driveways and turnarounds must be available. Any driveway or turnaround in doubt must be approved by the District.
5. Patrons with unsuitable driveways or turnarounds will be notified in writing. When these deficiencies have been corrected, the District should be notified at which time the areas will be examined and approved or disapproved.
6. Students are expected to be at the bus stop prior to the designated pick-up time. Buses are expected to stop at all pick-up points, and the driver is instructed to look for students approaching the stop. If students are occasionally late, but can be seen by the bus driver, the bus must wait. If students are habitually late, parents will be so informed.
7. The District will consider individual situations that are not in compliance with the above stated procedures.

#### IV. Transportation To Child Care Provider

- A. Parent(s)/guardian(s) of children who are otherwise eligible for transportation to and from school may request to have their child(ren) transported to a child care provider, under Wisconsin Statute 121.54(2)(am). Requests will be processed and honored contingent upon the following qualifications and conditions:
  1. Child care provider's residence must be more than 2.0 miles from the school of attendance except in locations previously identified as hazardous areas qualifying for bussing.
  2. Existing current bus route must go past child care provider's residence or designated bus stop: the bus will not add mileage to its route.
  3. Requests received on or prior to the scheduled student registration day will be guaranteed a ride provided the conditions in items 1 and 2 above are fulfilled. Approval of requests received after the scheduled student registration day will be conditioned upon whether there is room on the bus initially and whether there continues to be room. This privilege may be denied if additional children move into the 2.0 mile plus limit or if there should be a shift in pre-scheduled rider patterns during the year. In the event of displacement, last students accepted for ridership would be the first displaced.
  4. Only two changes of child care provider will be accepted during any one school year, except when there are extenuating circumstances and then only with special approval. Each change will require filing a new request with the bus contractor.
  5. Requests for transportation to and/or from child care provider's home must be renewed each school year.

#### V. Private and Parochial School Transportation

- A. General Procedure
  1. The Waterloo School District will pay up to the maximum transportation aids provided by law for all students attending private and parochial schools located up to five miles beyond the boundary lines of the District on personal request to the District.
- B. Notification by private schools
  1. No later than May 15 of each year, each private school shall notify the School Board of the names, grade levels and location of all pupils, if any, eligible to have transportation provided by the School Board under Wisconsin State Statutes 121.54 (3)(4) and planning to attend such private school during the forthcoming school term.

#### VI. Student and Parent Responsibilities

- A. Pupils will ride on assigned buses.
- B. Parents/guardians must specify **one** bus route location where they want their child(ren) picked up, and **one** bus route location where they want their child(ren) to be dropped off after the school day.
- C. Parents/guardians should inform the driver when their child(ren) will not be riding the school bus.
- D. Parents/guardians may make four (4) alternate transportation requests per school year for each child in their family by submitting an Alternate Transportation Request Form (Exhibit A) to the school office containing the following information: (1) Full name and grade level of student; (2) Full name and phone number where the parent/guardian can be reached; (3) Date for which alternate transportation is requested; and (4) Adult name, address and phone number of the residence where the student will be transported. Requests with incomplete information will be denied. Alternate Transportation Request Forms may be obtained in the school. Requests must be made at least one full day in advance to the student's school office. Parents/guardians assume full responsibility for students being transported with an Alternate Transportation Pass. The school office will issue an Alternate Transportation Pass for the student to board the designated bus. The student will give the Alternate Transportation Pass to the bus driver when boarding the bus.
- E. Students who abuse the alternate transportation request system will be dealt with in accordance with the Discipline Procedures.
- F. All requests for other arrangements will be denied unless a verified short-term emergency circumstance exists.
- G. Requests for short-term emergency or special transportation arrangements shall be made to the District Administrator, who will schedule a conference with the parent/guardian and bus contractor to discuss and consider the request.

## VII. Bus Rider Rules and Regulations

- A. A school administrator or bus driver has the authority to assign riders to designated seats.
- B. Previous to loading (on the road and at school)
  - 1. Be on time at the designated bus stop.
  - 2. If there is no sidewalk or path, it is recommended that you walk on the side of the road facing traffic to get to the bus stop.
  - 3. Stay off the road at all times while waiting for the bus. Conduct yourself in a safe manner while waiting for the bus. Do not cross the road to board the bus until given a hand signal by the driver.
  - 4. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion in single file.
  - 5. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
  - 6. Use the handrail and watch your step when boarding the bus.
  - 7. Be courteous. Don't take advantage of younger children in order to get a seat.
- C. While on the bus:
  - 1. Obey the bus driver promptly and at all times. Refusal to obey the bus driver shall be sufficient reason for being denied transportation service.
  - 2. Keep all limbs and head inside the bus at all times after entering and until leaving the bus.
  - 3. Assist in keeping the bus sanitary at all times.  
Conform to the same standards of conduct and cleanliness that are expected at school.

4. Do not eat or drink on the bus at any time.
5. Do not transport hazardous materials or devices.
6. Do not divert the driver's attention by loud talking or laughing or by unnecessary confusion because it could result in a serious accident.  
  
No boom boxes or other distracting toys and games are allowed to be used while on the bus.
7. Do not bring pets or live animals on the bus unless authorized to do so.
8. Treat bus equipment as valuable furniture. Damage done to seats or other bus equipment by the rider must be paid by the rider or his/her parents or guardians. Payment to the School District must be within one month from reported incident.
9. Never tamper with the bus or any of its equipment.
10. Leave no books, lunches, or other articles on the bus.
11. Keep books, packages, coats, and all other objects out of the aisles.
12. Remain in the bus in case of road emergency, unless directed to do otherwise by the driver.
13. Do not throw anything out of the bus window.
14. Always remain in seat while bus is in motion.
15. Always be courteous to fellow pupils, the bus driver, the driver's assistants and to passers-by.
16. Keep absolutely quiet when approaching a railroad crossing stop and until the bus is safely across the tracks.
17. Use appropriate language. Profane or indecent language will not be tolerated from anyone.
18. Follow the "jump-seat" method of unloading buses. The driver will fully explain the procedure to riders as necessary.
19. Tobacco products are prohibited.

D. After leaving the bus:

1. When necessary, cross the road only after checking to be sure no traffic is approaching and after receiving the hand signal from the bus driver to cross. Cross at least 10 feet in front of the bus.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal, which is a steady blast on the horn, from the driver.

## VIII. Discipline Procedures

- A. The driver is responsible for controlling the bus riders. They must obey the driver promptly and at all times. To handle cases of misconduct as outlined in "Bus Rider Rules and Regulations," the following procedures will be followed:
1. The driver will fill out a misconduct report. This report must be given to the school office within 48 hours of the offense. The misconduct report shall at least state the date of the offense, student's name, offense committed and driver's signature and route number.
  2. The following action will follow the issuance of a misconduct report:
    - a. First Offense - the school principal will inform the parent/guardian of the offense and discuss what disciplinary measures the parent/guardian and school official

deem necessary to correct the situation. This may include denial of transportation for a maximum of three (3) days.

- b. Second Offense - the school principal will inform the parent/guardian of the offense and the student could be denied transportation for a maximum of three (3) days.
- c. Third Offense - the school principal will inform the parent/guardian of the offense and the student may be denied transportation for three (3) days. Parent and student will be required to meet with District Administrator to be informed of possible Board action.
- d. Fourth Offense - the school principal will inform the parent/guardian of the offense and recommend to the District Administrator that the offense be referred to the School Board for a hearing with a possible suspension of riding privileges.

B. Parents/guardians and students have the right of due process in any of the above actions.

## IX. Responsibilities of the School Bus Driver

### A. General Regulations

1. Observe all requirements listed by the Motor Vehicle Department and state laws.
2. Give safety and health of the bus riders first consideration at all times.
3. Follow a strict time schedule but never sacrifice safety to maintain the time schedule.
4. Set an example by dignified personal behavior and cleanliness and maintain the respect and obedience due the driver from all pupils.
5. Be courteous to other drivers. Drivers are teaching by the examples set for the riders.
6. Never (a) leave the bus while motor is running and passengers are on the bus; (b) fill the gasoline tank while students are on the bus; (c) drive backwards on or near school grounds; (d) allow anyone except pupils and those authorized to ride on the school bus; (e) transport merchandise or other loads except property of the passengers or the School District when transporting students.
7. Keep bus aisles clear of lunch boxes, band instruments, etc.
8. Pick up and discharge pupils only at designated bus stops or loading zones.
9. Maintain order among the students at all times when they are being transported to and from school.
  - a. Always be patient, kind, but firm.
  - b. Report to the principal any unmanageable pupils.
  - c. Stop the bus when attempting to discipline pupils.
  - d. Never put a student off the bus.
  - e. Never strike a student.
  - f. Never use profane or indecent language within hearing of the pupils and tolerate none from them.
10. Remain with the bus until all pupils have been discharged.
11. Never exceed the posted maximum speed limit while transporting pupils.
12. Always comply with the instructions regarding school bus routes, schedules, and loading and unloading, and promptly file all reports required.
13. Always follow the Wisconsin Motor Vehicle Department Order M.V.D. 516 which specifies that when children are obliged to cross the driver SHALL make sure the road is clear before giving the hand signal allowing children to cross and the bus shall not proceed until children are safely across the street or highway. Instruct your riders to be on the lookout for themselves, but you are required to remind them frequently relative to the above regulations.

14. Drive with due consideration for the efficient and economical operation of the pupil transportation system.
15. Keep bus riders out of the back seats on foggy and slippery days as long as possible to avoid pupil injury in case of rear end collisions.
16. Always anticipate danger and drive accordingly. Be alert. A school bus driver can never afford to take any chances with his precious load.
17. Keep the bus clean inside and out.
18. Open the door of the school bus to discharge pupils only when the road is clear and no danger exists.
19. Instruct pupils crossing the highways to pass at least 10 feet in front of the bus.
20. Instruct bus riders not to step out on the highway beyond a point protected by the bus until the bus driver or school patrol signals that it is safe for them to cross.
21. Never use tobacco products on the school bus.

## X. Role of the Bus Driver

- A. Preventive maintenance (to reduce risk potential) - The operator should "drive defensively" at all times. He/she needs to know how to carefully assess the conditions under which he/she is driving, and to be conscious of all factors around him/her---including the traffic on the road. He/she should always insist on discipline and good order on the part of the passengers. Rules governing student conduct on the bus shall be part of Board policy and shall be communicated to the riders. The operator must enforce these rules. If he/she needs assistance in this effort, he/she may involve the school principal.
- B. General preparedness (to reduce risk potential) - Each operator needs to see that the vehicle is equipped with functional safety equipment. Additionally, he/she should see to it that his/her emergency supplies (including first aid kits, flares and fuses or reflectors) are in ample stock. He/she should explain to the riders twice per year what the general procedures will be in the event of an accident.
  1. Actual evacuation drills should be conducted for regular routes and co-curricular activities.
  2. At the beginning of each school year each operator will brief his/her riders as to operation of the safety equipment aboard the bus, including the two-way radio system for use in an emergency.
  3. Students will be shown the location and the use of the Bus Accident Emergency Instruction Card in the event the two-way radio system should become inoperable in an accident.
- C. Emergency Procedure
  1. In the event of an accident, the driver is expected to stay with the bus. If the two-way radio system is inoperable, the driver should use a cell phone to call for help. If neither the two-way radio or cell phone are an option, the first motorist should be hailed and asked to process the instructions on the Bus Accident Emergency Instruction Card. The bus driver should apply limited first aid to injured parties. The injured should be kept comfortable until competent medical assistance can be provided.
  2. Students should be kept in the bus until help arrives, unless it is deemed wiser to evacuate the bus. If evacuation is conducted, it should be done according to the pre-arranged plan under driver supervision. Riders should be evacuated to the nearest safe and logical shelter away from the road. Students should never cross roads to an evacuation point if it can be avoided. If crossing is necessary, riders should cross as a single group. All riders must be accounted for.
  3. Flags, flares, fuses or reflectors should be appropriately spaced adjacent to the scene of the accident to warn oncoming traffic.

4. A relief bus will be called and instructed to transport all non-injured or only slightly injured riders to a designated holding area. These students must be held until clearance is given by a proper official. The relief driver should assist the school principal in the holding action.
5. After help arrives and everything is back to normal, the bus driver shall assist in filing all necessary accident and insurance reports and give a complete account of the accident to the District Administrator. No publicity release or statement to the media shall be made by the driver until clearance is given by the District Administrator.

XI. Role of District Administrative Personnel Following an Accident

- A. Upon notification of an accident, the District Administrator and/or, as appropriate, school principal should immediately go to the scene of the accident and assist the bus driver in all ways possible.
- B. Check to see that the sheriff or traffic police have been contacted; inquire if the relief bus has been contacted; help with limited first aid; help in evacuation of injured to a safe and comfortable location, and assist ambulance drivers.
- C. Get names of all students who were in the bus at the time of the accident. Note whether injury is apparent so information can be passed on to parent/guardian.
- D. Proceed to holding station and talk with students who were on the bus. If students appear to be injured even slightly, attempt to get local medical personnel to come to examine them. If doctors are unavailable to come to the holding station, assist in taking presumed injured to a doctor's office or hospital for check-up and clearance. Follow the parents'/guardians' preferences for medical attention to the extent feasible.
- E. Give names to school secretaries and instruct them to call parents/guardians to inform them where students are being held and if their student was presumed injured. Obtain waiver from parents/guardians to take injured rider to nearest local medical center, doctor or hospital or to have local doctors check the student on the spot.
- F. Order release of all riders not injured and give instructions to relief bus driver.
- G. With regard to students insisting they have no injuries, solicit and follow the specific desires of the contractor's insurance company. It is likely the insurer will want every bus occupant examined by a doctor. If not, a form note should be sent to the parents/guardians indicating their right to have their child examined within a specified period of time.
- H. Direct all media or insurer inquiries to the District Administrator.

**APPROVED:** October 1991

**REVISED:** August 1996, April 1999, July 2004

**EXHIBIT 751 – ALTERNATE TRANSPORTATION REQUEST FORM**

**WATERLOO SCHOOL DISTRICT**

**\*\*\*Limited to 4 Requests Per Student Per School Year\*\*\***

Student \_\_\_\_\_ (First) \_\_\_\_\_ (Last) \_\_\_\_\_ Grade Level \_\_\_\_\_

Today's Date \_\_\_\_\_ Parent/Guardian \_\_\_\_\_  
can be reached at telephone \_\_\_\_\_ today

Currently Rides Route Number \_\_\_\_\_ Will Be Riding Route Number \_\_\_\_\_  
(Date)

**ROUTE CHANGE INFORMATION:**  
\_\_\_\_\_ has my permission to change  
bus routing and be dropped off/picked up at:  
(Circle One)

**(RESIDENCE GOING TO:)**

Adult: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_  
Home Work

Give this form to the bus driver  
when boarding the bus

\_\_\_\_\_  
(Parent/Guardian Signature Required)

\_\_\_\_\_  
(School Personnel Signature Required)

Exhibit A to Procedure 751-Bus Transportation

7/96, Rev. 3/99, 2/04

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.

**WATERLOO SCHOOL DISTRICT  
ALTERNATE TRANSPORTATION REQUEST FORM**

**\*\*\*Limited to 4 Requests Per Student Per School Year\*\*\***

Student \_\_\_\_\_ (First) \_\_\_\_\_ (Last) \_\_\_\_\_ Grade Level \_\_\_\_\_

Today's Date \_\_\_\_\_ Parent/Guardian \_\_\_\_\_  
can be reached at telephone \_\_\_\_\_ today

Currently Rides Route Number \_\_\_\_\_ Will Be Riding Route Number \_\_\_\_\_  
(Date)

**ROUTE CHANGE INFORMATION:**  
\_\_\_\_\_ has my permission to change  
bus routing and be dropped off/picked up at:  
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**(RESIDENCE GOING TO:)**

Adult: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_  
Home Work

Give this form to the bus driver  
when boarding the bus

\_\_\_\_\_  
(Parent/Guardian Signature Required)

\_\_\_\_\_  
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**EXHIBIT 754.10 – RETURN TRANSPORTATION AGREEMENT**

Participants in District-sponsored co-curricular activities are required to travel to and from out-of-District athletic contests and other co-curricular events with their team or activity group on school-sponsored transportation.

The Waterloo School District is responsible for the safe transportation of students involved in school-sponsored co-curricular activities. Thus, it is the District’s responsibility to take whatever measures are necessary to insure the safe arrival at the site of the event and the return of each member to the Waterloo School District.

Under extenuating circumstances, an exception may be made concerning travel home after an athletic contest or co-curricular event. A parent/legal guardian may request and provide assurance that the student will be traveling home with the parent/legal guardian by completing the form below in the presence of the coach or activity supervisor.

This parent/legal guardian transportation option is strongly discouraged.

ACTIVITY: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ TIME: \_\_\_\_\_

I, \_\_\_\_\_, the parent/legal guardian of \_\_\_\_\_, request that he/she be granted permission to leave the above-listed school activity under my supervision. I understand that I may only transport my child(ren) and this is an exception to the school policy.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Coach

*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.*

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This parent/legal guardian transportation option is strongly discouraged.

ACTIVITY: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ TIME: \_\_\_\_\_

I, \_\_\_\_\_, the parent/legal guardian of \_\_\_\_\_, request that he/she be granted permission to leave the above-listed school activity under my supervision. I understand that I may only transport my child(ren) and this is an exception to the school policy.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Signature of Coach

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**EXHIBIT 754.11 – PARENT TRANSPORTATION AGREEMENT**

I have read Board of Education Policy 754 and hereby request authorization to transport Waterloo School District students to and from \_\_\_\_\_ in my private vehicle.

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Drivers License #: \_\_\_\_\_

Child(ren): \_\_\_\_\_

I certify that my vehicle will provide one permanent seat facing forward and one seat belt for each passenger that is transported in my vehicle, including the driver, and I shall require all passengers to wear their seat belts. I further agree to follow all traffic laws and obey the rules of the road. I certify that I have sufficient use of both hands and the foot normally used to operate the foot brake and accelerator pedal and I am not afflicted or suffering from any mental or physical disability or disease that prohibits me from safely operating a motor vehicle. I agree to transport my children home after any swim meet when I have provided them with transportation to the swim meet.

I hereby release the Waterloo School District and its representatives from any and all claims or liability that may arise as a result of damages or injury sustained by my child(ren) while I am transporting them to and from swim meets. I also agree to indemnify and hold harmless the Waterloo School District and its representatives for any liability or claim which may hereafter be presented by my child(ren) as a result of such injuries. I understand that I assume full responsibility and legal liability when I transport my child(ren) to and from swim meets.

I understand that this agreement will be kept on file in the District Office of the Waterloo School District and is valid for the current school year only.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

District Witness: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

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.

## **EXHIBIT 754.12 – REQUEST FOR AUTHORIZATION TO TRANSPORT IN PRIVATE VEHICLE**

I have read Board of Education Policy 754 and hereby request authorization to transport Waterloo School District students to and from \_\_\_\_\_ in my private vehicle.

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Drivers License #: \_\_\_\_\_

I certify that my vehicle will provide one permanent seat facing forward and one seat belt for each passenger that is transported in my vehicle, including the driver and I shall require all passengers to wear their seatbelts. I further agree to follow all traffic laws, obey the rules of the road and to provide the principal with a signed permission slip for each student who will be transported in my private vehicle. I certify that I have sufficient use of both hands and the foot normally used to operate the foot brake and accelerator pedal and I am not afflicted with or suffering from any mental or physical disability or disease that prohibits me from safely operating a motor vehicle.

The following documents are attached to this request:

1. 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.
2. 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 years..
3. A photocopy of the driver's license, showing the driver to be at least 21 years of age.

I hereby release the Waterloo School District and its representatives from any and all claims or liability that may arise as a result of damages or injuries sustained by the children I transport in my private vehicle. I also agree to indemnify and hold harmless the Waterloo School District and its representatives for any liability or claim which may hereafter be presented by the children I transport in my private vehicle. I understand that I assume full responsibility and legal liability when I transport children to and from school activities in my private vehicle.

I understand that this agreement will be kept on file in the District Office of the Waterloo School District and is valid for the current school year only.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

District Witness: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

\*The policy must provide property damage liability coverage with a limit of not less than \$10,000. The policy must also provide bodily injury liability coverage with limits of not less than \$25,000 for each person and, subject to such limit for each person, total limits as follows: \$50,000 for each accident for vehicles having a seating capacity of seven passengers or less.

## **PROCEDURE 802.1 – SCHOOL VISITOR PROCEDURES**

The Board of Education established visitor procedures to reduce disruptions that might interfere with the educational program or threaten the safety of students and staff in the Waterloo School District. 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.

### **School Visitor Responsibilities:**

1. Report to the school office when entering the building between 8:10 a.m. and 3:00 p.m. on a school day, except when attending scheduled school programs that occur during the regular school day.
2. Inform the school secretary of the staff member or student he or she wishes to see and ask the school secretary if that person is available. If the visitor is not a parent, guardian or immediate family member (i.e. grandparent, sibling, aunt, uncle), he/she shall inform the secretary of the purpose of the visit and provide a permission slip from the parent/guardian if the purpose is to visit a specific child. Regular school volunteers need to request a volunteer pass from the secretary and do not need to complete the visitor pass registry.
3. Record the following information in the visitor pass registry:

- a. name and address,
  - b. name of the person or classroom he/she is visiting,
  - c. time of arrival.
4. Affix the visitor badge on his/her shirt or jacket and proceed to the location or person to be seen.
  5. Report to the school office after concluding the visit to:
    - a. Record his/her time of departure
    - b. Discard his/her visitor badge.

**Principal Responsibilities:**

1. Maintain a visitor pass registry that is available at all times during the school day in the school office.
2. Enforce the school visitor policy and monitor the whereabouts of school visitors.
3. Provide temporary or permanent visitor passes for all persons who visit the school building.
4. Require that all visitors properly identify themselves.
5. Retain complete authority to exclude from the school premises any person(s) whom he/she has reason to believe may disrupt educational programs in the classroom or school, may disturb the teacher(s) or child(ren) on the premises or whom the principal believes are on the premises for the purpose of committing an illegal act.

**Classroom Observation Procedures:**

1. Any parent/guardian who wishes to observe his/her child's classroom while in session must obtain the advance permission of the school principal.
2. A parent/guardian who observes a classroom should not interrupt the class. If the parent/guardian wants to ask questions of the teacher or to confer with the teacher, he/she should make arrangements for a conference with the teacher by contacting the teacher at a later time for an appointment.
3. To avoid interference with the education of students, the principal may limit the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for the visitors to remain in the classroom.

**APPROVED: April 2000**

**REVISED: February 2006**

## **PROCEDURE 823.01 – PROCEDURES FOR ACCESSING PUBLIC RECORDS**

Individuals may access public records maintained by the Waterloo School District in accordance with these implementing procedures and state and federal laws:

### **A. Legal Custodian of Public Records:**

The Board of Education has designated the District Administrator as the legal custodian of records. The legal custodian is responsible for the maintenance of all District records under his/her charge and is vested with full legal power to render decisions and carry out duties related to the access and preservation of public records maintained by the Waterloo School District. The District Administrator may designate an employee to act as the legal custodian of public records in his/her absence and may deny access to records only in accordance with law.

### **B. Accessibility of Records:**

Any public record of the District will be made available for inspection and/or copying upon proper request at the District Office, 813 North Monroe Street, Waterloo, Wisconsin during normal regular office hours. The normal regular business hours of the offices of the District are from 7:30 a.m. to 4:00 p.m., on all days other than holidays, Saturdays or Sundays, or school year vacation periods. Upon request, the legal custodian shall designate where, when and how public records of the District may be inspected and copied. The legal custodian of records may require supervision of the requestor during inspection and impose other reasonable restrictions to maintain the security of the record. No original public record of the District shall be removed from the possession of the legal custodian. If it is determined that a requested record does not exist, the District will not create the record.

### **C. Record Request:**

1. All requests to inspect or copy a public record shall be made to the legal custodian or records. The request must reasonably describe the requested record or information. Record requests may be made orally or in writing.
  - a. Except as noted in (c) below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request.
  - b. Except as noted in (c) below, no request may be refused because the request is received by mail, unless prepayment of a fee is required and not enclosed.
  - c. A person making a request to review records may be required to show acceptable identification whenever security reasons of federal law or regulations so require.
2. Upon receiving a request for any public record, the legal custodian of records shall, as soon as practicable and without delay, review the request and determine whether to approve or deny the request. The legal custodian of records shall consider provisions outlined in state and federal laws when making such determinations. The legal custodian of records is authorized and encouraged to consult the District's legal counsel in making such determinations.
  - a. Oral requests may be denied orally, unless the requester demands a written statement of the reason(s) for denying the request within five (5) business days of the oral denial.
  - b. If a written request is denied in whole or part, the requester shall receive a written statement of the reason(s) for denying the request. Written denials must include a statement informing the requester that the denial may be reviewed by a court of mandamus or upon application to the district attorney or attorney general.
3. If a record contains information that may be made public and information that may not be made public, the legal custodian shall provide the information that may be made public and redact the information that may not be made public from the record before its release.
4. If any records of the District are requested which are necessary for the day-to-day operation of the District, then the legal official custodian may arrange for the records to be inspected after normal working hours.
5. Any requests for computer records of the District will be referred by the official legal custodian to the individual in charge of the equipment involved to determine the cost of any

computer search, printing charge and the possible time available on the machine. Since computer time can be expensive, computer information will not be provided until the person requesting the information is informed of the estimated cost and makes the required prepayment.

**D. Fees:**

A requester shall be charged a fee for the cost of locating and copying records in the manner specified below. The legal custodian may waive the fee in the interest of the District.

1. The District may require advance payment of costs provided herein, if the amount exceeds \$5.00.
2. The District shall charge \$.10 for photocopying each side of a page.
3. The District shall charge the actual, necessary and direct cost of locating a record, when the cost exceeds \$50.00
4. If the form of the written record does not permit copying, the District shall charge the full actual cost of photographing and processing the photograph.
5. When copies of non-printed documents, such as films, computer printouts and audio or video tapes are requested, the District shall charge the full actual cost of providing a copy.
6. If mailing or shipping is necessary, the District shall charge full actual cost.
7. The District will determine the cost for clerical time in photocopying by using the hourly rate of \$15.00 if more than a reasonable amount of time is needed.
8. The legal custodian of records shall estimate the cost of all applicable fees and may require a cash deposit or prepayment of the estimated fees to assure payment.
9. Elected officials and employees of the District shall not be charged for public records that they may reasonably require for the proper performance of their official duties.
10. The legal custodian of records may not sell or rent a record containing an individual's name or address of residence, unless specifically authorized by state law. Collection of fees outlined above is not a sale or rental under these procedures.

**LEGAL REFERENCE:** Wisconsin Statutes Chapter 19, Subchapters II and IV  
Wisconsin Records Retention Schedule for School Districts

**CROSS REFERENCE:** Policy 823, Access to Public Records

**APPROVED:** April 2003

**REVISED:** March 2004

## **EXHIBIT 823.01 – ACCESS TO PUBLIC RECORDS NOTICE**

The Waterloo School District gives notice to the public and employees as follows:

That it is a common school district operated by the electors of the school district and a school board, officers, committees, and administrators, as provided by law, with its office located at 813 N. Monroe Street in the City of Waterloo, Jefferson County, Wisconsin.

That the legal custodian of all records of said school district and all subunits under it is the District Administrator whose office is at 813 N. Monroe Street, Waterloo, WI 53594 or his/her designee. The legal custodian is vested with full legal power to render decisions and to carry out the duties of the school district and its school board under the public records and property law.

That the public may obtain information and access to records of said school district and all subunits under it and make requests for records or obtain copies of records during regular office hours at the district office, 813 N. Monroe St., Waterloo, WI 53594 between the hours of 7:30 a.m. and 4:00 p.m. on all days other than holidays, Saturdays or Sundays, or school year vacation periods.

The cost of obtaining copies of records shall be determined by the legal custodian as outlined in School Board Procedure 823.01 (D). Prepayment of such fees may be required if the fees exceed \$5.00. If the cost to locate a document exceeds \$50.00, the legal custodian may impose a fee for such location that does not exceed the actual, direct and necessary cost of locating the record.

Any person requesting public access to a public record of the school district need not give his/her name or state the reason for his/her request. The request, however, must reasonably describe the requested record and contain a reasonable limitation as to subject matter or length of time covered by the record. Record requests may be made orally or in writing. As soon as possible, and without delay, the legal custodian must either fill the request or notify the requestor of the decision to deny access, giving the specific reasons for that decision. If the request is in writing, the legal custodian must provide a written statement of reasons for denial and also inform the requestor that the decision to deny access is subject to an action for mandamus or review upon application to the District attorney or attorney general.

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Connie Schiestl, District Administrator  
and Legal Custodian of the School District Records

## **PROCEDURE 830.1 – FACILITY UTILIZATION**

### **I. Responsibilities of District Personnel**

The Building Principals shall have authority to schedule building use. The Pool/Fitness Center Director shall be responsible and have authority to schedule pool use. In the event a school activity is scheduled that conflicts with a previously scheduled non-school use, the school activity will have precedence. The Building Principal or Pool/Fitness Center Director will contact the designated representative of the non-school user as soon as possible.

The security plan will be the joint responsibility of the Building and Grounds Supervisor and the Building Principal or Pool Director as appropriate.

### **II. Limitations on Utilization of Certain Facilities – Including School Kitchens**

#### May not be Utilized

1. Offices
2. Maintenance Shops
3. Climbing Wall

#### May be Utilized with Limitations

1. Computer labs and technical education facilities are limited to organizations that provide certified instructors and/or trained technical support personnel.
2. Use of the School Kitchens may only be utilized with a District Food Service staff member present.
  - a. State regulations require the District to maintain food service facilities in conformance with all sanitation and health standards as stated in the State Board of Health Chapter of the Wisconsin Administrative Code (HFS 196 – Restaurants). These standards must be met at all times, including the use of food service facilities for functions other than school meal preparation.
  - b. Food service equipment shall be operated only by trained district personnel.
  - c. Strict requirements for school kitchen use are also necessary so the facility is left in an orderly manner and ready for regular use by the food service staff.
  - d. The kitchens used for school meal preparation or serving may be used for school and non-school functions contingent upon approval of the Food Services Supervisor. The following procedure should be used for kitchen use:
    - i. The Food Services Supervisor shall be notified a minimum of three (3) weeks in advance of the requested date(s) for use. The Food Services Supervisor will notify the Building Principal whether or not the request to utilize the kitchen facility should be approved.
    - ii. If any major food service equipment (includes ovens and stoves) is needed, a District food service employee familiar with the equipment and sanitation procedures will be required to operate, help clean and sanitize the equipment.
    - iii. The cost of food service personnel shall be reimbursed by the group or organization at the rates identified in the Facility Use Fee Schedule.

### **III. Permission to use District facilities will be governed on the following priority basis:**

1. Waterloo School District sponsored activities
2. Waterloo School District affiliated groups, (i.e. PTO, Booster Organizations)
3. Waterloo Community activities, (i.e. WYSO, Civic and Service Organizations benefiting Waterloo School District youth)

4. Other Waterloo School District area Organizations or Individuals
5. All others.

#### IV. Application Procedures

Scheduled events may be viewed online at the district's website –  
[WWW.WATERLOO.K12.WI.US](http://WWW.WATERLOO.K12.WI.US) .

- A. To schedule the use of school facilities for an event, please contact Karen Weihert at 920-478-3633 x4503 or email [weihertk@waterloo.k12.wi.us](mailto:weihertk@waterloo.k12.wi.us). If you are part of a group that frequently schedules district facilities for events, we may be able to create an account for you in our facility scheduling system.
- B. The application form must be completed and submitted online or in person at least ten (10) working days in advance of the proposed date(s) of usage.
- C. Appropriate staff will review the form for information and establish costs in accordance with Section V of the Facility Utilization Procedure.
- D. The completed Facility Use Application will be routed for approval to the Building and Grounds Supervisor and other staff (as appropriate), with final approval given by the Building Principal's authorization. When actual costs for facility use are determined, the Business Office will send an invoice to the authorized agent.
- E. The Pool/Fitness Center Director shall require advance payment of all fees listed on the approved pool rental application. Pool rental will be approved in advance by the Pool Director. A copy of the completed Pool Rental Form with payment will be sent to the District Business Manager within 24 hours of approval.
- F. Any request for Facility Use or Pool Rental which is denied may be appealed to the District Administrator.
- G. Upon approval of a request, an email will be sent to the applicant representative.
- H. All non-school sponsored organizations or individuals completing an online Facility Use Application or Pool Rental Application shall be required to sign a Declaration of Financial Responsibility assuming full responsibility for property damage and/or personal injury and liability; and may be required to provide the District with a Certificate of Insurance indicating no less than the following coverage:

Bodily Injury:	\$100,000/person; \$300,000/occurrence
Property Damage:	\$100,000

#### V. Rental Fees

- A. There will be no charge for any school-sponsored activities.
- B. Charges for all community and public service groups within the Waterloo School District such as WPTO, Scouts, 4-H, Senior Citizens, Lion's Club, Cancer Drive, Red Cross Blood Drive, etc. will be as set forth in F. below.

There will be no custodial charge to such groups if facilities are utilized during normal custodial hours. Normal hours during the school year are Monday through Friday 6:00 a.m. to 10:00 p.m. and Saturdays from 7:15 a.m. to 7:30 p.m. During the summer school break normal hours are Monday through Friday 6:30 a.m. to 4:00 p.m. Groups or organizations using a facility, other than the pool, during times when custodial personnel are not regularly scheduled will be charged for hours worked as set forth in F. below.

- C. When the District has an agreement with a private day care provider to use school facilities for After-School School-Age Child Care and the provider chooses to use District facilities to provide school-age child care on non-school days, the provider shall pay a rental fee of ten (\$10.00) dollars per classroom for each non-school day use of District facilities.
- D. In addition to the hourly fees as set forth in F. below, all other organizations or groups that will charge an entrance fee and/or intend to make a profit when using the facility will pay a fixed reservation fee of fifty (\$50.00) dollars.
- E. Pool Rental Charges

Renters shall be charged as set forth in F. below.

Renters must specify the number of participants that will be in attendance on the Pool Rental Form and lifeguards will permit no more than that number of participants in the pool area during the rental period.

F. Facility Use Fee Schedule

<b>School Year Per Hour Fees</b>	<b>Sunday Hrly Costs</b>	<b>Non-Sunday Hrly Costs</b>
High School Gym	45.00	7.00
Elementary Gym	40.00	5.00
Fitness Center	9.00	9.00
Elem - MPR	35.00	2.00
Football Field W/ Lights	45.00	9.00
Football Field W/O Lights	35.00	5.00
(Field Preparation Extra)		
High School Cafeteria	40.00	5.00
Kitchens	25.00	25.00
<b>Non-School Year</b>		
High School Gym	45.00	35.00
Elementary Gym	40.00	30.00
Fitness Center	9.00	9.00
Elem - MPR	35.00	25.00
Football Field W/ Lights	45.00	35.00
Football Field W/O Lights	35.00	25.00
(Field Preparation Extra)		
High School Cafeteria	40.00	30.00
Kitchens	25.00	25.00
<b>All Year</b>		
<b>Per Two Hour Fees</b>		
<b>Swimming Pool (2 Hrs)</b>		
1-25 Participants	90.00	90.00
26-50 Participants	115.00	115.00
51-100 Participants	130.00	130.00
100-157 Participants	150.00	150.00

## **EXHIBIT 830A – BASIC FACILITY UTILIZATION RULES**

1. No part of the school building shall be used unless at least one adult supervisor is present. The person who has been designated as the supervisor must be present from the beginning of the activity until such time as all persons have left the building.
2. Any group's failure to provide adequate supervision shall be considered grounds for immediate revocation of permission to use the facilities and may be grounds for refusal of future requests for facilities use.
3. Facility users must confine themselves to areas assigned. Disorderly conduct is prohibited.
4. All local and state ordinances and laws of the police and fire departments must be observed.
5. Use of tobacco and possession, sale or consumption of illegal drugs or alcohol on school premises is strictly prohibited.
6. With the exception of identified pool rentals, custodial personnel shall be on duty whenever the facility is being used.
7. Operation of power and mechanical equipment in kitchens must be supervised by the appropriate District personnel.
8. Users are responsible for the proper care of district facilities and equipment. Unless other arrangements have been made, the user will be responsible to clean and return facilities to the condition prior to rental. Any clean-up or damage costs incurred by the District will be assessed to the user.
9. District-owned furniture and equipment shall not be moved unless approved by the Building Principal or the Buildings and Grounds Supervisor and supervised by a building custodian.
10. Any apparatus or other equipment moved into the building must have prior approval of the Building Principal and/or the Buildings and Grounds Supervisor and must be removed promptly so as not to interfere with the normal school program.
11. No animals are permitted in school buildings without permission of the Building Principal or Pool/Fitness Center Director.

*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.*

## **EXHIBIT 830B – POOL UTILIZATION RULES**

### Pool Lobby Rules

1. No glass
2. No abusive or profane language
3. No loitering
4. No animals inside the facility
5. When in the lobby refrain from discourteous behavior. Rules shall be enforced by any Pool/Fitness Center staff and at their discretion violators will be asked to leave.

### Locker Room Rules

1. No gum, food, drink (other than water), glass, and tobacco products
2. No animals
3. No abusive or profane language
4. Patrons should refrain from horseplay
5. All groups must provide two (2) adult locker room supervisors (one male, one female if coeducational rental) per 25 swimmers.
6. All children five (5) and older must use the locker facilities of their gender

### Pool Rules – Maximum Capacity 157

1. Proper ID (Day Pass, Punch Pass or Membership card) is required to enter the pool during open pool hours.
2. Children under the age of seven must be accompanied by an adult guardian in the water (within arms reach) and on deck at all times. Children ages 7-11 must be accompanied by a parent or adult guardian on the premises. Adult is defined as anyone 18 years of age or older willing to be responsible for the child.
3. Swimmers must take a shower before entering the pool.
4. Swimmers must check in with on duty lifeguard prior to swimming.
5. Swimming suits are required. No one is allowed to swim in cut-offs, spandex, sports bras or shorts. Clean T-shirts may be worn over swimsuits.
6. Profanity, pushing, running, or other actions considered rough housing are not permitted.
7. No eyeglasses can be worn while in the pool.
8. Glass containers are not permitted in the facility.
9. No animals are allowed in pool area.

10. Gum, food, drink (other than water), and tobacco products are not allowed.
11. Absolutely no swimming without a lifeguard on duty.
12. Long loud whistle blast by lifeguards means everyone must quickly move to the side of the pool and exit.
13. Lifeguards reserve the right to implement additional rules and regulations to ensure patrons safety, those who do not comply will be asked to leave.
14. Waterloo Pool reserves the right to revoke privileges to anyone who refuses to comply with the policies.

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# EXHIBIT 830C – POOL RENTAL FORM

## WATERLOO SCHOOL DISTRICT

### PROCEDURES

1. The Waterloo School District Pool may be rented to groups or individuals for private use when not scheduled for other activities. Call (920) 478-3511 to discuss arrangements.
2. Complete application form and return to the Swimming Pool Director at least ten (10) working days prior to the anticipated rental date. No reservation will be made until this application is approved by the Pool Director.
3. Upon approval a copy will be returned to the applicant. To cancel the reservation, the lessee must contact the Pool Director at least five (5) working days prior to the rental date. Cancellation after that period may result in forfeiture of the rental fee.
4. Payment of all fees must be rendered at the time of reservation. Make all checks payable to Waterloo School District.

**FEES** The fee schedule for all pool rentals (youth and adult) is listed below. Pool staff fees are included to pool rental fees. Staffing is determined as follows:

		Resident	Non-Resident
1 - 25	participants = 2 Lifeguards	\$ 50.00 / hour	\$ 60.00 / hour
26 - 50	participants = 3 Lifeguards	\$ 75.00 / hour	\$ 90.00 / hour
51 - 75	participants = 4 Lifeguards	\$100.00 / hour	\$120.00 / hour
Over 75	participants = 5 Lifeguards	\$125.00 / hour	\$150.00 / hour

5. Lifeguards are not responsible for supervision within the locker room. All groups will be required to provide TWO (2) adults (one male and one female if coeducational rental) per 25 swimmers for supervision in this area.

### APPLICATION

Name of Group/Individual Requesting \_\_\_\_\_ Date(s) Requested for Use \_\_\_\_\_  
Time: From \_\_\_\_\_ to \_\_\_\_\_

Expected Number of Participants: 1-25 \_\_\_ 26-50 \_\_\_ 51-75 \_\_\_ over 75 \_\_\_ Number of Lifeguards Needed: \_\_\_

**\*No more than the identified number of participants will be allowed in the pool area.**

To support the request to rent/utilize property of the School District of Waterloo set forth above, I (applicant or authorized agent of applicant) hereby agree as follows: To abide by the rules and regulations of the school district governing the use of school facilities, and to see that such rules and regulations are complied with and obeyed by others; to assume responsibility for and to make restitution for any damage to the building or equipment during the period of rental/use which in the judgment of the school district constitutes damage or destruction beyond normal wear and tear and intended usage; and to indemnify and forever hold harmless the school district and its officers, agents, and employees, from any and all claims of any kind, nature or description arising out of the use of any of the school facilities pursuant to this application or any modification thereof.

**I REPRESENT AND UNDERSTAND THAT I AND/OR THE ENTITY FOR WHICH I AM THE AUTHORIZED AGENT AM AND WILL BE FINANCIALLY RESPONSIBLE AND LIABLE FOR ANY PROPERTY DAMAGE OR PERSONAL INJURY ARISING OUT OF RENTAL/USAGE OF SAID FACILITIES.**

Name of Renter/User \_\_\_\_\_ Address of Renter/User: \_\_\_\_\_  
(type/print)

Signature of Applicant/Authorized Agent \_\_\_\_\_ Date of Signature \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Supervising Adult(s) \_\_\_\_\_ Telephone Number \_\_\_\_\_

\_\_\_\_\_ Telephone Number \_\_\_\_\_

### TO BE COMPLETED BY DISTRICT STAFF

Certificate of Insurance Provided: Yes \_\_\_\_\_ No \_\_\_\_\_

Estimated Costs: Rental Fee \_\_\_\_\_ Guard Fee \_\_\_\_\_ TOTAL \_\_\_\_\_\*

Pool Director Approval \_\_\_\_\_ Date \_\_\_\_\_

Distribute completed and approved copies to: Swimming Pool Director; \*Business Manager (for billing purposes); District Administrator; Applicant

**WATERLOO SCHOOL DISTRICT RESERVES THE RIGHT TO DENY/CANCEL THIS APPLICATION** 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.

# EXHIBIT 830D – FACILITY USE APPLICATION

## PROCEDURES

## WATERLOO SCHOOL DISTRICT

1. Complete application form and return to the appropriate school office at least ten (10) working days prior to date requested. No reservation will be made until this application is approved by the Building Principal.
2. Upon approval a copy will be returned to the applicant.
3. Persons completing this application are signifying they have read and understood Board of Education Policy 830 and agree to abide by its provisions.
4. Any fees due must be paid to the Business Office prior to the date of the approved activity. Make all checks payable to Waterloo School District.
5. Any additional charges due must be paid to the Business Office within 15 days of receipt of billing.

### APPLICATION

Name of Group /Individual Requesting \_\_\_\_\_ Date(s) Requested for Use \_\_\_\_\_

Building and Room \_\_\_\_\_ Number Attending \_\_\_\_\_

Time: From \_\_\_\_\_ to \_\_\_\_\_

Event Start Time \_\_\_\_\_

List Specific Use/Activity \_\_\_\_\_

Admission Fee: Yes \_\_\_ No \_\_\_ Amount \_\_\_\_\_

What equipment will be required? (Attach Layout Diagram to form, if needed)

Audio-Visual Equipment \_\_\_\_\_

P.A. System \_\_\_\_\_

Specify Type AV \_\_\_\_\_

Lighting \_\_\_\_\_

Computers \_\_\_\_\_

Speakers-Stands \_\_\_\_\_

Chairs \_\_\_\_\_

Tables \_\_\_\_\_

Other \_\_\_\_\_

Special arrangements required? Yes \_\_\_ No \_\_\_ If yes, specify \_\_\_\_\_

Will special janitorial services be required? Yes \_\_\_ No \_\_\_ If yes, specify \_\_\_\_\_

**Police and parking attendants should be arranged directly by sponsoring group.**

To support the request to rent/utilize property of the School District of Waterloo set forth above, I (applicant or authorized agent of applicant) hereby agree as follows: To abide by the rules and regulations of the school district governing the use of school facilities, and to see that such rules and regulations are complied with and obeyed by others; to assume responsibility for and to make restitution for any damage to the building or equipment during the period of rental/use which in the judgment of the school district constitutes damage or destruction beyond normal wear and tear and intended usage; and to indemnify and forever hold harmless the school district and its officers, agents, and employees, from any and all claims of any kind, nature or description arising out of the use of any of the school facilities pursuant to this application or any modification thereof.

**I REPRESENT AND UNDERSTAND THAT I AND/OR THE ENTITY FOR WHICH I AM THE AUTHORIZED AGENT AM AND WILL BE FINANCIALLY RESPONSIBLE AND LIABLE FOR ANY PROPERTY DAMAGE OR PERSONAL INJURY ARISING OUT OF RENTAL/USAGE OF SAID FACILITIES.**

Name of Renter/User \_\_\_\_\_ (type/print) Address of Renter/User: \_\_\_\_\_

Signature of Applicant/Authorized Agent \_\_\_\_\_ Date of Signature \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Supervising Adult(s) \_\_\_\_\_ Telephone Number \_\_\_\_\_

\_\_\_\_\_ Telephone Number \_\_\_\_\_

### TO BE COMPLETED BY DISTRICT STAFF

Approve By **Initialing** and **Dating** Request: Buildings and Grounds Supervisor \_\_\_\_/\_\_\_\_ Athletic Director \_\_\_\_/\_\_\_\_

Other Staff: Food Service \_\_\_\_/\_\_\_\_ IMC \_\_\_\_/\_\_\_\_

Tech. Coordinator \_\_\_\_/\_\_\_\_

Certificate of Insurance Provided: Yes \_\_\_\_\_ No \_\_\_\_\_

Estimated Costs: Custodial \_\_\_\_\_ Building \_\_\_\_\_ Miscellaneous \_\_\_\_\_ **TOTAL** \_\_\_\_\_\*

**Building Principal Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Distribute completed and approved copies to: Buildings and Grounds Supervisor; Athletic Director; Other Staff as deemed necessary (see above); Building Principal; \*Business Manager (for billing purposes); District Administrator; Applicant**

**WATERLOO SCHOOL DISTRICT RESERVES THE RIGHT TO DENY/CANCEL THIS APPLICATION**

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